

GLOBAL GREEN GROWTH INSTITUTE

TRAVEL RULES



GGGI

Approved:	17 December 2019	Authorization: Director-General
Current Version:	3	
Effective Date:	1 January 2020	Queries: Travel Focal Point, Administrative Services Unit



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GGGI TRAVEL RULES

1. FOREWORD

- 1.1. These Travel Rules replace and supersede all previous policies, rules, guidelines and guidance on GGGI Official Travel, including, the *Travel and Travel Expenses Policy*, the *GGGI Travel and Travel Expenses Guidelines* and the *Travel Policy for Members of the Governance Organs of the GGGI*, and elaborate on the manner in which travel-related provisions in the Staff Regulations and the Staff Rules are to be applied. These Travel Rules are designed to serve as the single and authoritative reference source on the conditions and procedures relating to all Official Travel.
- 1.2. Implementation of these Travel Rules will facilitate and support the effective delivery of GGGI operations, programs and activities, while at the same time ensuring that due consideration is given at all times to minimizing the need for travel, value for money and ensuring that the necessary control measures are in place.

2. EXECUTIVE SUMMARY OF CHANGES INTRODUCED IN THIS REVISION

- 2.1. These Travel Rules recognize that official travel is fundamental to performing the official functions of GGGI and achieving GGGI's mission, and seek to provide travelers on Official Travel with reasonable travel conditions that are at a level comparable to that provided by similar international organizations, while being cognizant that (i) GGGI is a green organization and the impact of its operational travel on the environment is especially relevant and subject to scrutiny by GGGI members and the public at large and (ii) GGGI is fully donor-financed with travel expenses representing a significant component of GGGI's costs and therefore travelers on Official Travel should act in the best interests of GGGI and be prudent and cost-conscious with respect to travel practices.

- 2.2. Key changes from the previous version 2 of the Travel Rules include:

Purchase of flight ticket by traveler

A DG decision to allow travelers to purchase their own tickets was circulated in November 2017. This decision was not incorporated into the travel rules at the time. This change is to incorporate that decision into the updated travel rules.

- (a) Travelers who purchase their own flight tickets may submit a claim immediately following the purchase for reimbursement prior to completing their Official Travel, once proper Travel Authorization has been provided (para 13.3)

Combining Official and Personal Travel

This change is introduced to give a more detailed guideline on combining official and personal travel. In addition, the revision aligns GGGI policy with best practice in International Organization. This is not a change in policy but brings greater clarity to the existing policy. The overriding guidance is that no additional costs should be incurred by GGGI if staff combine some personal



travel with official travel and a mission trip should never be planned for the purpose of facilitating personal travel. (Para 10.6)

- (b) A GGGI staff member may choose to combine official and personal travel (including flexible working arrangement). All costs in excess of those incurred for official travel resulting from personal preference must be borne by the traveler. Thus, a staff member permitted to travel for reasons of personal preference by a route other than the approved one, the entitlement in respect to a particular journey shall be limited to the maximum to which they would have been entitled had the travel been undertaken by the approved route.
- (c) GGGI Staff and secondees are the only class of travelers that may request to combine personal travel and Official Travel
- (d) If the staff member chooses to downgrade from business to economy class, the fare entitlement shall remain business class and a personal stopover may be undertaken within that fare entitlement. The staff member shall be responsible for any delays, penalties or additional expenses incurred as a result of taking a lower fare or making special arrangements.
- (e) When personal travel is taken in conjunction with mission travel, travelers must obtain from their supervisor: (i) written approval to combine mission and personal travel and (ii) leave approval. Proof of the two approvals will be provided to respective Division Head and Travel Focal Point for record purposes.

The requirement that ‘In no event may the number of working days on personal travel exceed the number of days on official mission travel’ is being abolished to bring the GGGI policy into alignment with other International Organizations. In addition, the revision (d) above provides clarity on entitlements if a staff member downgrades to economy to facilitate a personal stopover.

Submission of Travel Expense Reports

This change is introduced to ensure that all travel requests which involved the upfront payment of travel costs are appropriately settled and supported by documents as required by the Travel Rules. A travel expense report must now be submitted by all travelers following the completion of the travel even if there are no additional expenses to be claimed. The purpose of the change is to ensure that all travel advances are liquidated correctly.

- (f) A Travel Expense Report for Official Travel must be submitted within 21 days of the conclusion of the mission and submitted in the ERP system by the traveler (Para13.1)

Submission of Back to Office Reports

This change is introduced to ensure that mission reports are completed satisfactorily and submitted within the timeframe given. It also introduces the change that mission reports will now be submitted in the CRM system within seven days of completion of the mission.

- (g) Submission of Back to Office Report (BTOR) is required for all Official Travel except for GGGI-hosted Event Travel, Governance Organ-related Travel, interview candidate and initial appointment travel, and it must be completed and submitted before the submission



of Travel Expense Report in the Constituent Relationship Management (CRM) system, within seven (7) calendar days of completion of the journey (Para 14.1)

GGGI's regulatory framework

This change is introduced to ensure that transactions outside of GGGI's regulatory framework are prevented. If special consideration is needed, such transaction must be properly reviewed, justified, consented, and documented prior to giving exceptional approval. No travel cost reimbursements will be made outside of GGGI's regulatory framework in the future.

- (h) No travel cost reimbursements will be made outside of GGGI's regulatory framework (Para 15.5).

Security warnings

This change is introduced to address the issue that not all travelers download security and medical e-mail alerts from International SOS. The travel rule is being amended that travelers are now 'strongly encouraged' rather than it being mandatory to download. This is because, since GGGI changed its policy on providing phones for staff, some staff may not own smart phones which is a necessity for downloading such apps.

- (i) Travelers are strongly encouraged to subscribe to security and medical email alerts from International SOS and download the mobile app (Para 12.1).

Reducing GGGI's Carbon Footprint

This change is being introduced to reduce GGGI's carbon footprint.

- (j) Recognizing the requirement to further reduce GGGI's carbon footprint, all GGGI staff, whose mission trip qualifies for business class travel under these Travel Rules, will on an annual basis take the first mission trip of the year which qualifies for business class travel in economy class (para 10.3.7).

3. DEFINITIONS

- 3.1.** Capitalized terms that are used in these Travel Rules and not otherwise defined have the meanings given to such terms in Annex 1.

4. PURPOSE AND SCOPE

- 4.1.** The purpose of these Travel Rules is:
 - (a) to provide policies, procedures and conditions applicable to Official Travel, with a view to ensuring that such travel is undertaken in a transparent, sustainable, efficient, cost-effective and secure manner;
 - (b) to reduce operational risk by placing internal controls on travel processes; and
 - (c) to serve as a single and authoritative source of reference with regards to Official Travel.
- 4.2.** These Travel Rules apply to all Official Travel undertaken by staff of GGGI and people traveling at GGGI's expense or on GGGI's behalf, except in cases where specific



provisions for travel have been made in the Staff Regulations and Staff Rules of GGGI or other rules, directives and instructions of the Director-General or in bilateral agreements between GGGI and a sponsoring organization.

- 4.3. Official Travel means any travel authorized to be undertaken at GGGI's expense or on GGGI's behalf.
- 4.4. The following persons are eligible to undertake Official Travel at the expense of GGGI:
 - (a) GGGI Staff;
 - (b) eligible family members of GGGI Staff, as and to the extent provided under the Staff Regulations, the Staff Rules and other applicable rules or directives issued by the Director-General;
 - (c) Consultants, where and to the extent provided for in the contract between the individual and GGGI. These Travel Rules do not apply to firm consultants and their experts, and
 - (i) GGGI will in no event directly book travel or hotel arrangements for firm consultants and their experts nor
 - (ii) will GGGI directly reimburse the costs of travel and hotel accommodation for firm consultants and their experts other than to the extent reimbursement of travel costs are included in the contract between the firm and GGGI;
 - (d) Participants, speakers and resource persons at GGGI-hosted events such as meetings, conferences, seminars and workshops, as and to the extent provided under applicable rules, directives or guidelines issued by the Director-General or in a written agreement between the individual and GGGI (referred to herein as "GGGI-hosted Event Travel");
 - (e) members of Governance Organs from Eligible Participating Countries for participation in-person at any Assembly and/or Council meeting and any in-person meeting of governance committee, panel or group of which they are members;
 - (f) observers to meetings of the Governance Organs representing or based out of Eligible Participating Countries;
 - (g) the President and Vice-Presidents of the Assembly and the Chair and Vice-Chairs of the Council for participation in-person at any Assembly and/or Council meeting;
 - (h) the President of the Assembly, the Chair of the Council and other members of a Governance Organ, where designated to represent GGGI at an external event ((e), (f), (g) and (h) are collectively referred to herein as "Governance Organ-related Travel"); and
 - (i) other individuals including, without limitation, secondees, interns, advisers and candidates invited for employment interviews.

5. GUIDING PRINCIPLES

- 5.1. These Travel Rules are based on maintaining an appropriate balance among the following considerations:
 - (a) cost-effectiveness and value for money;
 - (b) concern for the security and safety of individuals engaged in Official Travel;
 - (c) environmental sustainability of travel; and
 - (d) transparency and consistency in the application of travel rules.



- 5.2. Travel expenses represent a significant component of GGGI's costs. Travelers on Official Travel should act in the best interests of GGGI, be prudent and cost-conscious with respect to travel practices. Travelers are responsible for controlling travel expenses and adhering to the policies, procedures and conditions outlined in these Travel Rules. Each manager's accountability extends to arrangements for the travel of their team-members.
- 5.3. At all times, consideration is to be given as to whether (i) travel is necessary or whether meetings planned could be carried out using information and communications technology (ICT), such as, audio or video conference or on-line means, (ii) where travel is deemed necessary, that the number of travelers on each mission is kept to the minimum necessary, consistent with the need for the efficient conduct of GGGI business and (ii) in relation to staff based outside of Headquarters, the number of trips to Headquarters should be minimized and planned meetings that cannot be accomplished using ICT should be combined to the greatest extent possible to minimize time away from duty station and travel costs.
- 5.4. These Travel Rules are not intended to cover every possible situation; but are meant to guide travelers and GGGI Staff administering travel in making appropriate judgements about the appropriate use of GGGI's travel funds. If you need additional guidance on any provision of these Travel Rules, please consult with the Travel Focal Point or your supervisor.

6. WAIVERS AND EXCEPTIONS

- 6.1. Any and all waivers to or exceptions or deviations from these Travel Rules must be cleared and/or approved by the relevant Approver of Official Travel and, in all cases, be reported to the Travel Focal Point for inclusion in the monthly travel report referenced in Section 15.1(e).
- 6.2. Waivers and exceptions from these Travel Rules resulting in additional cost that is less than 1,000 USD will be cleared and/or approved by the Assistant Director-General for Finance and Corporate Services, Head of Operations Enabling Division(OED), and additional cost that is more than 1,000 USD will be cleared and/or approved by the relevant traveler's division head.
- 6.3. Exceptions for business class travel on medical grounds may only be granted by the relevant Approver of Official Travel based on (i) a recommendation of the Head of Human Resources and (ii) the written recommendation of a medical doctor duly licensed in the jurisdiction of practice.

7. TRAVEL AUTHORIZATION

- 7.1. Prior authorization of the relevant Approver of Official Travel is required for all Official Travel. No individual may authorize his or her own travel.
- 7.2. Governance Organ-related Travel will be provided on the terms and conditions set out in the letter of invitation issued by GGGI to the traveler, which will constitute the travel authorization.



- 7.3. Official Travel of interview candidates require prior authorization of (i) the Head of Human Resources and (ii) the budget holder of the position being recruited.
- 7.4. Submission of an Official Travel Request is required for all Official Travel. The traveler (or, in the case of GGGI-hosted Event Travel, Governance Organ-related Travel, interview candidate and initial appointment travel, the GGGI Personnel making travel arrangements for the traveler) must complete and submit an Official Travel Request to the relevant Approver of Official Travel through “3giConnect” ERP system to request for the necessary travel arrangements and allowances.
- 7.5. The Official Travel Request must include the following, in addition to any other relevant details: (i) mission destination(s), (ii) purpose of the mission, (iii) calendar days of mission, (iv) budget/project code; (v) estimated cost of travel (as items listed in Section 7.1); (vi) attaching the quotation on flight received from the Official Travel Agency; (vii) submission of New Mission details in CRM (viii) other pre-approval documentation, if applicable.
- 7.6. Authorization to travel must be given in writing (in electronic form through “3giConnect” ERP system for (i) GGGI Staff, (ii) Consultants and (iii) all other travelers who have ERP access, and in other electronic form for all other travelers) prior to the commencement of Official Travel. No ticket will be issued, and no allowance, advance payment or reimbursement will be made without written travel authorization.
- 7.7. GGGI Staff, Consultants, secondees and interns are personally responsible for ensuring that they have the proper authorization before they commence Official Travel. The respective budget holder is personally responsible for ensuring that proper authorization has been received before the commencement of Official Travel of travelers undertaking GGGI-hosted Event Travel, Governance Organ-related Travel, interview candidate travel and initial appointment travel.
- 7.8. Once Official Travel is approved by the relevant Approver of Official Travel, the traveler (or, in the case of GGGI-hosted Event Travel, Governance Organ-related Travel, interview candidate and initial appointment travel, the GGGI Staff making travel arrangements for the traveler), as applicable, will (i) forward the approved Official Travel Request to the appropriate Official Travel Agent for issuance of transportation tickets and, where applicable, confirmation of hotel accommodation arrangements or (ii) in respect of travel arrangements made using Official Travel Agent and/or via online service provider for transportation and hotel, the traveler or travel arranger will be entitled to proceed to book the travel arrangements in accordance with conditions set out in Travel Rules Section 9.

8. TRAVEL PROVISIONS

- 8.1. GGGI will provide the following to travelers undertaking Official Travel, as applicable in accordance with the provisions of these Travel Rules:
 - (a) Transportation Expenses;
 - (b) Accommodation Expenses;¹

¹ As provided in Section 9.5.1 below, accommodation expenses cover room and breakfast, including all taxes and related charge.



- (c) Daily Personal Expenses Allowance;
- (d) Airport Transfer Expenses; and
- (e) Other Transportation Costs.

9. TRAVEL ARRANGEMENTS

- 9.1.** Air and train transportation and hotel accommodation bookings for Official Travel will be made either (a) through the GGGI official Travel Agency or (b) by the traveler using an online travel service provider
- 9.2.** Under special circumstances, such as in cases of airlines or trains whose tickets cannot be issued by an Official Travel Agent, or if the traveler is able to find more economical tickets than the one provided by the Official Travel Agent, the authorized traveler may purchase the ticket using other methods, and claim reimbursement upon presentation of the receipt and the written authorization of the relevant Approver of Official Travel. The authorized traveler must inform the Travel Focal Point of such purchase for the Monthly Travel Review.
- 9.3.** Low Cost Carriers (LCCs) may be an option for air transportation under the following conditions: (a) if LCC is provided as one of the options by the Official Travel Agent, then the traveler can choose that option; or (b) if LCC option is found from sources other than the Official Travel Agent, the traveler may still avail of the LCC option if it is within the allowable travel cost. For travelers using LCCs, GGGI will pay for luggage fee, in-flight meals, and beverages, if these are considered as add-on fees.
- 9.4.** Official Travel Requests should be submitted as early as possible and bookings should be made promptly following receipt of authorization to travel, to allow GGGI to take advantage of the most favorable fares. To ensure optimal travel planning, GGGI Staff, Consultants, secondees and interns must ensure that the travel tickets are issued not later than (i) twenty-one (21) calendar days before their scheduled departure date for international travel and (ii) seven (7) calendar days before the scheduled departure date for domestic travel. If tickets are issued less than 21 days prior to departure the traveler must ensure that there is not an increase in cost due to the late booking. In the case of GGGI-hosted Event Travel, Governance Organ-related Travel, interview candidate and initial appointment travel, the GGGI Staff making travel arrangements for the traveler are responsible for complying with these deadlines. Changes to issued tickets will only be authorized when justified by unavoidable circumstances outside of the control of the traveler, and all such changes are to be reported by the traveler to his/her supervisor and the Travel Focal Point with a detailed explanation of the circumstances. If the traveler modifies travel arrangements with additional financial costs, the traveler may be responsible for any additional costs incurred if the reason for the change is not justified by business reasons outside of the control of the traveler.
- 9.5.** GGGI Staff, Consultants, secondees and interns will ensure that, prior to the start of travel, their supervisor is aware of their itinerary, accommodation arrangements and relevant contact details. GGGI Staff, Consultants, secondees and interns traveling must promptly notify their supervisor (or his/her officer-in-charge) of any changes in travel plans.

- 9.6. Any reimbursement received from an unused or partially used ticket or accommodation booking or as a result of a downgrading in travel or accommodation or re-routing of travel or any other change in travel arrangements is for the benefit of GGGI.
- 9.7. When during the course of Official Travel (i) there is an official non-working holiday at the mission destination that is not an official GGGI-recognized holiday at the duty station of the traveler and (b) there are no mission activities occurring on such date, the traveler is entitled to treat such official non-working holiday at the mission destination as a non-working day and is not required to take such day as a leave day. The Official Travel Request submitted in relation to Official Travel should explicitly state when any day of the scheduled mission falls on a day that is an official non-working holiday at the mission destination.

10. TRAVEL CONDITIONS

10.1. Governance Organ-related Travel

- 10.1.1. Governance Organ-related Travel will be undertaken on the terms and conditions set out in the letter of invitation issued by GGGI to the traveler, which terms and conditions should be in line with those set out in Section 8 of this policy for the same or similar circumstances with such adjustments provided for in this clause 8.1 and as may be authorized by the Director-General.
- 10.1.2. In relation to Governance Organ-related Travel, GGGI will only cover travel expenses for not more than two representatives from each member designated as an Eligible Participating Country and not more than one representative of observers from Eligible Participating Countries.
- 10.1.3. For one representative of each member from an Eligible Participating Country, the class of air travel will be business class, irrespective of the duration of the journey. For the other representative of the member from an Eligible Participating Country, the class of travel will be determined as provided in clause 10.3.2 for GGGI Staff in the non-Executive category based on the duration of the travel time.
- 10.1.4. For observers, the class of air travel supported by GGGI will be economy class, irrespective of the duration of the journey.
- 10.1.5. GGGI will not bear any additional costs incurred to change the travel itinerary when it is due to the personal and/or official circumstances of the traveler not directly related to the Governance meetings and activities of GGGI.
- 10.1.6. For Governance Organ-related Travel, GGGI will arrange and pay directly for hotel accommodation.

10.2. Official Travel of all other Travelers

- 10.2.1. The conditions of Official Travel of all other travelers will be as set out in this Section 10.



10.3. Class of Travel

Travel by Plane

10.3.1. GGGI Staff in the Executive category, as defined in the Staff Rules, will be entitled to travel in business class or its equivalent, irrespective of the travel time. Where business class is not offered, such travelers will travel in the class above economy class where offered, or in economy class, but may not travel in first class.

10.3.2. All other travelers will be entitled to travel as follows:

(i) economy class for (a) single-leg journeys with a travel time of nine (9) hours or less; (b) multiple-leg journeys if the combined travel time is eleven (11) hours or less including a maximum of four (4) hours connection time; and (c) overnight journeys, whether single-leg or multiple-leg, with a travel time of seven (7) hours or less;

(ii) business class or its equivalent for (a) single-leg journeys with a travel time of more than nine (9) hours; (b) multiple-leg journeys if the combined travel time is more than eleven (11) including a maximum of four (4) hours connection time; and (c) overnight² journeys, whether single-leg or multiple-leg, with a travel time of more than seven (7) hours;

provided however that, in relation to itineraries with multiple destinations, if the journey en-route is interrupted for more than 24-hour duration, the class entitlement will be based on the duration of the travel to the destination where the journey is interrupted.

10.3.3. A traveler's eligibility for economy class or business class travel will be determined solely based on the travel time. For purposes of these Travel Rules, travel time refers to the total time between the scheduled departure time of the originating flight to the scheduled arrival time at the mission destination taking the most direct and economical route available but excluding travel time to and from airports.

10.3.4. The determination of the most direct and economical route follows a two-step process: (i) identifying the most direct routes and then (ii) selecting among these routes the one with the lowest cost. The most direct route would normally be the one with the least travel time that involves the least number of stops; however, because direct routing may substantially increase the cost, alternative routing involving layovers or stopovers of not more than four (4) hours in total will be required where the cost savings between the itinerary with layovers or stopovers of not more than four (4) hours cumulatively and the direct flight is greater than 20%.

10.3.5. Notwithstanding clauses 10.3.2 and 10.3.3 and regardless of duration of travel time: (i) travel will be in economy class for travel taken wholly within one country; (ii) travel for purposes of learning (attending training, workshops, seminars and development), attending retreats or working groups will be in economy class

² A traveler who will begin work on the day of arrival at the mission destination after travelling on an overnight flight of 7 to 9 hours is allowed to fly business class.



(except where the traveler is conducting training, or facilitating, presenting or leading seminars, workshops, and this is clearly indicated in the travel authorization ,in which case, class of travel will be determined based on travel time as provided in clause 10.3.2); (iii) travel will be in economy class for interview candidates, initial appointment travel, visa and work permit related travel and; (iv) education travel and home leave allowance will be provided in accordance with the relevant Staff Rules.

- 10.3.6. Where business class is the applicable class of travel, but business class is not offered on the route or airline, travelers will travel in the class above economy (such as premium economy) where offered, or in economy class, but may not travel in first class.
- 10.3.7. Recognizing the requirement to further reduce GGGI's carbon footprint, all GGGI staff, whose mission trip qualifies for business class travel under these Travel Rules, will on an annual basis take the first mission trip of the year which qualifies for business class travel in economy class.

Travel by Train

- 10.3.8. Official Travel by train will be in the class above coach or its equivalent, regardless of the travel time.

10.4. Travel Route

- 10.4.1. GGGI is committed to environmental sustainability of its Official Travel, which will influence the choice of routing of travel.
- 10.4.2. In order to minimize risks to the safety and security of persons undertaking Official Travel, GGGI air travel can be booked only on carriers listed as members of International Air Transport Association (IATA).
- 10.4.3. The selected itinerary will normally be the most direct and economical route available between the point of departure and the point of arrival at the mission destination. The most direct route would normally be the one with the least travel time that involves the least number of stops; however, because direct routing may substantially increase the cost, alternative routing where the total additional time of the journey does not exceed the most direct route by four hours or more and does not, as a result of the alternative routing, result in a total travel time of eleven hours or more will be considered the most direct and economical.
- 10.4.4. Official Travel will be arranged to ensure that the traveler arrives at the first mission destination the day before the first day of the mission (as indicated in the Official Travel Request) and leaves the last mission destination on the date immediately following the last day of the mission (as indicated in the Official Travel Request), unless the traveler opts to take a return flight to the duty station late on the last day of the mission; provided that, in the case where eligibility for business class on single-leg journeys with a travel time of more than seven (7) hours and up to nine (9) hours, the meetings/activities in the mission destination attended by the traveler must commence on the same day of arrival.



10.4.5. The traveler will cover any costs in excess of the official itinerary resulting from deviations for personal reasons.

10.5. Hotel Accommodation

10.5.1. Accommodation is intended to cover room and breakfast, including all taxes and related charges. Accommodation selected should be located within a safe and reasonable commuting distance from venues of major activities of the mission.

10.5.2. GGGI will either arrange and pay directly for hotel accommodations through an Official Travel Agency or reimburse the traveler for accommodation costs on the basis of actual expenses incurred by the traveler, subject to the Accommodation Cost Limit prescribed by the Travel Focal Point that sets out that daily city and country ceiling rates for hotel accommodation. The Accommodation Cost Limit is subject to review upon request.

10.5.3. Charges exceeding the Accommodation Cost Limit may only be reimbursed if authorized by the relevant Approver of Official Travel.

10.5.4. Where GGGI is not paying directly for hotel accommodations, the traveler (other than GGGI Staff who have a corporate credit card) may request an advance payment of seventy-five percent (75%) of the applicable Accommodation Cost Limit for the mission destination for the relevant number of days. Travelers provided with an advance will be required to reimburse GGGI for any amounts advanced in excess of the actual cost incurred for accommodation during the mission period. Where the cost incurred is greater than the advance, but within the Accommodation Cost Limit, the difference will be reimbursed to the traveler on the basis of receipts as part of the travel expense claim process outlined in Section 11 of these Travel Rules.

10.5.5. GGGI will reimburse extra costs justifiably incurred due to early arrival or late check out at a hotel as a result of the arrival and/or departure time of the selected air or train itinerary; provided, that travelers are expected, to the extent possible, to arrange their flight arrival and departure times to minimize the occurrence of early check-in or late check-out.

10.5.6. If change or cancellation of a hotel reservation is necessary, the traveler will inform the hotel promptly. The traveler may be required to provide proof of notification of the change or cancellation from the hotel. In the event of an unjustified change or cancellation of a hotel reservation, expenses arising from the change or cancellation will not be reimbursed to the concerned traveler.

10.5.7. GGGI will not reimburse a traveler for any accommodation expenses: (i) for nights spent in flight and in cases where an airline offers free hotel accommodation at a connecting point or rest stop; or (ii) where hotel accommodation and related expenses are paid directly to the hotel(s) by GGGI or by any other entity or individual.

10.5.8. Travelers may use “Airbnb for Business” or other forms of similar accommodation platforms for Official Travel under the following conditions:



(i) “Airbnb for Business” daily quote is more economical than the options provided by the Official Travel Agent;

(ii) The traveler is solely responsible for ensuring that the use of “Airbnb for Business” will not cause any disruption in the traveler’s Official Travel arrangements. For example, the traveler should individually confirm in advance if the accommodation booked through “Airbnb for Business” can be used to support a visa application.

10.6. Combined Official Travel and Personal Travel

10.6.1. A GGGI staff member may choose to combine official and personal travel (including flexible working arrangement). All costs in excess of those incurred for official travel resulting from personal preference must be borne by the traveler. Thus, a staff member permitted to travel for reasons of personal convenience by a route other than the approved one, the entitlement in respect to a particular journey shall be limited to the maximum to which they would have been entitled had the travel been undertaken by the approved route.

10.6.2. GGGI Staff and secondees are the only class of travelers that may request to combine personal travel and Official Travel

10.6.3. If the staff member chooses to downgrade from business to economy class, the fare entitlement shall remain business class and a personal stopover may be undertaken within that fare entitlement. The staff member shall be responsible for any delays, penalties or additional expenses incurred as a result of taking a lower fare or making special arrangements.

10.6.4. When personal travel is taken in conjunction with mission travel, travelers must obtain from their supervisor: (i) written approval to combine mission and personal travel and (ii) leave approval. Proof of the two approvals will be provided to respective Division Head and Travel Focal Point for record purposes.

10.6.5. Personal travel within missions will be scheduled so as not to interfere with the conduct of the mission.

10.6.6. GGGI assumes no responsibility for any additional expenses incurred for non-official travel or overnight stops, delayed connections, baggage losses, etc., that may occur during a Personal stop or as a result thereof.

10.6.7. Additional travel expenses incurred for conducting GGGI business during approved leave will be reimbursed upon presentation of supporting documents and approval of the traveler’s supervisor.



11. ALLOWANCES AND REIMBURSABLE EXPENSES

11.1. Daily Personal Expenses Allowance³

- 11.1.1. A lump sum amount to cover the cost of meals, miscellaneous expenses and payments for services rendered during Official Travel (including, without limitation, expenses incurred in relation to laundry, postage, internet usage, telephone calls, excess baggage, photocopy or other reproduction of documents, foreign currency exchange commissions and other mission-related purposes) not separately reimbursable under this Clause 11 will be provided in an amount equal to the Daily Personal Expenses Allowance (DPE Allowance). No justification of individual meal or expenses is required, other than submission of a duly completed travel expense claim evidencing that the traveler took part in Official Travel in the location and for the number of days for which the DPE Allowance is provided.
- 11.1.2. The cost of meals and expenses in excess of the DPE Allowance will not be reimbursed.
- 11.1.3. DPE Allowance will be paid based on the duration and location of the mission destination. The daily rates for DPE Allowance will be as prescribed by the Travel Focal Point and posted on the Travel SharePoint site. They will be automatically calculated/validated in “3giConnect” ERP system according to travelers’ destination and mission dates. The traveler must input the arrival date and time at the mission site as “Start Date” and the departure date and time from the mission site as “End Date” in the Travel Request modules in “3giConnect” ERP system. The DPE Allowance will be subject to review upon request.
- 11.1.4. When meals are provided free of charge by GGGI or a third party, the rate of the DPE Allowance for the respective day will be reduced at a rate of 30% for lunch and 40% for dinner (remaining 30% for incidentals).
- 11.1.5. No DPE Allowance will be payable for Official Travel of less than twenty-four (24) hours that does not involve a night away from the traveler’s residence.
- 11.1.6. The amount of DPE Allowance payable will be determined in accordance with the duration of the Official Travel as provided in the clause 11.1.6. The DPE Allowance for Official Travel of twenty-four (24) hours or more will be computed as follows:
 - (a) the full day’s DPE Allowance will be paid for the first day of arrival at the mission destination at the rate applicable to the location of arrival;
 - (b) for each successive period of 24 hours from midnight to midnight (measured in local times, ignoring time zone differences), a full day’s DPE Allowance will be paid, except that no allowance will be paid on the day the traveler takes a return flight out of the mission destination;

³ The DPE Allowance was determined following a comparison of subsistence allowances provided by six organizations, and is based on the subsistence allowances of the Asian Development Bank and the African Development Bank, taking into account that for GGGI breakfast is included in the Accommodation Cost Limit.



- (c) notwithstanding 11.1.6 (b) above, if the traveler arrives at the mission destination on the first day of the mission and takes a return flight on the last day of the mission, the traveler is entitled to the full day's DPE allowance for the number of mission days;
- (d) no DPE Allowance will be paid for travelers while in flight from one location to another, including while on an intermediate connection for the purpose of making an onward connection, whether on a single or multiple leg journey; and
- (e) the rate applicable to each 24-hour period will be that for the location at which the traveler spends the night.

11.1.7. All travelers who do not have a GGGI-related corporate credit card, may request a DPE Allowance advance payment of the full amount of the DPE Allowance prior to the commencement of travel, except in relation to Governance Organ-Related Travel. All such advances are subject in all cases to clause 11.1.8 below. Travelers who have a GGGI-related corporate credit cards may not request an advance. This is because they may charge travel expenses such as meals and taxi expenses to the card. These travel related expenses charged to the corporate credit card will be deducted from the DPE upon submission of the Travel Expense Claim.

11.1.8. Travelers provided DPE Allowance in advance will be required to reimburse GGGI for all days for which DPE Allowance was provided where the traveler does not submit, within the time period specified in Section 14.1, a duly completed travel expense claim evidencing that the traveler took part in Official Travel in the location and for the number of days for which the DPE Allowance.

11.2. Airport/Train Terminal Expenses

11.2.1. Travelers on Official Travel will be paid an allowance for transportation to the airport or train station, as applicable, for departure and from the airport or train station for arrival, up to a maximum amount of Thirty-Eight United States Dollars (US\$38.00) each way. No justification of expenses is required, other than submission of a duly completed travel expense claim evidencing that the traveler took part in Official Travel for which the Terminal Expenses is provided. Terminal Expenses in excess of the allowance will not be reimbursed.,

11.3. Other Transportation Costs

11.3.1. Reasonable transportation costs incurred during Official Travel, such as taxis and other public transportation related to mission activities, will be reimbursed upon presentation of receipts.

11.4. Visa Processing Fees

11.4.1. Visa processing fees for the final destination and all relevant transit countries will be reimbursed upon presentation of receipts.



11.5. Use of Personal Vehicles

11.5.1. Travelers should avoid using their personal vehicles for Official Travel. GGGI will not reimburse travelers for the cost of fuel or any other expenses related to the use of personal vehicles for Official Travel.

12. TRAVEL DURING EMERGENCY SITUATIONS

12.1. Security Warnings on Countries and Cities

12.1.1. Travelers must respect security warnings communicated by the Administrative Services Unit (ASU). Travel to any destination where travel is restricted or banned, may only be undertaken after prior clearance from the Director-General.

12.1.2. Travelers are strongly encouraged to subscribe to security and medical email alerts from International SOS and download the mobile app. Information on security, risk assessment and travel restrictions is available through International SOS website, details of which may be found in the Travel SharePoint site.

12.2. In Case of Emergency

12.2.1. Travelers are advised to contact immediately International SOS where appropriate guidance will be provided and inform supervisor.

12.2.2. Travelers are encouraged to keep a record of contact details of International SOS Assistance Centre (readily available in the mobile app), Official Travel Agency and supervisor.

12.3. Travel during Evacuation

12.3.1. No Official Travel may be undertaken to countries or locations where GGGI has determined that the level of security is such as would require the evacuation of staff.

13. TRAVEL EXPENSE CLAIMS

13.1. A Travel Expense Report for Official Travel must be submitted within 21 days of the conclusion of the mission and submitted in the ERP system by the traveler.

13.2. Travelers are required to confirm the submission of Back to Office Report (BTOR) in the Constituent Relationship Management (CRM) system when proceeding with the Travel Expense Report.

13.3. Travelers who opted to buy their flight tickets on their own can submit a claim immediately following the purchase of the ticket for reimbursement prior to commencing their Official Travel. It is expected that travel expense claims will be submitted not later than twenty-one (21) calendar days of the return date specified in the Official Travel Request.



- 13.4. Travelers may claim reimbursement of expenses for other transportation costs to the extent authorized under the provisions of these Travel Rules.
- 13.5. Itemized hotel accommodation statements for the hotel and receipts or ticket stubs for transportation other than plane or train must be submitted as part of the travel expense claim. For self-bought tickets, travelers are required to submit his/her boarding pass in their final expense claim after his/her mission has been completed. Travelers will be required to clarify in their Travel Expense Report whether any meals, accommodation or other expenses were provided or will be reimbursed by a third party.
- 13.6. Responsibility for approving travel expense claims is based on the Delegation of Authority (DOA) and has been incorporated in to the “3giConnect” ERP system workflow. No individual may authorize his/her own travel expenses.
- 13.7. Travelers cannot claim any of the following expenses in their travel expense claims:
 - (a) personal expenses, including fees for use of health club, fitness center, video games, movie rental, mini-bar, taxis for personal trips, etc.;
 - (b) loss of cash or unsigned travelers’ checks;
 - (c) passport fees and passport renewals; however, visa fees paid by the traveler during Official Travel are reimbursable upon submission of receipts;
 - (d) expenses for purchase of clothing related to damaged, misplaced, stolen or delayed luggage;
 - (e) medical expenses incurred during travel. All traveler must ensure that they have medical insurance in place that will cover medical expenses incurred during Official Travel;
 - (f) traffic and parking penalties or fines or damage to hotels or other property caused by the traveler;
 - (g) hotel upgrades and airline tickets or ticket class upgrades; and
- 13.8. Processing of Claims
 - 13.8.1. Claims for DPE allowance and advances for accommodation of individual GGGI Staff, Consultants and secondees will be processed through ERP and paid through weekly payment schedule or together with end of the month salary or fee payment.
 - 13.8.2. (a) Reimbursement of Official Travel expenses, for both domestic and international travels, of individual GGGI Staff, Consultants and secondees will be processed through ERP and paid to the travelers through the weekly payment schedule or together with the end of the month salary or fee payment.
 - (b) By way of exception, for Official Travel expenses related to domestic travel, Country offices with Petty cash or bank accounts may process and pay such expenses of individual GGGI Staff, Consultants and secondees. For avoidance of doubt, this exception does not apply to claims for DPE allowance related to domestic travel
- 13.9. Payment of allowances and reimbursement of Official Travel expenses paid with a GGGI corporate credit card will be processed in accordance with the Credit Card Guidelines and



related directives issued by GGGI from time to time, copies of which will be available in the Finance SharePoint site.

13.10. Loss of Personal Items

13.10.1. Travelers are expected in all cases to take reasonable precautions against loss or theft of their personal items while on Official Travel. In case of loss or theft of personal items while on Official travel except as indicated otherwise in Travel Rule 13.6 (b) and (d), a traveler may claim payment for loss of up to USD 250 for each personal item lost or stolen. However, the total payment for loss of personal items during an Official Travel shall not exceed USD 500 per traveler.

13.10.2. The traveler must submit a signed statement stating the circumstances of the theft or loss of the personal item and the relevant information on the lost or stolen item. The traveler should also state if the item is covered by personal insurance, and the action taken to claim under such insurance and the results thereof.

14. Back to Office Report (BTOR)

14.1. Submission of Back to Office Report (BTOR) is required for all Official Travel except for GGGI-hosted Event Travel, Governance Organ-related Travel, interview candidate and initial appointment travel, and it must be completed and submitted before the submission of Travel Expense Report in the Constituent Relationship Management (CRM) system, within seven (7) calendar days of completion of the journey.

15. RESPONSIBILITIES

15.1. The Travel Focal Point under the supervision of the Head of the Administrative Services Unit is responsible for:

- (a) administering and overseeing the services provided by each Official Travel Agency and online travel service providers;
- (b) negotiating rates and service agreements with travel service providers in consultation with the Procurement team;
- (c) implementing these Travel Rules through procedures that promote efficiency and economy and entail the least possible transaction cost for GGGI;
- (d) interpreting questions and other matters relating to Official Travel;
- (e) monitoring the rules, policies and procedures concerning Official Travel and preparing a monthly travel report for submission to the Director-General highlighting waivers and exceptions from this Travel Rules that identify the concerned traveler and approver of the exception and/or waiver.
- (f) proposing to management, any necessary policy and procedural changes.

15.2. The Finance Unit is responsible for:

- (a) the issuance of allowances and any requested eligible travel expense advances; and
- (b) the processing of travel expense reimbursement claims.



- 15.3.** GGGI Staff, Consultants, secondees and interns are responsible for:
- (a) keeping themselves informed of GGGI rules, policies and procedures on Official Travel and complying with the same;
 - (b) making every effort to ensure that (i) their travel requests are approved in accordance with the Delegation of Authority and (ii) their travel tickets are issued not later than (i) twenty-one (21) calendar days before their scheduled departure date for international travel and (ii) seven (7) calendar days before the scheduled departure date for domestic travel;
 - (c) clearly indicating any personal travel taken in conjunction with a mission and ensuring that GGGI does not incur additional costs due to such personal travel;
 - (d) obtaining the necessary visas;
 - (e) ensuring, before departing on a mission, that they are in possession of their tickets, travel itineraries and confirmed hotel reservations;
 - (f) communicating to their supervisor, itinerary, accommodation arrangements and relevant contact details;
 - (g) submitting claims promptly upon returning from mission, and refunding to GGGI any difference between any advance given by GGGI and the actual expenses incurred, as supported by relevant documents in accordance with these Travel Rules;
 - (h) obtaining approval in accordance with the Delegation of Authority of any exceptions and waivers in respect of transportation tickets and hotel accommodation that exceed the applicable maximum limits and ensuring that a copy of each exception or waiver is provided to the Travel Focal Point; and
 - (i) ensuring that they follow security advice and evacuation procedures provided by ASU and the International SOS service.
- 15.4.** All travelers covered by these Travel Rules are responsible for:
- (a) ensuring that their travel documents are valid and in order;
 - (b) ensuring that they are fit to travel, based on their most recent physical examination, and that all necessary measures for immunization and/or other medical requirements have been administered (provided that, notwithstanding this provision, GGGI will not be liable to pay or reimburse any medical or related expenses incurred by travelers for or in connection with their participation at Governance Organ meetings or other GGGI-hosted events, meetings, conferences, seminars or workshops); and
 - (c) promptly informing the Travel Focal Point of any changes in travel dates or cancellation of mission travel in order to ensure that appropriate steps are taken to obtain refunds and avoid any penalties.
 - (d) ensuring their personal safety and security during the entire travel; and being aware of the security and medical risks of the travel destination from International SOS website, security and medical email alerts and mobile app.
 - (e) submitting the Back to Office Report (BTOR) in the CRM system.



- 15.5.** Approvers of Official Travel and budget holders are responsible for:
- (a) ensuring the availability of budget to cover the estimated costs of the Official Travel;
 - (b) approval of travel authorizations and trips created in “3giConnect” ERP system;
 - (c) keeping the number of mission team members and the duration, frequency, number of trips and cost of Official Travel to a minimum, consistent with the need for the efficient conduct of GGGI business;
 - (d) when approving travel requests, ensuring that travel plans are efficient and cost effective and any personal travel within the mission is clearly indicated; and
 - (e) when approving mission claims, verifying and ensuring that the claims made are reasonable and justified with supporting documents in line with the provisions of these Travel Rules;
 - (f) ensure that transactions outside of GGGI’s regulatory framework are prevented; No Travel cost reimbursements will be made outside of GGGI’s regulatory framework.
 - (g) if special consideration is needed, such transaction must be properly reviewed, justified, consented, and documented prior to giving approval.

16. SANCTIONS

GGGI Staff, Consultants, secondees and interns will strictly observe the provisions of these Travel Rules. The submission of a false claim for expenses governed by these Travel Rules may amount to serious misconduct and may lead to sanctions and disciplinary measures. In addition, GGGI Staff, Consultants, secondees, interns and other travelers who submit a false claim may be required to compensate GGGI in full for any payments made to him/her on the basis of the false claim. The Office of Internal Audit Integrity will conduct periodic audits to monitor compliance.

17. FINAL PROVISIONS

- 17.1.** These Travel Rules repeal and replace any previous policies, rules, guidelines and guidance on its subject matter; including, without limitation, the Travel and Travel Expenses Policy, the GGGI Travel and Travel Expenses Guidelines and the Travel Policy for Members of the Governance Organs of the GGGI. To the extent of any inconsistency between the rules, policies, guidelines, arrangements, conditions and procedures set out in these Travel Rules and any existing rules, policies, guidelines or guidance, these Travel Rules’ rules, policies, guidelines, arrangements, conditions and procedures supersede and replace the contrary provisions of such rules, policies, guidelines and guidance to the extent of the inconsistency.
- 17.2.** These Travel Rules may be amended, modified or repealed, in whole or in part, by the Director-General at any time.

18. ENTRY INTO FORCE

These Travel Rules will enter into force on its date of approval by the Director-General.



ANNEX 1 – DEFINITIONS

Accommodation Cost Limit means the maximum allowable accommodation costs for the location, as revised by GGGI from time to time, and published in the Travel SharePoint site.

Approver of Official Travel means the Director-General or a person designated by the Director-General under the Delegation of Authority to approve Official Travel and/or waivers and exceptions to these Travel Rules and travel guidelines, as applicable; and, with respect to Official Travel of the Director-General, means the Assistant Director-General for Finance & Corporate Services.

Consultant means any individual contracted by or on behalf of GGGI to provide expert professional or technical advice on specified matters, but does not include, for the avoidance of any doubt, experts assigned to provide services to or for GGGI under firm consulting contracts.

Eligible Participating Countries means Least Developed Countries, Other Low Income Countries and Lower Middle Income Countries and Territories based on the most recent publicly available *DAC List of ODA Recipients* by the OECD, which can be found at www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf.

Exceptions mean that the approved travel does not follow the travel rules as set out in the GGGI Travel Rules.

GGGI-hosted Event Travel has the meaning given to such term in clause 4.4(d).

Governance Organs means the Assembly, the Council and the Advisory Committee, and any sub-committees or subsidiary organs thereof.

Governance Organ-related Travel has the meaning given to such term in clause 4.4(h).

Low Cost Carrier is an air carrier that is a member of the International Air Transport Association (IATA) and has a relatively low-cost structure in comparison with other comparable carriers and offers low fares and rates. **Official Travel Agency** means a travel agency contracted by GGGI to provide travel services.

Official Travel Request means a request submitted by the traveler or travel arranger to the relevant Approver of Official Travel as further elaborated in Section 9.5.

Overnight Flight is one where the traveler spends the night in flight past midnight.

Personal stop means any day spent for personal reasons at any location during Official Travel, regardless of whether this results from extending an authorized stop or a connecting stop. Personal stops on working days will be treated as leave days for which the Staff, Consultant, secondee or intern is expected to have received the necessary prior leave approval.

Staff or GGGI Staff has the meaning given to such term in the Staff Rules.

Staff Regulations means the regulations approved by the Council to establish the broad principles of human resources policy for the staffing and administration of GGGI, as the same may be amended, supplemented or otherwise modified from time to time.

Staff Rules means the rules issued by the Director-General to implement the Staff Regulations, as the same may be amended, supplemented or otherwise modified from time to time.

Travel time means the total time between the scheduled departure time of the originating flight to the scheduled arrival time at the mission destination taking the most direct and economical route available as elaborated in clause 10.3.4. Travel time does not include travel time to and from airports.



Annex 1: Key Changes to Travel Rules made in January 2018

Version 1 of the Travel Rules was revised effective 30 January 2018 (version 2). Set out below are the Key Changes in version 2 from the previous (version 1) Travel Policy and Travel and Travel Expense Guidelines. This current version is version 3.

- (a) transition from Daily Subsistence Allowance reimbursable based on actual receipts to lump sum Daily Personal Expenses Allowance for which no justification is required to cover the cost of meals (lunch and dinner) and other mission-related expenses, and transition from terminal expenses reimbursable upon receipts to a lump sum terminal expenses allowance with no justification required;
- (b) change in calculation of travel time to include the total time between the scheduled departure time of the originating flight to the scheduled arrival time at the mission destination (including any layovers or stopovers) taking the most direct and economical route available;
- (c) in relation to routing, providing that the most direct route will be selected, except where an alternative routing that would not add more than four hours to the total travel time over the most direct route will result in cost savings greater than 20%;
- (d) changing the eligibility for business class travel from over seven (7) hours not taking into account time spent on layovers and stopovers, to over seven (7) hours for overnight flights with direct single-leg itineraries, nine (9) hours for all other direct single-leg itineraries and over eleven (11) hours for multiple-leg itineraries;
- (e) introducing the concept of on-line booking tools that will allow travelers to directly book travel (initially hotel accommodations and ultimately air travel) through selected GGGI-approved online booking reservation systems;
- (f) providing that tickets for international travel are to be issued at least 21 days before scheduled departure and tickets for local travel issued at least 7 days before scheduled departure; and
- (g) introducing the concept of a monthly Travel Rules waivers and exceptions report to be prepared by the Travel Focal Point for submission to the Director-General that will highlight exceptions and waivers and exceptions from these Travel Rules.
- (h) Claims for DPE allowance and advances for accommodation of individual GGGI Personnel, Consultants and secondees will be processed through ERP and paid through weekly payment schedule or together with end of the month salary or fee payment;
- (i) For traveler who opts to start work on the day of arrival at the mission site and take a return flight to the duty station on the last day of the mission, the traveler is entitled to be paid for full DPE for the number of mission days;
- (j) Overnight flight is now defined as one where the traveler spends the night in flight past midnight;
- (k) Travelers may use “Airbnb for Business” or other forms of similar accommodation platforms for Official Travel;
- (l) Traveler may use LCCs if it has been provided as one of the options by the Official Travel Agent, or if (i) it is within the allowable travel cost and (ii) the traveler obtains a prior confirmation from the relevant Approver and informs the Travel Focal Point;



(m) Travelers may claim payment for loss or theft of personal items while on official travel except as indicated otherwise in Travel Rule 13.6 (b)