

HCSA Steering Group Travel Policy

This policy sets out the general standard for travel reimbursement for members of the Secretariat and consultants/subcontractors of HCS Ltd. The guidelines must be followed to ensure that members are confident that their funds are economically deployed, and are aligned to meet the requirements of external funding and grants.

Travel and booking assistance

As a general rule, the Secretariat will not provide travel or booking assistance for subcontractors/consultants. However, for the biennial formal meetings of the HCSA, the Secretariat will book accommodation for all staff and subcontractors/consultants.

Expense guidance

Airfare:

- All flights must be booked in economy on the lowest cost and safe¹ direct air fare available at the time of booking. Non-flexible fares should be booked as standard.

Hotels/accommodation:

- Hotels can be booked on a bed and breakfast basis in accommodation which meets adequate hygiene and safety standards. This will normally correspond to a 3-star hotel rating. In Indonesia and Malaysia, daily nett rates should not exceed USD 120. In other geographies room rates up to USD150 will be reimbursed.
- Claims for bookings in private accommodation can be reimbursed only on production of official and legal receipts.

Ground transport:

- Use of public transport is encouraged where practical and will be reimbursed.
- Transport by economy taxi will be reimbursed within reason where no adequate public transport is available.
- Car rental and use of own ground transport will be reimbursed on a case-by-case basis using typical local mileage rates.

Travel insurance and visas:

- Travel insurance will not be reimbursed, as most individuals are assumed to have existing annual cover, or it is covered by the per diem rate.
- Visa fees will be reimbursed.

¹ For airline safety, please refer to i.e. <http://www.jacdec.de/airline-safety-ranking-2017/>

Per diem rate:

- A per diem rate of USD20 will be paid out on all travelling dates above one day to cover minor incidentals (coffee, laundry, minor small local transport fees below USD 4, travel insurance etc).
- Main meals not included in room rates can be invoiced at cost up to USD 30 per day.

All claims must be accompanied by adequate and clear documentation. The Secretariat reserves the right to deny reimbursement where this is not deemed sufficient.

Exceptions to this policy

These guidelines are not exhaustive, as individual circumstances such as personal safety complex travel schedules, medical requirements, representation or geographical limitations may require dispensation. Please contact the Secretariat for further guidance or sign-off.

Travellers choosing to upgrade their travel, e.g. to premium flight classes and hotels are free to do so, but must invoice the secretariat for a quote for the less expensive travel options.

This version was approved on 24 January 2018.

This policy may be subject to change. Please check with info@highcarbonstock.org for the latest version.