

# HCSA Travel Policy

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**Record of Policy Review:**

<i>Period of Review</i>	<i>Reason for Review</i>	<i>Lead Reviewer</i>	<i>Remarks</i>
[Oct – Nov ,2019]	Revision to update and make policy more comprehensive	HCSA Secretariat	Policy now covers details related to travelling to high risk locations, vaccinations and medical requirements.
[Dec – Jan ,2020]	Revision to update and make policy more comprehensive	HCSA Secretariat	Policy now include “force majeure” clause

## High Carbon Stock Approach (HCSA)

### Travel Policy

This Policy applies to all High Carbon Stock Approach (HCSA) People and Individuals<sup>1</sup>, and extends to activities and transactions in all countries in which HCSA directs people to operate permanently, periodically and occasionally.

Travel Policy (hereinafter referred to as 'Policy')

#### Overview

This policy sets out the general standard for business travel<sup>2</sup> and reimbursement for members of the HCSA Secretariat and consultants/subcontractors of HCS Ltd. This policy doesn't refer to traveling to and from the office daily for work.

For HCSA People and Individuals who are traveling on behalf of HCSA, this policy is meant to reimburse the amount spent when on international or domestic travel, based on contract or agreement signed with HCSA.

The policy must be followed to ensure that People and Individuals of HCSA travel on behalf of HCSA's control business travel expense by making the sound judgment with respect to use of HCSA funds. They must ensure that their funds are economically deployed and are aligned to meet the requirements and policy of external funding and grants.

#### 1. Travel and booking assistance

As a general rule, the Secretariat will not provide travel or booking assistance for subcontractors /consultants. If there are changes in the travel planning (domestic or international) due to any reasons that are more costly than the approval provided, a new travel request needs to be raised and approved by the HCSA Finance Manager and/or HCSA Executive Director in this case, otherwise the traveller will need to pay for the extra cost incurred.

#### 2. Expense guidance

##### Airfare:

- All flights must be booked in economy/second class on the lowest cost as a standard and safest<sup>3</sup> direct air fare available at the time of booking. Non-flexible fares should also be booked as standard. Travel is booked conscientiously and as economically as possible.
- HCSA travellers must also book well in advance to avoid last minute booking that will incur higher cost.

##### Public Behaviour:

- When travelling for HCSA, travellers as the representatives of HCSA shall act accordingly to HCSA Code of Conducts and in the interest and benefit of HCSA.

##### Ground & local transportation:

- Use of public transport is encouraged where practical and will be reimbursed.

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<sup>1</sup> 'People and Individuals' are defined as all HCSA Executive Committee members, permanent and temporary salaried staff, interns, volunteers and freelancers/contractors/subcontractors under the direction of (deployed by) HCSA.

<sup>2</sup> 'Business travel' means a business trip to a different city than the one the traveller is in.

<sup>3</sup> For airline safety, please refer to i.e. <http://www.jacdec.de/airline-safety-ranking-2017/>

- 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.

#### 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 such as residential hotel or boarding house via Airbnb, can be reimbursed only on production of official and legal receipts.
- **Meals:** Main meals not included in room rates can be invoiced at cost up to USD 30 per day<sup>4</sup>

#### Travel insurance and visas:

- General travel insurance will not be reimbursed, as most individuals are responsible for purchasing and ensuring they have their own travel insurance, annual cover and entry visa.

#### Safety and security:

- In the case where travelling to high risk location(s)<sup>5</sup> is required, all travellers should seek advice on the potential hazards at the destination(s) and understand how best to protect their health and minimise the risk of acquiring disease and risk for any injury. Forward planning, appropriate preventive measures and careful precautions can minimise the risks of accident and of acquiring disease.
- Every traveller has the right to refuse taking travel risks they are not comfortable with.
- Perception of what constitutes a security incident may vary between individuals and locations/activities. However, minor incidents or near misses may be indicative of deterioration in the situation and should be reported to the HCSA secretariat.
- All travellers shall not, under any circumstances, possess or use weapons.

#### Medical requirements:

- It is expected that People and Individuals working on behalf of HCSA will organise their own medical insurance.
- If they are travelling to high risk countries for business purpose, medical requirement such as vaccination is compulsory. All medical expenses such as medical check-up or other medical requirements to enter a country will not be covered.

All claims must be accompanied by adequate and clear documentation. The Secretariat reserves the right to deny reimbursement where it is deemed insufficient for the supporting documents.

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<sup>4</sup> However, receipts are required to comply with certain funding reimbursement requirements. The secretariat will inform during the invoicing process.

<sup>5</sup> 'High Risk Location(s)' means areas in a state of armed conflict, fragile post-conflict areas, as well as areas witnessing weak or non-existing governance and security, such as failed states, and widespread and systematic violations of international law, including human rights abuses.

### 3. Duty of Care

In general, HCSA will ensure highest level of required care is taken to eliminate or minimize the risk of harm, illness, injury or death to parties that have a sufficiently proximate relationship<sup>6</sup> with HCSA (specifically Secretariat Team) during their HCSA related organisational travel. If harm results from a failure to exercise the required standard of care, it could be considered as constituting negligence<sup>7</sup> in a court of law and may result in claim.

All HCSA personnel has a legal obligation to ensure they are aware of their duty of care obligations in relation to clients, co-workers and others when they are travelling for business in the same capacity.

### 4. Force Majeure

Neither party (HCSA nor its subcontractors/contractors/partners/subgrantees) shall be liable for any failure or delay in performing its obligations during business travelling to the extent that such failure or delay is caused by a Force Majeure Event. Specifically, HCSA shall not be responsible or liable, whether, directly or indirectly, to any party for any miscellaneous expenses incurred due to Force Majeure Event. A "Force Majeure Event" means any event beyond a party's reasonable control, which by its nature could not have been foreseen, or, if it could have been foreseen, was unavoidable, including strikes, lock-outs or other industrial disputes (whether involving its own workforce or a third party's), failure of energy sources or transport network, acts of God, war, terrorism, riot, civil commotion, interference by civil or military authorities, national or international calamity, armed conflict, malicious damage, breakdown of plant or machinery, nuclear, chemical or biological contamination, sonic boom, explosions, collapse of building structures, fires, floods, storms, earthquakes, loss at sea, epidemics or similar events, natural disasters or extreme adverse weather conditions, or default of suppliers or subcontractors.

### 5. Exception 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.

This Policy will be periodically reviewed, at least every two years. The HCSA secretariat reserves the right to revise, modify any or all clauses of this policy if deemed necessary. Please contact the HCSA secretariat at [info@highcarbonstock.org](mailto:info@highcarbonstock.org) for the latest version.

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<sup>6</sup> 'Sufficiently Proximate Relationship' means relationship that is sufficiently proximate to be deemed a neighbour relationship with HCSA which include (i) HCSA to its employees and (ii) HCSA to its contractors.

<sup>7</sup> 'Negligence' means a failure to exercise reasonable care.