

SEA ICRN Travel Guidelines for NCC and Site Staff

Applicability: These guidelines are for SEA ICRN site staff and NCC staff travelling for the Network for approved meetings, site visits and/or trainings. Employees of the National Institutes of Health, Wellcome Trust, Oxford University and Family Health International will follow their organisations' travel policies and procedures. Domestic travel within Indonesia, Vietnam and Thailand does not require prior approval.

Prior approval requirement: To be eligible for reimbursement, travel must be approved prior to the date of departure. Please seek approval immediately upon knowledge of travel plans to provide as much advance notice as possible. Ideally a 6 week notice should be provided. However, a minimum of 2 weeks notice is requested to allow sufficient time to obtain the necessary approvals. The traveler may be liable for travel expenses if advance approval is not obtained.

Obtaining authorisation: Please send the travel request by email to travel@oucru.org for all travel authorisations, with a cc: to the Country Office team leader of the hosting (destination) country. The approval will be made by the NCC Chief Operations Officer, or his designee. The traveler will receive an email response approving the travel.

The email travel authorisation request must contain (1) the expected dates of travel, (2) destination city, and (3) a brief justification/reason for the trip.

Responsibilities:

Traveler:

- contacts the hosting country office in advance to discuss the purpose of the travel and requests for logistics support (e.g., lodging arrangements)
- debriefs at end of trip with the host country office team leader (by phone or short email, as appropriate) to raise any issues or alerts, and any action items needed following the visit (*note: not needed for attendance at training events*)

Hosting country office:

- assists with lodging and other logistic needs as requested by the traveler

Originating country office:

- generates travel advance and processes reimbursement requests

Airline Tickets/Class: All airline tickets will be coordinated and paid for by the Network unless otherwise specified. All travel will be Economy class.

Meals and Incidental Per Diems (allowances)*: Per Diem costs for **meals** will be coordinated and paid for by the Network as listed below unless otherwise specified. Receipts are not needed.

- Vietnam \$25.00 USD per day
- Indonesia \$35.00 USD per day
- Thailand \$35.00 USD per day
- Singapore \$50.00 USD per day
- Europe \$100.00 USD per day
- United States - US government allowances by city; see www.gsa.gov for current amounts.
 - Key US cities: Washington DC, New York City, Chicago and Los Angeles: \$64.00 USD per day; Durham, NC: \$49.00 USD per day

**The allowances only apply when site staff travels outside their city of residence. For departure and return travel days, the per diem amount will be 50% of the daily rates listed above.*

Travel Insurance: Travel insurance will be coordinated and paid for by the Network unless otherwise specified.

Airport Tax: To be paid for by the Network; if the traveler pays the tax, expenses will be reimbursed upon submission of receipts.

Lodging Costs: Lodging costs will be coordinated and paid for by the Network unless otherwise specified (when applicable, breakfast is included). Lodging rates must not exceed the maximum US government rates:

- US: www.gsa.gov/perdiem
- Foreign: http://aoprals.state.gov/web920/per_diem.asp

Visa expenses: Visa expenses will be reimbursed upon submission of receipts.

Internet connection: Hotel charges for internet connection will be reimbursed upon submission of receipts.

Ground Transportation: Expenses will be reimbursed for work-related ground transportation (e.g. taxi, coach, train) upon submission of receipts for travel costing more than \$25 (receipts are not required for travel under \$25). If cost is under \$25 the traveler will write a note or log that identifies the date and cost of each ride in lieu of a receipt.

Ground Transportation Allowance: Expenses will be reimbursed for participants attending trainings and/or meetings in their local area (those who are not traveling away from home overnight). Receipts are not needed.

- Vietnam: Local currency equivalent to \$5.00 USD per day
- Indonesia: Local currency equivalent to \$8.00 USD per day
- Thailand: Local currency equivalent to \$12.00 USD per day

Expenses that will not be reimbursed include:

- Personal communication charges (telephone, fax, etc.)
- Personal travel expenses outside of business activities
- Cost of meals, these must be paid from the per diem.
- Hotel room service, mini-bar and laundry charges.

Non-Network Experts (include non-network participants invited to present plenary lectures during a network meeting, DSMB members, outside experts, etc):

- The reimbursement and per diem policy for site staff will apply to all guest speakers. This includes meals and incidental per diems (allowance), airport tax, lodging costs, visa expenses and ground transportation.
- Airline travel is Business Class for experts not directly related to the Network, and for DSMB members.
- In addition to receiving the above reimbursement, guest speakers will also receive an honorarium of \$200.00 per speaking day for Network Meeting/Conferences