



Corporate Travel Policy

1. Purpose & Scope

SAEDI Consulting (Barbados) Inc., as an organisation engaging in work globally, will require Associates to travel from time to time in fulfilment of contractual obligations. Associates may also be requested to represent the business at a workshop and or conference as part of a broader business development and or networking strategy. The terms of engagement will be made clear with any requests for travel. Accordingly, this policy outlines the process to be followed by all Associates traveling on behalf of the organisation.

This policy applies to all associates, working either part-time or full-time. In this policy, “travel” means a business-related trip to another country (not travel within your country of residence). The assumption being that this travel is being done on behalf of SAEDI Consulting Barbados Inc and or a project in which they have been contracted.

Associates are not employees, providing flexibility for both Associates and the Firm. The business model of SAEDI Consulting is currently deliverable/output-based, with a contract-driven payment structure and income flows. The latter underpins much of this policy.

This policy must be adhered to by all persons traveling on behalf of SAEDI Consulting (Barbados) Inc.

2. Corporate Travel Guidelines

Corporate travel refers to trips undertaken to:

1. Meet with clients or partners,
2. Facilitate or participate in stakeholder consultations,
3. Participate in professional development for which the company is paying and or has successfully acquired support e.g. a scholarship,
4. Conduct research including surveys in the field,
5. Make a presentation on behalf of the company, and
6. Any other travel requested by the CEO/Managing Director.

Generally, Associates will be expected to:

- be fully aware and compliant with these guidelines.
- cover the cost of travel upfront e.g. cost of ticket or cost of accommodation and then seek reimbursement from the organisation¹.
- purchase and maintain their own travel and medical insurance.
- be aware of and meet any entry requirements for the destination and any stops on the way to and from the destination.

¹ The expectation is that normally this is one trip at a time and one trip per month. Given the ongoing issues with the RSRI project, the situation may become complex. That being the case, SAEDI Consulting will not be asking Associates to front the cost of several tickets at once and will engage with the client on timely advances to avoid this being a necessity.

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- alert SAEDI Consulting management, on an ongoing basis, of incidents, problems and challenges that should be reflected in this policy.

If the project and contract allow, SAEDI Consulting will reimburse immediately for travel costs, upon production of a confirmed ticket and proof of payment by the Associate. SAEDI Consulting seeks to speedily reimburse ticket costs as part of its commitment to ensuring that team members are not overburdened by travel costs in the execution of project activities.

SAEDI Consulting may also, on an exceptional basis, buy the ticket outright in the name of the Associate. The circumstances in which this may occur include: (a) travel is based on a last-minute request not in the control of the Associate and or SAEDI Consulting and (b) travel urgently needed due to issues relating to timely execution and stable implementation of a project and/or successful completion of a contract.

Daily Subsistence Allowance (DSA) may be calculated at the prevailing UN rate if the budget allows or based on allocations provided for in the contract or designated by SAEDI Head Office based on reasonable estimates of all requirements.

Costs related to accommodation and meals will be reimbursed after travel, ideally. This will assure that the travel has taken place, and the requirements of the travel also met.

Advances may be made on an exceptional basis and rarely, based on the availability of funds from the project. Advances will be made at least 24 hours before planned travel and Associates are encouraged to travel with credit or debit cards tied to the account to which SAEDI Consulting pays their salary and or reimburses for travel expenses.

3. Categories of Permissible Costs/Expenses

Several categories of permissible costs related to travel, in keeping with standard practice for consultancies and work in the development sector are outlined below.

3a. Transportation Expenses

Transportation expenses include any cost of airline, boat/ferry or train or a combination of these required to arrive safely to the country of engagement.

Associate (and any employees so designated) will book her/his own ticket using a carrier or travel agent of her/his choice, using the following guidelines:

- All tickets for travel will be economy class, except for flights (i.e. actually flying time) that exceed 10 hours. Payment for a higher class of travel including business class will only be facilitated if the project has budgeted for such expenses.
- Travel will comprise of two-way/return tickets (to the country of engagement and return to country of residence). *NB. Any stops for personal reasons are expected to be covered by the Associate including fare changes and any relevant accommodation and funds needed for that period.*
- Baggage will be covered to a maximum of 1 piece of luggage, except if the Associate/employee is required to carry additional luggage to facilitate movement of

materials or equipment. Materials and equipment can include – camera equipment, additional computers, banners, posters and flipcharts as well as materials which may be used for SAEDI Consulting branding e.g. calendars, pens, books which may be boxed for safekeeping. *NB. Any such additional costs should be identified prior to travel and a maximum amount agreed before travel is undertaken.*

It is also the responsibility of Associates to ensure that travel is undertaken on a reliable and reputable carrier and that there is an adequate safety record in place for such carrier.

3b. Terminal Expenses

These expenses refer to expenses related to arriving at the airport in the country of departure and arriving at the hotel or other form of accommodation in the country of arrival. Similarly on the return, they encompass the trip from the hotel to the airport or departure and the trip from the arrival airport to the home of the Associate. These expenses can relate to ticketed travel by train, bus, ferry, taxi or a combination of these.

For each trip segment i.e. home to airport, these costs are capped at a maximum of **USD 38.00** United States Dollars. If there is a need to exceed this amount due to specific needs of where engagement will take place or the specificities of the location itself, then this should be identified ahead of time and approval sought. Given that these costs are likely to be covered by project funds, requests of time should consider the need to seek approval from the client and the need for evidence to support the request.

3c. Accommodation

Accommodation is usually part of the Daily Subsistence Allowance and would be compensated for after travel unless there is a requirement to advance payment ahead of travel. Even then, it may still be compensated for as part of the full DSA payment.

The Associate (and/or an employee so designated) will book her/his own accommodation using the following guidelines:

- Normally, accommodation is part of DSA and will not be paid separately.
- The full cost of accommodation based is covered based on the budget of the project (this information will be provided to guide the Associate/employee based on the agreed contract). *NB. Should proposed accommodation exceed the available budget, the Associate should seek an alternative option or present a justification for exceeding the expected cost of accommodation.*
- The organisation recognises the need for clean, comfortable and safe surroundings, and does not expect the Associate/employee to compromise in these areas.
- Airbnbs are permitted as options for accommodation for corporate travel. *NB. Associates are encouraged to seek out options that permit free cancellation up to a date close to travel to cater for unexpected developments.*
- Associates are encouraged to seek out information about security and safety issues in or around their accommodation as well as take appropriate precautions when moving to and from their room either at night or early morning and between the lobby/reception area and their room.

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- If staying with friends or family, accommodation expenses would not be covered and an adjusted rate for other expenses would be provided.
 - The costs of accommodation, if paid separately by the client or collaborative partner, would be discounted from any daily subsistence allowance paid to the Associate.

3d. Daily Subsistence Allowance

DSA encompasses accommodation, daily expenses such as meals and other supplementary costs such as taxis for locations (within limits), laundry, costs of printing and cell phone calls.

DSA allocated for travel will be based on the following guidelines:

- Allowable amounts (for tickets, DSA or any additional expenses) are entirely based on permissibility and the scope of the project budget.
- Such expenses are guided by the rules and guidelines of the client and relevant funding agencies and are to be strictly adhered to.
- Supplementary costs should be reasonable and within expectations of business travel. Any types of expenses that are not within these guidelines should be explained and pre-approval sought.
- It is the responsibility of the Associate/Traveller to ensure that all related expenses fit within the scope of the agreed DSA and manage expenses during the mission.
- Any unexpected or extraordinary expenses are submitted for approval to management as soon as the issue is identified with appropriate evidence e.g. invoice, estimate/quotation, email.

3e. Other expenses

Other expenses that could occur on mission include data bundle packages, SIM or e-sims, printing costs (although the latter should only be done if necessary; printing is to be avoided in keeping with SAEDI Consulting's commitment to Green Business Operations and principles).

Before travel, Associates should reconfirm with SAEDI Consulting management on qualifying types of other expenses that could be reimbursed. At times, this is specific to contracts and hence should be confirmed as much as possible.

4. Reimbursement of Permissible Expenses

The organisation commits to reimbursing all expenses incurred by the Associate within 30 days of submission of Mission Report (if applicable) and subject to the availability of funds.

To facilitate payment each Associate/employee must submit receipts for the following anticipated expenses:

- Airline ticket
- Hotel
- Meals
- Materials purchased
- Telephone costs (such as mobile internet if necessary for the mission)

- Ground transportation (e.g. taxi)

Copies of relevant receipts should be kept for a period of 3-5 years to facilitate any auditing that may take place that may involve SAEDI Consulting. Receipts can be physical or electronic. To maintain quality and readability.

NB. Associates are encouraged to scan receipts within 3 months of travel to be able to preserve an acceptable record for any review.

5. Authorisation of Travel

As an organisation operating in a virtual environment, travel plans are not determined by internal factors alone (e.g. booking of flights and accommodation). The following guidelines therefore apply:

- The Managing Director must approve all travel,
- The organisation will endeavour to give at least two weeks’ notice for travel,
- Associates/employees may book flights and accommodation with airlines and travel agents of their choice and commit to choosing reputable businesses in doing so thus maintaining SAEDI Consulting’s sustainable supply chain, and
- The Managing Director and/or the Officer-in-Charge as designated by the MD, must approve, in writing, all costs before payments are made for same.

At some point in the future, SAEDI Consulting may use a travel request form as well as reimbursement form. Associates will be required to use these documents/tools as well as comply with any relevant guidelines.

6. Approval, Enter in Force and Duration

This policy is subject to review 24 months after approval.

Upon approval, this policy enters into force the next working day.

<i>Policy Development and Process:</i>	
Actions	Dates
Drafted:	March 2024
Available for comment:	March 2024
Approved:	April 2024
Signed/Initialled with seal:	April 2024
Due for revision	March 2026