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## Travel and Subsistence Policy for CESEL

### Purpose

This policy outlines the provisions for business travel and subsistence expenses incurred by employees while conducting official duties on behalf of the organization. The aim is to ensure fair reimbursement, consistent treatment, and responsible use of organizational resources.

### Scope

This policy applies to all employees, contractors, and other authorized individuals who undertake approved business travel for the organization.

### General Principles

- All travel must be pre-approved by the appropriate manager or department head.
- Expenses must be reasonable, necessary, and directly related to official duties.
- Original receipts must be submitted for reimbursement unless otherwise stated.
- Travelers are expected to choose cost-effective options that balance cost, convenience, and time efficiency.
- Health, safety, and security during travel are paramount.

### Travel Arrangements

- **Transportation:** Economy class is the default for air, rail, and bus travel unless a compelling business reason exists for an upgrade.
- **Private Vehicle Use:** Where approved, employees may use personal vehicles for business travel and claim mileage reimbursement at the prevailing organizational rate.
- **Car Rental:** Only when it is more cost-effective or necessary. Insurance coverage should be verified in advance.
- **Taxis and Ride Services:** Permitted when public transport is not viable, particularly in unfamiliar or unsafe areas.

### Accommodation

- Reasonable accommodation costs will be reimbursed for overnight stays during official travel.
- Employees are encouraged to use preferred hotels where applicable and obtain competitive rates.

- Accommodation should be booked through approved vendors where applicable.
- Luxury or premium accommodations are not reimbursable unless pre-authorized.
- When attending conferences, staying at the venue is permitted if cost is reasonable.

### **Subsistence (Meals and Incidentals)**

- Employees may claim meal expenses while travelling on official business where meals are not provided by the host or as part of accommodation.
- Daily limits apply and are subject to local or international per diem rates set by the organization.
- Meals included in conference packages, flights, or accommodation are not reimbursable.
- Miscellaneous expenses (e.g., tips, bottled water, laundry for extended stays) may be reimbursed where reasonable.
- Mini-bar, entertainment, or personal purchases are excluded.

### **International Travel**

- Travelers must comply with visa and health requirements of the destination country.
- Currency exchange fees may be claimed if supported by receipts.
- Travel insurance may be provided or reimbursed as required by the organization.
- Local customs, laws, and safety guidelines must be observed.

### **Non-Reimbursable Expenses**

- Personal expenses (e.g., leisure activities, mini-bar, personal phone calls)
- Companion travel costs (e.g., family or friends accompanying the employee)
- Fines (e.g., traffic or parking violations)
- Upgrades (e.g., first-class travel or luxury accommodation) unless pre-approved

### **Reimbursement Procedure**

- Submit a completed expense report with supporting receipts within 10 working days of completing travel.
- Original receipts must be provided. Credit card statements are not sufficient on their own.
- Incomplete submissions or missing receipts may delay or reduce reimbursement.

### **Responsibilities**

- **Employees:** Plan travel responsibly, submit timely and accurate claims, and retain receipts.
- **Managers:** Authorize travel, ensure necessity and cost-effectiveness, and validate claims.
- **Finance Department:** Maintain policy compliance, process reimbursements, and audit expense reports.

### **Policy Review**

This policy shall be reviewed annually or when significant changes in travel regulations or organizational procedures occur.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Tolani', with a horizontal line crossing through the middle of the name.

Dr Patrick Tolani

Director/Chief Executive Officer.