



International Cotton Advisory Committee

Approved

Travel Policy

Approved at the 564th Meeting of the Standing Committee

**16 April 2020
Virtual Meeting on GoToMeeting**



ICAC Travel Policy

Introduction

The ICAC's policy has always been simple - to travel at the cheapest cost possible. However, there are times when this may not be appropriate or where the cheapest travel may not provide adequate insurance coverage in the case of cancellations or changes to travel plans.

This Policy outlines the procedure for ICAC staff to book travel and the entitlements of staff when travelling.

Booking Air Travel

All staff should book international air flights via the ICAC's chosen travel agent. The advantage of this is that the agent can search for the cheapest and most appropriate flights resulting in the minimum time between transfers. The additional advantage of using an agent is that should a member of staff miss a connection or have a flight cancelled the agent will be able to sort this out at no cost. The agent will ensure that staff are booked on a flight when asked and can also ensure that personal preferences are met.

Bookings via the agent should always be made on the ICAC Credit card which also provides insurance coverage for events such as damage to suitcases and for repatriation due to medical emergencies.

All staff will normally fly economy unless the total flight time is longer than 14 hours from take-off to landing at final destination and they are required to present at a conference or conduct a course the following day. In which case, they may ask the Executive Director for permission to fly Premium (Business) Class. The Executive Director will make a decision based on the availability of funds agreed for travel in the budget.

For flights within the United States, members of staff should always fly economy and the choice of airline should be made on the basis of the most economical cost and convenience.

Per Diem Rates

Staff should keep within the daily per diem rate of \$55 for meals and \$150 for hotels. However, if attending a conference as a speaker, it is permissible to book in the conference hotel. Receipts are required for any meals bought and for hotel bills. Per Diem rates for food and miscellaneous expenses will be reviewed annually and will be based in US General Services Administration (USGSA) per diem rates.



Taxis

It is permissible to take taxis to and from home to an airport and to take taxis from the destination airport to the hotel and back to the hotel for the return flight. If possible, Uber should be used as this gives proof of journey and provides a receipt.

Private Car Usage

Should staff be required to use their car to go on official travel on behalf of ICAC, mileage allowance will be at the rate quoted on the US General Services Administration website for that time. <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates> Trips away from the office extending more than 12 hours will qualify for a per diem rate in accordance with that set by the USGSA.

Conclusion

Staff travelling on behalf of the ICAC are in a privileged position and should remember that money spent on trips is provided by its member governments. Whilst this Travel Policy lays down guidelines on limits for any expenditure, staff who travel regularly are of significant seniority within a small organisation to be trusted to use their judgement when committing to any expenditure whilst at the same time ensuring that the guidelines do not limit their ability to perform their job effectively in a safe and comfortable environment.

In all cases where it is not possible to stay within the financial guidelines for any particular reason, this should be reported to the Executive Director and his/her permission obtained for any overspend.

Policy Date: 7 April 2020
Policy Review Annually

Kai Hughes
Executive Director

7 April 2020