

International Cotton Advisory Committee

Travel Policy

Approved at the 580th Meeting of the Standing Committee



1. Introduction

This Policy outlines the procedure for all ICAC staff and others traveling at Committee expense. The ICAC's policy has always been to travel at the lowest cost possible to best advance organizational objectives. However, there are times when cost minimization may not be appropriate or where the lowest cost travel may not provide adequate coverage in the case of cancellations or changes to travel plans.

2. Statement of Travel Purpose

Before making any travel arrangements, all staff and others seeking to travel should send a short one paragraph description about the purpose of travel to the Executive Director for approval by email. The Executive Director shall share travel purposes with the ICAC team. This is not intended to be a long description but to assist ICAC in better prioritizing its travel expenditures. Most ICAC travel requests will be approved in 24 to 48 hours.

3. Air Travel

All travelers will normally fly standard (non-Basic) Coach Class unless the scheduled flight time, including stopovers and change of planes, is more than 14 hours and staff are required to report to duty at the destination the following day or sooner. In which case, they may ask the Executive Director for permission to fly Premium (Business) Class. The Executive Director will decide based on the availability of funds agreed for travel in the budget. When flying Premium (Business) Class, travelers should always endeavor to buy low-cost fares well in advance if possible.

For flights within the United States, travelers should always fly standard (non-Basic) Coach Class and the choice of airline should be made based on the lowest cost and traveler convenience



4. Per Diem Rates

Traveler per diem expenses will be reimbursed by either: (a) Lodgings-plus per diem method; or (b) Actual expense method. Actual expenses above per diem levels will need prior approval by the Executive Director. Actual expenses will be reviewed for travel when lodging and/or meals are procured at a prearranged place such as a hotel where a meeting, conference or training session is held; when costs have escalated because of special events (e.g., sporting events, conventions, or natural or manmade disasters); when lodging and meal expenses within prescribed allowances cannot be obtained nearby; or because of other mission requirements.

Travel location determines the maximum per diem reimbursement rate. If the traveler arrives at a lodging facility after 12 midnight, they can claim lodging cost for the preceding calendar day. If no lodging is required, the applicable reimbursement rate is the rate for the location. Rates within the United States are set by US General Services Administration (<https://www.gsa.gov/perdiem>) and those outside the United States by the US Department of State (https://aoprals.state.gov/content.asp?content_id=233&menu_id=101). Rates for food and miscellaneous expenses will be reviewed every new calendar year and set on US General Services Administration and US State Department per diem levels.

For other expenses, such as meals covered by per diem, only full days of travel are covered at 100 percent of the applicable rate. On the first and last day of travel and trips between 12 and 24 hours, travelers will be covered by 75 percent of the applicable daily rate.

Receipts are required for every authorized expense, except for meals that are covered under per diem rates. When the following items have been approved, travelers will be reimbursed as miscellaneous expenses and may include fees for luggage, foreign currency conversion, visas and related expenses, country exit/entry, and required vaccinations. Other additional or extraordinary expenses should be approved by the Executive Director in advance of purchase.

5. Surface Transport

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, Lyft, or another transportation network company should be used as this gives proof of journey and provides a detailed receipt. However, taxis or a personally owned vehicle are preferred if they provide significant cost savings. Expenses for other ground transportation such as for rental cars, ships, and trains should be approved in advance of purchase.

Should travelers be required to use a personally owned vehicle 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\).](#)

6. Conclusion

Those travelling on behalf of the ICAC are in a privileged position and should remember that money spent on travel is limited.

In all cases where it is not possible to stay within the financial guidelines for any reason, this must be reported to the Executive Director to obtain permission in advance for any unanticipated or extraordinary expenditures.

Policy Date:	July 10, 2024
Policy Review	Every Four Years

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Executive Director