



IDI TRAVEL POLICY 2023



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VERSION DETAILS

1.	Date Effective from	29 November 2023
2.	Process of Development and Approval	The current version is a light touch update of the 2022 IDI Travel Policy. The update was done jointly by Admin and SSU. Approval was accorded by the IDI Board upon the recommendation of the IDI Director General
3.	Schedule of Maintenance	Version review after approval of IDI Strategic Plan 2024-2029
4.	Version being replaced	This is an update to the 2022 IDI Travel Policy
5.	Available at	https://www.idi.no/our-resources/idi-administrative https://stiftelsenintosai.sharepoint.com/:f:/s/IDIHR/EhEm2-t1KBdHkr802XrdU1wBjsqi6fp_9iQxVfNhGcYoxw?e=N9ixw9

I. INTRODUCTION

1. Official IDI travel will be purpose driven, safe, economical, efficient and comfortable. The allowances and reimbursements are according to the Norwegian governmental travel policy, UNDP rates or procedures of the Employer of Records (EoR) in case of staff contracted through them unless some relaxations are necessary on a case-to-case basis. The provisions contained in this policy are mandatory. Once travel has been pre-authorised, the entitlements of the employee shall be calculated accordingly.
2. These provisions represent conditions governing reimbursement of reasonable expenses necessarily incurred when on official IDI travel. They do not constitute income.
3. The IDI travel policy will at times be complemented by extraordinary travel directives from management (such as during COVID-19) which may include stricter, temporary measures and limitations on travel to adhere to national travel rules and protect the safety and health of IDI staff). Such travel directives will take precedence over the travel policy.

II. AREA OF APPLICATION

4. This policy applies to all trips made abroad as well as within Norway. It applies only to IDI staff and Board members. The IDI travel policy includes neither compensation rates nor detailed regulations regarding the rates. When travelling on behalf of the IDI, compensation rates are given in accordance with rates and regulations as follows:
 - IDI staff and Board members living in Norway: The Norwegian special agreement for travelling abroad at government expense (included in Statens Personelhåndbok).
 - Regional employees and Board members not living in Norway: UNDP regulations and EoR procedures, IDI Board Rules of Procedure or as per any relaxation considered on a case to case basis.

III. ROLES AND RESPONSIBILITIES

5. The staff member is responsible for following all principles contained in this policy.
6. The staff member and his/her manager are responsible for ensuring that all travel on official IDI Travel and the related travel arrangements are consistent with this policy and is approved before travel; and that subsequent claims are verified before payment is made.
7. Travel memos and travel claims should be consistent with this policy
8. The mode of transportation shall be authorised in advance by the employee's manager after due consideration of relevant factors.
9. Administration is responsible for making payments only against all travel claims that are supported with necessary authorisations and documentation confirming that the travel has been undertaken on the basis of the provisions of this policy

IV. PRINCIPLES GUIDING OFFICIAL IDI TRAVEL

A. Purpose Driven

10. The purpose of travel will determine if travel is necessary or not. Travel may be suggested and approved if the travel will add value and serve the purpose better than online work. A justification for the added value from holding a physical meeting as compared to an online meeting, if required with a simple cost-risk-benefit analysis may be conducted. Justifications may involve various reasons. Some examples include better interactions during physical meetings; better engagement of participants; greater scope for conducting activities; better accommodation of participants from multiple time zones; better networking with

stakeholders etc. Travel will also be necessary for key meetings and conferences organised under the aegis of INTOSAI regions, bodies and other key IDI stakeholders.

B. Safe

11. Safety in travels need to be ensured from both medical and law and order perspectives. Necessary vaccination must be ensured as also comprehensive health insurance cover. International SOS guidelines regarding threshold for availability of reliable medical facilities will have to be considered. IDI's Membership number for International SOS is 14EYCA087198. In addition, reliance has to be placed on professional judgement based on Norwegian Government guidelines, guidelines in the host country, support available from the INTOSAI region and host SAI.
12. International SOS(ISOS) maintains a Medical Risk Map and real time medical reports on different countries. These resources shall be used for planning a meeting venue or undertaking a travel. From the Risk Map, travel needs to be carefully considered to countries with High Medical Risk and Very High Medical Risk for planning regional or global meetings.

C. Economical, Efficient and Comfortable

13. Travel must be undertaken through the fastest and cheapest available mode that is counterbalanced adequately in terms of employee's time requirement and comfort of travel. Travel needs to be undertaken after considering flights/ other modes that allow the employee to arrive in time for the engagement and allowing reasonable rest.

D. Sustainable

14. Every travel must be considered using a sustainability lens. Besides being purpose driven, environmental impact, carbon footprints in terms of the mode of travel, class of travel, number of connections and other relevant considerations need to be taken into account.

V. DEFINITIONS

15. Official trip: Compulsory and/or approved trips made on assignment for IDI.
16. Day: In this policy, day means 24 hours calculated from the time the trip begins.
17. Night: In this policy, night means the period between 22:00 and 06:00.
18. Staff member: Any IDI staff member based in Norway or overseas or those contracted overseas through EoR and undertaking official IDI travel on behalf of IDI. Separate provisions for Norway based, overseas based employees or EoR contracted staff have been indicated wherever relevant. All provisions of the policy are also applicable to IDI Board members read along with IDI Board Rules of Procedure.

VI. GENERAL CONDITIONS

19. The journey shall be made in the speediest, safest and most reasonable/economical manner for the IDI, taking into account environmental considerations.
20. Where discount agreements etc. have been made, the staff member is obliged to make use of these for the journey. If discounts are given, these shall be used to the greatest extent possible as long as this does not lengthen the trip or significantly reduce its standard. Provisions of the IDI Procurement Policy and IDI Code of Ethics shall be duly considered in planning for travels and purchasing air tickets and hotel arrangements.

VII. PRE-AUTHORISATION TO TRAVEL

21. All travel and travel arrangements shall be pre-authorised by the staff member's manager in accordance with the authorisation instructions contained in this policy and by means of a [travel authority form](#). Based on the proposal from the employee, the employee's manager will approve how the travel shall be undertaken.
22. The travel authority form shall be signed by staff member's manager authorising the journey and by the employee acknowledging acceptance of the terms of travel. The approved form must be saved in the [MS Teams Channel ALL STAFF](#)
23. The pre-authorisation form must be attached to the travel claim. All changes from the pre-authorized journey shall be explained in support of the travel claim and approved by the Manager who pre-authorized the travel.
24. The staff member's manager responsible for authorising travel is also responsible to determine, before the journey commences, that the travel is necessary, that the projected total expenses fall within the spirit and intent of the provisions and that these are reasonable and justifiable considering the circumstances of the trip. Adequate audit trails and documentation for all authorised travel, and in particular for all unusual travel arrangements, are required.

VIII. AUTHORISATION OF TRANSPORTATION AND ACCOMMODATION

25. The staff member's manager (DG/DDGs) is responsible for authorising the mode and class of transportation to be used to be in conjunction with all official IDI travel. The selected mode and class of transportation shall be

stated in the travel authority form.

IX. COMMERCIAL TRANSPORTATION

Commercial Air

26. Commercial air travel by IDI staff shall be the most direct and economical route available.
27. The default option for IDI travel, is economy class. Travel on economy premium or business class may be authorized on an exceptional and individual basis, taking into account ticket prices coupled with employee wellbeing considerations. Such exemptions will only be considered for flights where: One leg of the journey lasts for more than 6 hours from the airport of departure or the total journey lasts for more than 9 hours, and where travel involves overnight flights (Flights between 2200 to 0600 hours). Additional criteria that need to be considered when authorizing an exemption, include the recovery time before the official engagement, time differences and financial costs.
28. Exemptions may also be made for duly certified medical reasons.
29. Exemptions will be authorized by IDI Director General for all IDI staff and by the Chair of the IDI Board for IDI Board members and IDI Director General.
30. While travelling on official travel, IDI staff are entitled to a lounge if the stopover is longer than three hours. The lounge can be paid by the staff directly and will be reimbursed against receipts. Meals availed at the lounge shall be adjusted against the per-diems similar to the meals provided on board the aircraft.
31. IDI will cover for excess baggage if required for meeting official requirements and only with prior authorisation.
32. While travelling in economy class on official travel, in case the airline does not provide free allowance of any check-in baggage, cost of carrying a single piece checked in baggage can be included in the travel claim. Purchasing extra leg room may also be considered for long travels and may be included in the travel authority.
33. Travel for courses and studies should always be on economy class ticket.
34. All air tickets should be primarily ordered through the IDI's travel agency and charged to the IDI's American Express travel account. In case of procurement of cheaper and better connected tickets from other sources, necessary documentation in support may be provided in the travel authorisation. Compensation by way of Carbon Tax should also be paid which is otherwise done automatically by the travel agent.
35. Frequent flyer points accumulated on flights funded by the IDI are to be used for IDI business only or otherwise donated for charity. Staff members may donate using the portal of the airlines alliance issuing the points or

any other portal once every two years and inform admin.

36. As a rule, prior consent must be obtained for using non-scheduled means of transport, e.g. hired cars. These expenses must be documented.
37. Taxis should only be used for short journeys when this method of travel is justifiable and reasonable. When expenses for taxis are claimed it should be documented with original receipts.

Use of private car

38. Prior consent must be obtained from the staff's manager if the staff's own car is to be used instead of a scheduled means of transport. The actual travel route and time shall be approved beforehand and shall be specified on the travel claims. Use of private cars in Norway to and from the airport, harbour or station is in general covered only for the distance the staff is in the car.

Use of train/bus

39. Train or bus travel can be undertaken by IDI staff using the cheapest available business or premium class tickets

X. ACCOMMODATION, MEALS AND INCIDENTAL EXPENSES

40. Travel expenses will be reimbursed on the basis of the Norwegian Government Travel Regulations, UNDP regulations or EoR procedures or as per IDI Board Rules of Procedure. All travel expenses should be documented.

Accommodation

41. If the IDI organises and pays for a workshop or meeting the employee does not have to pay accommodation and accommodation should therefore not be included on the travel claim. For other accommodation the employee shall always settle the expenses directly with the hotel. Accommodation should be selected in a prudent manner while ensuring that it is safe and conducive to work and rest. The expenses will be reimbursed by the IDI.

Meals

42. Meals allowance is calculated according to the rates for the country in question. Meals allowance is calculated as follows:
 - For return trips from six to twelve hours from the place of residence/workplace – 2/3 of the meals rate for the country in question
 - For return trips from and including twelve hours from the place of residence/workplace – full meals allowance for the country in question
 - For trips that last more than one day, six hours or more into the new day is regarded as a complete new 24-

hour day

43. Meals allowance will not be deducted after 28 days at the same location (The Norwegian special agreement call for a reduction of the meals allowance if the staff stays at the same destination for a period longer than 28 days)
44. If the trip includes travelling through several countries during one day, the meals allowance is calculated for the country where the employee stays longest.
45. When a meal is paid for this shall be made in the meals allowance calculation. If one or several meals are covered by a bill/programme/invitation, or are paid for by another person, a deduction shall be made from the meals allowance. Complimentary meals provided on flights or airport lounges have to be deducted.
46. Deductions shall be calculated as follows:

Breakfast	20%
Lunch	30%
Dinner	50%
47. For staff not travelling according to the Norwegian Special regulations, food allowance is paid according to applicable UNDP or National rates and regulations or EoR procedures.

Other incidentals

48. Other incidentals are treated according to details in the applicable travel regulation.

Personal travel on weekends / Vacation before and or after an event

49. Provided the staff is not required to remain at the duty location over a weekend for work related reasons and chooses to spend the weekend at another location of personal choice away from home, the staff shall be entitled only to the allowances or reimbursement of the actual cost authorised, had the employee remained at the duty location up to the completion of the official engagement and the availability of earliest convenient mode to travel back. Transportation and other costs related to a stay at another location of personal choice shall not be reimbursed.
50. If a staff takes vacation prior to or immediately after an event the employee must travel economy class for that segment of the journey and the price of the ticket must not exceed the amount had the employee not had the holiday prior to or after the event. Additional amount if any, has to be borne by the employee.

Reimbursement of Other Expenses

51. In addition to expenses covered above, other necessary expenses may also be refunded such as parking, airport taxes, vaccination, dry cleaning, etc. upon presentation of proof.

XI. SPECIAL TRAVEL SITUATIONS

Illness, accident or family emergency

52. A staff shall claim and be reimbursed the necessary expenses caused by illness or accident occurring while on official travel, by the IDI travel insurance company.
53. When a staff becomes ill or injured while on official duty and is in need of the presence of next of kin, actual and reasonable transportation and accommodation plus the daily composite allowance may be reimbursed.
54. Expenses not refunded from the insurance company may be covered by the IDI.

Next of kin

55. Next of kin and contact information must at all times be up to date.

Death while on duty

56. If an employee dies while on official travel, IDI will cover all necessary expenses which will be reimbursed by the IDI travel insurance company.

Travel Advance/Credit card

57. Travel advances will only be authorized as an exception. The IDI covers the annual credit card fee for all IDI employees.

XII. TRAVEL CLAIM

Authorisation

58. All travel must be pre-authorised. The resulting expenses incurred by employees shall be claimed in authority provided in this policy and the procedures prescribed by the employee's manager. In this regard, standardised [Travel Authority](#) and Xledger Travel expenses.

Changes from pre-authorisation

59. All changes from the pre-authorised journey shall be explained in writing in support of the expense claim submitted.

Audit Trails

60. Staff's manager (DG/DDGs) shall ensure that an adequate audit trail exists for all authorised travel and for the expenditures approved for payment.

Travel Claims Regulations

61. Travel claims shall be submitted as soon as possible and at the latest 10 working days.
62. All outlays are to be included in the travel expenses claim in the currency in which they were paid. Conversion to Norwegian kroner (NOK) is made according to the bank's sales price at the time the trip took place. The conversion rate used must always be given in the travel expenses claim. This must be confirmed by currency exchange receipts or bank statement.
63. A travel claim shall be prepared whenever costs are incurred on official business travel. Transportation tickets, whether purchased by the employee or provided by the employee's manager, boarding passes as well as all receipts and/or vouchers to cover accommodation and other actual expenses, shall be attached to the claim.
64. The approved travel authority form should also be attached to the travel claim.
65. All travel claims are to be approved by DG/DDGs. The net result of the travel claim will be paid to the employee through the IDI's payroll system.

XIII. COMPENSATION FOR TIME SPENT WORKING AND TRAVELLING ON OFFICIAL TRIPS ABROAD (APPLICABLE FOR COORDINATOR POSITIONS ONLY)

66. Compensation for travel time for independent positions of Managers and Senior Managers are included in the salaries

Compensation for work time (applicable for Coordinator positions only)

67. Compensation is given by the hour for actual net working time of more than normal working hours per day. The compensation can either be taken as time off in lieu or can be paid at the ordinary hourly rate.
68. Compensation can also be given for work done on days off or public holidays.
69. Compensation is only given in connection with ordinary work abroad and not in connection with courses, seminars or conferences unless the employee has specific assignments.

Compensation for travel time (applicable for coordinator positions only)

70. Compensation will be given by the hour for time spent travelling during free time. The compensation can be taken as time off in lieu or can be paid at the ordinary hourly rate.
71. Time spent at hotels or similar is not considered as travelling time. Compensation is only given in connection with ordinary work abroad and not for travelling in connection with courses, seminars or conferences unless the employee has specific assignments.