

# Coalition for Epidemic Preparedness Innovations (CEPI) Travel Policy

Valid date: August 31, 2016

## 1 Purpose and area of applicability

**1.1 Purpose:** This travel policy is a general common policy for official travel for CEPI. Its purpose is to coordinate CEPI's purchase of travel-related services. It is intended to provide greater security for travelers and an effective means of travel administration. Furthermore, the travel policy will provide clear and concise information so that preparations, reservations and payment processes for travel activities are performed in the best possible way for both travelers and CEPI.

**1.2 Area of applicability:** The travel policy applies to all travel activities conducted at the expense of CEPI, whether they be undertaken by employees (whether on a permanent or fixed term contract), associates, individuals engaged on a temporary basis (whether full time or part time) or guests, such as eligible Board and SAC members. The following Board members, Alternate Board members and Scientific Advisory Committee members are eligible to receive support for CEPI related travel:

- Developing Country Governments
- CSOs
- Research and Technical Health Institutes
- Unaffiliated Board members

**1.3 General policy information:** Travel reservations must be booked in accordance with these guidelines. CEPI attaches importance to the safety of its employees and members while travelling. By making reservations via our travel agency, you will receive assistance during your journey in the event of delays/cancellations, etc. It will also make it possible to take action should a crisis situation arise.

## 2 Preparations before departure

**2.1 Approval of travel:** Before making reservations, alternative travel options must be considered. The travel arrangements must be cleared by a superior or the CEPI Secretariat. Before booking travel, travelers are required to consider:

- whether they can show a clear and demonstrable business need for the trip;
- whether travel is the only suitable option (for example could the business need be met by video conferencing?); and
- whether the risks of the proposed trip are outweighed by the benefits of the same.

For transparency, you should discuss with your superior if you plan to add a holiday onto a business trip, or travel with a family member.

**2.2 Passports and visas:** Travelers are personally responsible for ensuring that they have the correct entry documents required for their journey. Contact our travel agency (currently HRG Nordic) for information on passport/visa requirements. Note that some countries also require the validity date of a passport to last for a certain time following the given return travel date.

### 3 Making travel reservations

**3.1 Time of booking:** We recommend that travel reservations are made as early as possible to ensure a wider choice of travel options and reasonable costs.

**3.2 Making travel reservations:** All reservations for travel that are to be paid for by CEPI must be made via our travel agency.

The following services can be booked via our travel agency: flights, rail and hotel accommodation. The travel agency's services must only be used for official travel, not for private travel. If, for special reasons, the trip cannot be booked through our travel agency, enclose a brief explanation in the travel expense settlement.

**3.3 Rail:** For eligible travelers, CEPI will pay for or reimburse the cost of economy class for rail travel for the purpose of attending CEPI events. For travel to and from the airport or railway stations to CEPI meetings CEPI will reimburse the cost of the taxi or public transport to or from meetings.

**3.4 Air travel – Domestic:** Domestic air travel within Norway must be booked via our travel agency. Travelers must choose the cheapest alternative as far as this is expedient. Low-price tickets must always be chosen for domestic travel within Norway insofar as these are available.

**3.5 Air travel – Europe:** All air travel outside Norway must be undertaken using economy class fares booked by our travel agency. If you require some degree of flexibility for the return journey, a restrictive ticket with an option to change it at a charge may be chosen. Travelers must choose the cheapest alternative as far as this is expedient. Total travel time must be weighed up against the overall price.

**3.6 Air travel – International:** Generally, air travel outside Norway must be undertaken using economy class fares booked by our travel agency. However, should a single leg journey last for more than 9 hours, or for multi-leg journeys, the combined travel time of the journey is 11 hours or more, including a maximum of 2 hours of connection time, business class fares are authorized. A journey that is interrupted by a stopover of more than 12 hours cannot be combined to track the business class threshold.

If some degree of flexibility for the return journey is required, a restrictive ticket with an option to change it at a charge should be chosen. Travelers must choose the cheapest alternative as far as this is expedient. Total travel time must be weighed up against the overall price. Exceptions to the general rule can be made in cases where there are reasonable grounds for travelling business class and this is agreed in advance with your superior/cost center. In such cases, the cheapest business class ticket must be chosen.

**3.7 Overnight stays/conferences:** The underlying principle in our travel policy is that travelers should stay in accommodation that is basic yet comfortable. Consideration must be given to the overall cost; the choice of hotel should be weighed up against the cost of transport to/from the place of work.

**3.8 Changes/cancellations:** Changes to flight tickets/hotel reservations prior to departure can be made by telephone/e-mail to our travel agency if the tickets were issued by them. If a trip has to be cancelled, the traveler is responsible for cancelling flights/hotel reservations so that a refund can be applied for wherever possible.

**3.9 Bonus schemes:** Travelers who are travelling on official business associated with CEPI may earn bonus points from travel service providers. This is a matter of personal choice. However, such bonus schemes must not govern the choice of provider of flights, hotels, rental cars, credit cards, etc.

**3.10 Travel insurance:** Through the Norwegian Institute of Public Health, CEPI staff on official travel is covered with travel insurance cover from Europeiske Reiserforsikring provided (i) they have an official address in Scandinavia and (ii) they are member of Norsk Folketrygd. All others would need to arrange for alternative travel insurance.

## **4 Paying for travel reservations**

**4.1 Paying for travel reservations:** Payment for your own official travel can be made using any means of payment, cash or credit card.

## **5 Settlement of travel expenses**

**5.1 Travel expense forms:** Travel expenses forms must be completed using one travel expense form per trip, duly certified by your immediate supervisor. Receipts must be submitted in order to be reimbursed.