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# TRAVEL POLICY

## DRI Libya Office

### 1 TRAVEL POLICY OVERVIEW

The Democracy Reporting International (DRI) Libya travel policy provides staff, consultants, and partners with policies and procedures for the management of work-related travel in order to ensure the safety of travellers, the cost-effective use of resources as well as financial accountability and compliance with donor requirements.

The policy applies to all DRI Libya staff as well as contracted experts or persons otherwise on work-related travel for DRI Libya.

The term “work-related travel” refers to authorised missions or trips on DRI business.

## 2 GENERAL TRAVEL INFORMATION

### 2.1 Considerations Prior to Travel

#### Travel approval

Prior to any travel arrangements, the supervisor (the Libya Programme Director) or the responsible Programme Officer/Coordinator for contracted experts at DRI HQ has to authorise the work-related trip by approving and signing a Travel Authorisation Form (see Annex I) in order to validate the expected travel expenses, to review proposed locations and provide any necessary advice or security measures. No travel on behalf of DRI is to take place without prior authorisation from the responsible supervisor or the responsible DRI Programme Officer/Coordinator. Costs incurred for travel undertaken with DRI without approval will not be covered by DRI.

#### Pre-travel vaccinations

It is the responsibility of the traveller to be aware of site-specific vaccination requirements and ensure compliance prior to travel. Most common locations for DRI travellers recommend Hepatitis A, Hepatitis B, Typhoid, Measles/Mumps/Rubella and Tetanus vaccines. Every traveller should check the online list of recommended and required immunisations several weeks prior to departure date (see [WHO travel and health chapter on vaccinations](#)). In the case of staff members, vaccination is covered by the insurance provider.

#### Submission of Client Fact Sheet

Any person planning a work-related travel for DRI has to submit a Client Fact Sheet to the supervisor or the responsible Programme Officer/Coordinator at least 48 hours prior to the travel (see Annex II). The Client Fact Sheet should be submitted in a sealed and signed envelope which will only be opened in the case of an emergency. After completion of travel or contract with DRI, the Client Fact Sheet will be destroyed.

### 2.2 Combined Business and Private Activities

Where possible, the combination of international missions and private trips should be avoided. Such combinations need the prior written approval of the supervisor. Only business expenses that occur for the period of the business trip will be reimbursed.

Travellers should follow these general guidelines:

- If airfare incorporates plans for personal vacation, the costs should be reviewed prior to booking by the supervisor/DRI responsible Programme Officer/Coordinator. In the case that airfare is more expensive due to personal travel the traveller must cover the extra cost.
- Only single room accommodation will be covered except in case where a companion is needed.
- Entertainment expenses are not eligible for refunding by DRI.

## 3 TRAVEL EXPENSES

### 3.1 General Policy

DRI covers the transportation costs in line with the policy of the project donor. DRI commits to covering all reasonable expenses for accommodation, meals and incidental expenses including local transportation and airport transfers. The policy of the German government applies for the current project.

### 3.2 Transportation

DRI travellers using cars or taxis must wear seat belts throughout the trip. Cars or taxis not providing seat belts must not be used. DRI travellers must comply with the seat belt regulations on planes. Where provided, DRI travellers must also use seat belts on buses.

#### 3.2.1 Air Travel

Flight bookings are usually organised by DRI Libya or its travel agency and only in exceptional cases by the traveller him/herself. Airfare for DRI-related travel is directly reimbursable with receipts. Travellers should travel on economy fare (if necessary, rebookable and cancellable) whenever available.

The following recommendations apply:

- In order to save costs, reservations should be made a minimum of seven days in advance of travel date for travel in-country and a minimum of 14 days prior to the travel date for international travel;
- Multi-leg flights should be booked with sufficient time between flights to allow for gate transfers, keeping in mind which airports require extra time;
- Travellers should plan thoughtfully in advance of trips and avoid changing dates of booked flights;
- Travellers may upgrade a seat class only at their own expense;
- Travellers should aim to find tickets without unreasonable layover times or unnecessary overnights required.
- All flights booked for DRI Libya travel must include CO2-offsetting if possible.

For all air travel the original boarding pass of the flight must be attached as evidence of the trip. In case of mobile phone passes, a screen shot which can be printed has to be submitted. Failure to submit the original boarding pass may prevent reimbursement. If the traveller organised the flight booking himself/herself, original receipts for the amount paid must be attached to the invoice. In the case that DRI directly paid the flight costs, travellers must still attach the boarding pass as evidence of the trip.

#### 3.2.2 Ground Transportation

DRI covers the ground transportation in Libya based on a rate of 0.500 LYD per km with a maximum of 550.00 LYD per roundtrip, unless prior approval for an exception is granted.

### Public transportation

Safety always comes first when travelling for DRI and the safest option must always be the traveller's first choice, weighing security against value for money.

- On travel in Libya and Tunisia, public transportation should only be taken if considered safe by DRI Libya's security provider.
- DRI reimburses the actual costs for public transportation against invoices.
- Travel before 5 a.m. or after 8 p.m. should be avoided. If travel is necessary during these times, public transportation should not be considered.
- The use of rental cars is not allowed.

### Use of personal vehicles

Use of personal vehicles for DRI related travel is not recommended. However, in the case that this option represents the most reasonable alternative, the use of private vehicles is reimbursable by DRI in the amount of 0.500 LYD per km travelled (max. 550.00 LYD per roundtrip). This 0.500 LYD per km reimbursement is a flat rate including all costs (petrol, insurance, maintenance, etc.). The distance travelled must be demonstrated e.g. with online maps.

In any case, prior approval of DRI Libya (supervisor or the responsible DRI Programme Officer/Coordinator) is required and the traveller has to prove that the use of private vehicle is the cheapest option.

DRI does not provide insurance coverage for accidents or damages that may occur while travellers operate personal vehicles; rather these instances should be covered by private car insurance. Travellers should abide by relevant driving regulations and laws, including possessing a valid driver's license, while travelling for business purposes.

## 3.3 Accommodation

Accommodation expenses are covered by DRI. In general, hotels should be well-established, reasonable in price, safe and conveniently located in relation to the traveller's work and provide an internet connection. Only hotels approved by DRI Libya's Security provider or UNDSS can be used.

For activities in Libya, the maximum amount to be paid by DRI for full board accommodation is 250 LYD for the single room and 400 LYD for the double room. For activities in Tunisia, the maximum amount to be paid by DRI for full board accommodation is 250 TND for the single room and 400 TND for the double room. Costs exceeding this amount, must be justified in writing and approved in writing by the supervisor or responsible DRI Programme Officer/Coordinator prior to the booking of the hotel room. For extended residence, the traveller should attempt to obtain accommodations on a weekly or monthly basis at reduced rates. Travellers should plan early to avoid cancellation or change charges. DRI may reimburse charges due to changing work circumstances, security conditions or other business-related reasons. DRI may not reimburse for charges if date changes were made due to personal conflict or schedule preferences.

## 3.4 Other coverage

### 3.4.1 Incidental Expenses

The following incidental expenses are covered by DRI if supported with receipts:

1. Travel to and from the airport: It is expected that each traveller uses public transport. If public transport is not available travellers shall use the best means of travelling to and from the airport, both domestically and internationally, taking into consideration cost, time, safety and transportation availability.
2. Costs associated with obtaining a visa for business related travel;
3. Airport departure fees or airport service taxes;
4. Airline or hotel change charges due to business related issues (for example DRI changes the itinerary for travel).

### 3.4.2 List of Non-Reimbursable Expenses

1. Any expense reported once the current project ends;
2. Overweight or extra baggage fees charged by airlines except in exceptional cases with prior written approval by the supervisor;
3. Cost for the upgrade of a seat class;
4. Airline or hotel change fees due to personal scheduling preferences;
5. Valet service or laundry service;
6. Purchase of clothing or personal items in the case of lost luggage or destruction;
7. Tips for any types of errand services;
8. Room cleaning;
9. Personal telephone/personal internet expenditures;
10. Calls (local and international) from international mobiles with roaming, international calls, or hotel phones except with prior approval by the supervisor;
11. Repairs to or replacement of personal technology damaged during work-related travel;
12. Any technology equipment or supply purchased either for personal use or that is not approved by the supervisor or the responsible DRI Programme Officer/Coordinator (i.e. international adapter for personal electronics);
13. Representation costs, i.e. charges incurred in representing the organisation before partners or suppliers, with the purpose of receiving a future business benefit;
14. Personal gifts (even to hosts or colleagues) of any kind;
15. Wellness related services offered by a hotel, such as use of fitness studio;
16. Costs of medication expenses a traveller incurs due to travel;
17. Disease-prevention or treatment supplies necessary for travel (i.e. insect repellent, indigestion relief, or sunscreen), except for required immunisations as stated in paragraph 2.1.

## 4 REPORTING AND REIMBURSEMENT

### 4.1 Reimbursement Timeframe

Every traveller should keep track of his or her exact expenditures during the entirety of a trip in order to ensure financial accountability. He or she is personally responsible for keeping and submitting required receipts for all relevant expenses incurred.

As outlined in [chapter 3.3](#), DRI requires original receipts for all accommodation expenses funded directly by DRI. In the exceptional case that the traveller organises and prepays the transportation himself/herself, original receipts and proof of travel must be submitted for reimbursement.

Experts travelling on behalf of DRI have to submit their invoices according to their contractual specifications; usually this means immediately at the end of the trip for short missions or at the end of each month for longer-term contracts.

DRI reserves the right not to reimburse expenses, which are claimed too late. Expenses reported after the end of the current project are no longer reimbursable. Travellers will be usually reimbursed by bank transfer in a timely manner.

### 4.2 Traveller Responsibility

Travellers are fully responsible for the timely reconciliation of his or her expenses and for providing the required documentation as verification. DRI requires that expense documentation provide a clear explanation of the business purpose, including the location and the exact dates of the trip.

### 4.3 Unusual Events during Travel

Any unforeseen or unusual event that could negatively impact the travel has to be immediately reported to DRI Libya. In case of no show of the traveller or if the traveller misses the plane due to private reasons or force majeure, the supervisor or responsible DRI Programme Officer/Coordinator to be promptly informed. Due to the risk of potential inadmissible expenditures, they are responsible to deciding whether a new flight can be booked.

## 5 SAFETY, SECURITY AND ACCOUNTABILITY

### 5.1 General Safety and Security Policy

Prior to any travel arrangement on behalf of DRI, the traveller should consider the security situation in the prospective destination.

In the event that security issues are substantial in the desired travel destination, DRI Libya team may deem it necessary to postpone travel. Any travel to a location deemed a particularly high risk requires advance notice and approval from DRI. The traveller is bound to follow the security advice of Janus at all time.

### 5.2 Disqualified Vendors

If it comes to the attention of a DRI traveller that a certain vendor used during travel (i.e. hotel, taxi service, printing service or restaurant) has engaged in illegal activity of any kind or has acted dishonestly in dealings with DRI, this vendor should no longer be used by DRI for any purposes. Persons, vendors or entities may additionally be disqualified from future use due to gauging prices for service. Persons, vendors or entities will be automatically disqualified from future use if they have in any way compromised the safety of DRI staff.

### 5.3 Lost, Stolen or Compromised Property

Travellers are responsible for ensuring the accuracy and validity of transactions billed to their personal credit card while travelling. DRI will not assume costs for a credit card that has been lost or stolen; it is the responsibility of the traveller to contact his or her credit card provider, report theft and cancel the card, if necessary.

### 5.4 Injury or Emergency

Consultants travelling on behalf of DRI are responsible for their own health insurance during travel. A traveller should immediately notify DRI in any of the following cases:

- Theft or attempted theft of property;  
Assault of any kind;
- Any motor vehicle accident;
- Serious injury or illness while traveller is travelling.

The traveller will receive a list of contact communication chain for cases of emergency which must be followed at all times.

Annex I – Travel Authorisation Form

**TRAVEL AUTHORISATION FORM**

This form must be submitted to and approved by the supervisor prior to any travel on behalf of DRI.

<b>Name of employee:</b> _____ <b>Today's date:</b> _____ <b>Position:</b> _____ <b>Phone/email used during travel:</b> _____
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<input type="checkbox"/> Travel within Tunisia <input type="checkbox"/> International travel
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**Destination:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Departure date:** \_\_\_\_\_

**Expected return date:** \_\_\_\_\_

**Funding source of travel:** \_\_\_\_\_  
*Please indicate project, donor and cost centre*

Estimated costs in Euro	1.Amount	2. Cash advance received/transferred:
Transportation (flight, train, car etc.)		<b>Amount (Euro):</b>
Accommodation/ Per diem total		
Miscellaneous expenses		<b>Signature:</b>
<b>TOTAL</b>		
<b>Cash advance request:</b>		

**I certify that the travel is necessary and directly related to the conduct of DRI business.**

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of finance manager: \_\_\_\_\_ Date: \_\_\_\_\_

Annex II – Client Fact Sheet

<b>NAME IN FULL</b> <input type="text"/> <input type="text"/>		<b>COMPANY</b> <input type="text"/>	<b>INSERT PASSPORT PICTURE</b>
<b>NATIONALITY</b> <input type="text"/>		<b>WORKPLACE</b> <input type="text"/>	
<b>DATE OF BIRTH (+ AGE)</b> <input type="text"/>		<b>TASK NAME / DESCRIPTION</b> <input type="text"/>	
<b>CONTACT DETAILS</b>		<b>VALID PASSPORT NUMBER</b> <input type="text"/>	
<b>Mobile Home:</b> <input type="text"/>		<b>COUNTRY OF PASSPORT ISSUE</b> <input type="text"/>	
<b>Mobile Field:</b> <input type="text"/>			
<b>Office:</b> <input type="text"/>			
<b>Email:</b> <input type="text"/>			
<b>HOME ADDRESS</b> <input type="text"/> <input type="text"/>		<b>WEIGHT</b> <input type="text"/>	
<b>WORK ADDRESS &amp; POINT OF CONTACT</b> <input type="text"/> <input type="text"/>		<b>BLOOD GROUP</b> <input type="text"/>	
<b>PERSONAL OR COMPANY MEDICAL INSURANCE DETAILS</b> <input type="text"/> <input type="text"/>		<b>ALLERGIES</b> <input type="text"/>	
<b>CURRENT MEDICAL CONDITIONS</b> <input type="text"/>		<b>HEIGHT</b> <input type="text"/>	
		<b>HAIR COLOR</b> <input type="text"/>	
		<b>SMOKER YES or NO</b> <input type="text"/>	
		<b>ASTHMA YES or NO</b> <input type="text"/>	
		<b>CURRENT MEDICATION TAKEN</b> <input type="text"/>	

Please indicate here whether in emergencies our first call should go to your next of kin or to an alternative contact:

Next of kin       Alternative contact

<b>NEXT OF KIN NAME</b> <input type="text"/>	<b>RELATIONSHIP</b> <input type="text"/>	<b>CONTACT TELEPHONE</b> Home: <input type="text"/> Mobile: <input type="text"/>
<b>NoK ADDRESS</b> <input type="text"/> <input type="text"/>		<b>NoK E-MAIL</b> <input type="text"/>
		<b>ANY OTHER INFORMATION</b> <input type="text"/>

<b>ALTERNATIVE CONTACT NAME</b> <input type="text"/>	<b>CONTACT TELEPHONE</b> Home: <input type="text"/> Mobile: <input type="text"/>
<b>ALTERNATIVE CONTACT ADDRESS</b> <input type="text"/>	<b>ALTERNATIVE CONTACT E-MAIL</b> <input type="text"/> <b>ANY OTHER INFORMATION</b> <input type="text"/>

During certain security situations, for example an employee kidnapping, it is common for criminals not involved to falsely claim to hold an employee in order to steal a ransom. It can, therefore, be very difficult for those managing such an incident to confidently establish contact with the genuine kidnappers. --- One of the easiest methods to confirm that those claiming to do so are holding the kidnap victim is to request of the kidnappers information *that would be known only to the victim* and could not be reasonably guessed at by any kidnappers. ---Therefore, please provide three pieces of information about yourself, in the form of a question, which could be known only to you or your immediate family. Clearly such a question, and corresponding answer, should be memorable. Examples include: what was the name of my first pet? What was the colour of my first car? What was the name of my first girl/boy friend? Name of my primary school?

Question 1:
Answer 1:
Question 2:
Answer 2:
Question 3:
Answer 3:

Please provide a sample of your handwriting in this space, by writing longhand anything that comes to mind.

Please write the same but in capital letters below.

This form will be secured in a sealed envelope in the DRI Country Office. The information will be disclosed to the relevant people in the event of an emergency.

I hereby give my consent for this information to be recorded and used in this way.

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
 Print name in full