

DNDi Travel and Reimbursement Policy

DNDi's Policies

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I. Objective & Scope

This DNDi Travel and Reimbursement Policy (the “Policy”) is established to ensure that travel for DNDi business and funded by DNDi (“DNDi Travel”), is necessary, cost-effective, and safe, in a least environmentally damaging way, whenever possible. It also sets out the rules for reimbursing expenses incurred during DNDi Travel.

This policy applies to “DNDi Travellers”, who are people undertaking DNDi Travel, and who fall into one of the following categories:

- All type of personnel bound to DNDi by a Contract of Employment, regardless of their place of work or nature of their contract, inclusive of interns and volunteers (“Staff”);
- Persons bound to a DNDi entity by an individual Consultancy Agreement (freelance or self-employed) (“Consultants”);
- Members of a governing body of DNDi and advisory committees (Board of Directors, SAC; DAC, Audit Committee, etc.) (“Members of a Body of DNDi”); and
- Visitors or guests, when invited by DNDi to a symposium, congress, seminar, or platform meetings (“Guests”).

This Policy should be read in combination with the Travel Risk and Safety Guidelines, the relevant reimbursement guidelines, and the Training and Development Guidelines.

II. Policy

A. Travel Principles

DNDi Travel should be limited and occur only when necessary. Videoconferences and other distance working tools should be prioritized whenever feasible.

Journeys between an individual’s home and regular place of work are not considered DNDi Travel.¹

1. Insurance

DNDi Travellers are covered by DNDi travel insurance. DNDi Travellers who extend their DNDi Travel with personal leave are covered by DNDi travel insurance for seven calendar days prior to or following the business elements of the trip.

In order to diminish collective risks, as far as possible, separate routings should be taken to avoid more than five DNDi Travellers taking the same routing.

2. Personal leave

Personal leave may be connected with DNDi Travel, provided it is incidental to the trip and that it is approved on the Travel Request form. The DNDi Traveller must pay all costs associated with the personal elements, including any difference between the costs if they are more expensive due to the inclusion of the personal elements, than the cost would have been for DNDi Travel alone.

¹ Unless stated otherwise in the DNDi Traveller’s contract

B. Process for arranging DNDi Travel

The process to be followed to request and issue tickets varies according to different offices and is described in the annex to this Policy. A Travel Request Form, available on SharePoint (or any other approval method included in travel systems) and annexed to this Policy, must be completed and approved before booking the elements of DNDi Travel.

In case of any changes or cancellations, the DNDi Traveller shall immediately inform the person who approved their Travel Request Form with details and reasons for the changes or cancellations. The changes or cancellations must be approved and made as soon as possible.

C. Travel Expenses

1. Per Diem and expenses

DNDi Travellers who are Staff, Members of a Body of DNDi, or Guests, shall receive a per diem, as described in the relevant reimbursement guidelines. The per diem is in lieu of expense claims, except in limited circumstances as set out in the relevant reimbursement guidelines.

DNDi Travellers who are Consultants shall not receive a per diem and shall be reimbursed for their actual expenses, incurred in line with this policy and documented with invoices, and as described in the relevant reimbursement guidelines. Expenses shall be reimbursed by the DNDi office that the DNDi Traveller has a contractual relationship with, unless otherwise arranged.

2. Suitability of expenses

DNDi Travellers must always safeguard DNDi's image as a not-for-profit organization and demonstrate careful management of DNDi's resources, notably avoiding luxury transportation or accommodation. DNDi Travel is regularly audited, and this policy must be respected at all times.

Personal expenses originating during DNDi Travel are not reimbursed, including for example gym usage, movies, gifts, personal long-distance phone calls, meals to conduct routine business such as performance evaluations or work discussions, personal entertainment and social costs, fines, penalties, damages, airline club memberships, costs for dependents.

3. Medical expenses

Emergency medical expenses incurred during DNDi Travel should be submitted to DNDi's travel insurance (if applicable) or the DNDi Traveller's personal health insurance. Any emergency medical expenses that are not reimbursed by DNDi travel insurance, or the DNDi Traveller's personal health insurance, can be claimed as an expense.

4. Personal valuables

DNDi Travellers should not undertake DNDi Travel with expensive personal valuables (such as jewelry, personal smart phones, or expensive clothing). DNDi will not reimburse for the loss, theft, or damage of personal valuables during DNDi Travel. A claim may be possible through the DNDi travel insurance, noting each case is reviewed by the travel insurance and reimbursement is not guaranteed.

5. Training expenses

When DNDi pays for accommodation to accomplish training programs, the trainee-applicant shall search for the most economical accommodation solution (for example University halls of residences). Expenses related to trainings are determined according to the Training and Development Guidelines.

D. Means of DNDi Travel

1. Air Travel

a. Class and route

DNDi Travellers shall always use economy class.

DNDi Travellers should take the least costly economy routing available, provided that the total journey time does not exceed the total journey time of the most direct route by four or more hours.

Personal preference shall not be the basis for selecting a route. A lower cost, acceptable alternative may be imposed by DNDi.

The maximum cost of air travel is set out in the table in Annex 2, which is determined and periodically reviewed by the Global Executive Team. The cost of a DNDi Traveller's air travel cannot exceed these limits without prior (ie before tickets are issued), written approval from the Head of Financial Control (or the Finance Director in the Head of Financial Control's absence).

Every airline ticket above EUR 5'000 must be approved before purchase by the Strategy and Operations Director (or in his/her absence, the Executive Director, or in his/her absence, or the Finance and Planning Director or the HR and Organisational Directors).

To obtain the lowest price, DNDi Travellers shall endeavor to plan DNDi Travel at least 45 days in advance for intercontinental DNDi Travel and 15 days in advance for regional DNDi Travel. Exception must be documented by the travellers.

b. Travel class

All DNDi Travel must be in economy class.

The following are the strictly exceptional cases that DNDi Travel in business class is permitted:

- Any DNDi Traveller with a medical condition (documented by a medical certificate) obliging her/him to travel in business class; or
- When the following conditions are met:
 - when a single leg journey is nine hours or more, and for multi-leg journeys if the combined travel time of the journey is 11 hours or more, including a maximum of 2

hours of connection time, provided that the journey to the next destination resumes within 12 hours;

- Flights include overnight travel; and
- the DNDi Traveller will attend important meetings with external partners the same or following day.

All DNDi Travel in business class requires prior approval by the Executive Director (or, by delegation to the Operations and Strategy Director).

Even when these conditions are met, DNDi may not allow business class travel in some specific cases (for example, at the donor's request, when there is a large group, budget constraints, etc.).

The assistants/travel officers, or the DNDi Traveller (if booking directly using an online travel platform accepted by DNDi) shall propose a minimum of two adequate business class options and the most economical route shall be selected.

c. Extra legroom

DNDi Travellers shall be authorized to purchase extra legroom or a premium economy ticket when one flight is over 6 hours.

d. Loyalty programmes

DNDi Travellers may join loyalty programs on a personal basis as long as DNDi does not incur additional costs as a result and as long as the most direct, adequate and economic route is still selected.

e. Carbon footprint

DNDi aims to limit DNDi Travel, in particular air travel, to only trips that are necessary. DNDi shall track the CO2 emissions arising from the air travel that DNDi pays for, through the estimated CO2 emissions provided by DNDi's travel agencies (where possible) or calculated online (e.g., [Carbon offset flights – Flight Carbon Calculator – myclimate.org](#)).

Once a year, DNDi will communicate to all Staff the CO2 emissions resulting from DNDi Travel paid for by DNDi in the previous 12 months, by DNDi office and/or by cost center, aiming to facilitate awareness of travel impact, stimulate further reductions and find innovative solutions as alternatives to (air) travel (see Section F.2 Continuous Improvement).

DNDi shall contribute at least 50 % of the value allocated to the annual CO2 emission calculation to environmental projects.

2. Rail Travel

Rail travel shall be encouraged over air travel, e.g., train trips under 6 hours shall be selected over flying, whenever possible. For rail journeys less than an hour (one-way), travel shall be second class and the DNDi Traveller can choose to travel first class for rail journeys over an hour.

Upon request, DNDi will purchase half-price CFF/SBB rail card for Staff undertaking regular DNDi Travel in Switzerland.

3. Public transport

Public transport (underground, local buses, etc.) must be taken within a city and the cost shall be covered by the DNDi Traveller's Per Diem.

Taxis shall be reimbursed in the following cases:

- very tight schedules;
- arrival or departure either before 08.00 or after 20.00;
- early (starting before 08.00) or late (finishing after 22.00) professional appointments;
- heavy professional luggage;
- no reliable public transport or public transport taking twice the time of a taxi; or
- security constrains when public transport is not safe for the DNDi Traveller.

4. Rental Cars

DNDi Travel with a rental car may be exceptionally reimbursed (for example when the use of public transport is not possible; for security reasons; or when it would facilitate a significant saving of travel time). The DNDi Traveller must seek prior authorization from the person who approves their Travel Request Form (see Annex below).

The cost of rental car must be reasonable compared to the other means of available transportation. No expenses will be reimbursed for special, luxury, sports or convertible vehicles. DNDi Travellers must ensure the vehicle is comprehensively insured (also known as full casco).

5. Private Vehicles

DNDi Travel with a private vehicle may be exceptionally reimbursed (for example, when the use of public transport is not possible or for security reasons). The DNDi Traveller shall seek prior authorization from the person who approves their Travel Request Form (see Annex below) and shall ensure the vehicle is insured.

DNDi's reimbursement will be based on the official national rate per kilometer (for example, in Switzerland following TCS, 0.71 CHF per kilometer).

E. Accommodation

DNDi will pay or reimburse the price of accommodation, the related taxes (for example city tax, tourist tax) and breakfast, from the day before the professional event to the night following the professional event.

Accommodation (including breakfast) shall be 3 star “European quality” standard (economical but comfortable) to a maximum ceiling of EUR 200 (or equivalent in the local currency) per room per night per person. Different rules may apply in different offices.

Each DNDi office is recommended to establish a list of environmentally sustainable hotels, which can be one of the considerations when accommodations is being selected.

Accommodation costs exceeding the equivalent of EUR 200 per room per night per person may be accepted in exceptional circumstances (for example, safety, health, availability) with prior written approval from the Head of Financial Control or the Finance and Planning Director for Staff, Consultants and Guests; and from the Executive Director (or in his/her absence, the Strategy and Operations Director) for Members of a Body of DNDi.

When the DNDi Traveller is staying for one week or more, and in a country where security is not a concern, or when other accommodation options are exhausted, an Airbnb or similar accommodation can be used. For accommodation in Geneva, DNDi will pay or reimburse the equivalent of up to 100 Euros per person per night. Different rules may apply in different offices.

F. Other

1. Time off in lieu rules for DNDi Travel

DNDi recognises that DNDi Travel can bring additional demands on the DNDi Traveller’s private life.

Managers are encouraged to ensure Staff do not undertake DNDi Travel on weekends and are granted recuperation through flexible arrangements. If DNDi Travel is can only be on Sunday or a public holidays, one day of leave will be provided the following month. This does not apply for DNDi Travel in Business Class.

If DNDi Travel is overnight the day before Staff are required to work, Staff are entitled to a half day recuperation the following day. This does not apply for DNDi Travel in Business Class.

Obliging Staff to work weekends during DNDi Travel must be an exception. Staff can work a maximum of six days straight, after which one non-working day must be granted, even if taken on site. In the rare exception that Staff are required to work a full weekend on site, two days compensation is granted. Staff on DNDi Travel who are required to stay over the weekend but who are not required to work will not be granted recuperation time.

2. Continuous Improvement for Travel Effectiveness

Each DNDi office shall collect relevant data, e.g., purpose, outcome of travel, relevant demographics, and compile annual reports that can help assess and improve the effectiveness and equity of DNDi Travel.

3. DNDi Travel insurance

DNDi Travellers are covered by DNDi Travel insurance. Please refer to DNDi Travel Risk and Safety Guidelines ([link](#)).

Every ticket issued is automatically declared to DNDi's Travel insurer. Any DNDi Traveller going to countries rated risk level # 4 or # 5 shall receive an e-mail informing them of the risk level and are required to register their travel details in order to be covered by the DNDi Travel insurance. All DNDi Travellers shall provide their mobile phone number, email address, and as much information as possible regarding their place of stay in these countries. Please refer to the Welcome Kit ([link](#)).

If the DNDi Traveller has personal or national health insurance, the DNDi travel insurance will be complementary and subsidiary to that personal or national health insurance. The DNDi travel insurance provider may request the DNDi Travellers claims medical expenses first through their personal or national health insurance.

III. Signatures

[Redacted]

IV. Version history

Version	Reason for change / key changes	Effective date
1.0	Former version	01.01. 2013
2.0	Revised to meet organizational changes	01.04.2017
3.0	Revised to meet organizational changes	01.01.2022

V. Annexes

Annex 1: DNDi Travel Request Workflow

DNDi Geneva

1. Verification:

DNDi Traveller checks:

- the validity of their travel document/s (ID, passport, visa, etc.)
- for their destination country (and transit country, if applicable):
 - Visa requirements
 - Health risks, including vaccines required and recommended (<https://crisis24.garda.com/insights-intelligence/intelligence/country-reports>)
 - Safety/security risks (<https://crisis24.garda.com/insights-intelligence/intelligence/country-reports>)

2. Authorization: Travel Request Form (link + user-friendly guide), completed by and approved by:

DNDi Traveller	Completed by	Approved by
Staff	the Staff	The Staff's supervisor
Consultants	the Consultant or the Consultant's manager	the manager responsible
Members of a Body of DNDi	the team responsible	the manager responsible
Guests	the team responsible	the manager responsible

3. Booking: Once approved, the DNDi Traveller books the DNDi Travel and accommodation via:

DNDi Traveller	Booked by
Staff	For short haul or simple trips, either: (a) by the Staff via the DNDi on-line travel booking tool (link + user-friendly guide). DNDi is automatically invoiced; or (b) by the Staff direct on airline or train websites. The DNDi Traveller pays and submits and expense claim via Expense claim tool (link + user-friendly guide). For complex or multiple-stop trips: the DNDi Travel Officer (or her back-up) by email request including the approval number.
Consultants	the Consultant (and submit an expense claim to DNDi)
Members of a Body of DNDi	the Travel Officer (or her back-up)
Guests	the team responsible or for meetings organized by DNDi with 3 or more guests, the Travel Officer (or the team responsible in her absence).

For DNDi Travel including business class, a minimum of two adequate options will be provided and the most economical route shall be selected.

4. Once the ticket is issued/ booking received:

DNDi Traveller checks the booking information (name spelling, travel dates, connecting time, etc.) and contacts the travel agency (if booked via the booking tool) or the flight/train company (if booked directly) in case of any problems.

5. Modification/Cancellation:

The DNDi online booking tool allows no-fee cancellations of even non-refundable/non-changeable tickets if they are cancelled on the same date as the ticket issuing date.

Annex 2: Costs

Travel to/from	EUR ²
Europe <-> North America (West Coast), Oceania, South America, Japan South America, <-> Asia, Africa, Europe North America (West Coast) <-> Asia, Africa, Europe	2'400
Europe <-> North America (East Coast), Asia, Africa North America <-> South America, Africa, Asia Asia <-> Africa	1'600
Continental travel in South America, Africa and SE Asia	1'200
Continental Travels within Europe and North America	800
For each additional stop for intercontinental trip	800

² The ceilings are defined in Euros. Official exchange rates must be used when translating in other currencies