

# REQUEST FOR PROPOSAL (RFP) TRAVEL MANAGEMENT SERVICES FOR TIMELY AND EFFECTIVE PUBLIC HEALTH RESPONSE

## Travel Policy ( selected sections)

Travel Policy\_QP 03-06-01\_V2.4.docx

<b>Air travel class</b>	<ul style="list-style-type: none"> <li>• All tickets must be purchased for economy class travel using the most competitive ticket price and the most direct route.</li> <li>• The traveller may purchase an upgrade, but they are responsible for the additional cost and administrative burden.</li> <li>• If a business class ticket is issued, the traveller must supply documentation to show that he/she has paid the difference or used miles to upgrade.</li> </ul>
<b>Exceptions</b>	<ul style="list-style-type: none"> <li>• If the cheapest airline is EU blacklisted or has a poor safety record the next least expensive airline may be used.</li> <li>• If an alternate airline can guarantee i) substantially lower overall travel time or ii) avoidance of poor arrival / departure times, an alternate carrier may be used (variation in pricing in these instances may not exceed 30% of the cheapest fare)</li> <li>• The budget holder may approve travel in "premium" economy or business class (provided he/she has the budget to cover these costs), in the following circumstances:             <ul style="list-style-type: none"> <li>– A legitimate medical certificate confirms the need for business class travel (legitimate means signed by a physician)</li> <li>– Where any leg of the journey is longer than 9 hours</li> </ul> </li> <li>• These exceptions do not apply for staff travel that is charged to general administration (i.e.is not covered under a project); only economy class tickets booked with the cheapest carrier that is not blacklisted and has a good safety record, may be submitted for payment from overheads.</li> <li>• Reimbursed fares: when staff members are invited and travel sit on review panels or committees, the invitee is expected to reimburse FIND for the fare. Bookings must be commensurate with the extent of reimbursement and no higher.</li> </ul>
<b>Fare type</b>	<p>All tickets should be purchased at penalty fare rates. There are usually three types:</p> <ul style="list-style-type: none"> <li>• <i>Full fare economy</i> allows for any changes or refunds at no cost</li> <li>• <i>Penalty fare</i> allows for changes using the same airline or refunds with a penalty</li> <li>• <i>Restricted</i> does not allow for any changes or refunds</li> </ul>
<b>Frequent-flyer miles</b>	<ul style="list-style-type: none"> <li>• Travellers may retain, for personal use, frequent flyer miles earned on tickets purchased for business travel.</li> <li>• FIND does not reimburse travellers for the value of a ticket or upgrade purchased with frequent flyer miles and used for business.</li> </ul>
<b>Rest periods</b>	<ul style="list-style-type: none"> <li>• For economy class travellers, <i>and when the travel day is followed by a work day</i>, a recovery day is permitted under the following conditions:             <ul style="list-style-type: none"> <li>– airport to airport travel time is more than 20 hours</li> <li>– arrival at destination past midnight after 12 to 20 hours of travel</li> <li>– where flying time is predominantly between midnight and 09h00</li> </ul> </li> </ul>
<b>Train travel</b>	<ul style="list-style-type: none"> <li>• Train travel must be second-class for trips up to three hours (one way) and first class tickets may be purchased for trips exceeding three hours (one way).</li> </ul>