

**Board of Trustees**  
**02 - 03 December 2021**

Refers to agenda item 6.1

**Summary**

This document provides revisions to the existing Travel policy which was last updated in May 2011. This incorporates the changes made to the Governance structure and also aligns with the new policy 4.17 on SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS AND CLIMATE CHANGE.

**Action item**

On the recommendation of the C-FAR the Board of Trustees to approve the updated Travel policy.

**Policy 3.9 – TRAVEL POLICY**

1. Introduction

IPPF expects all to be accountable for their use of IPPF's resources. This travel policy sets out obligations of the traveller when travelling on official business. It clearly outlines the broad policy that needs to be followed, when making arrangements to travel on IPPF business, as well as incurring and getting travel costs reimbursed.

2. Policy Statement

IPPF expect all to promote the effective use of its resources, to ensure that the majority of its funds are directed to ensuring sexual and reproductive health and rights for all.

In line with the above, IPPF actively encourages everyone to travel only as necessary. This will ensure maximising the use of funds and minimise IPPF's carbon footprint. The use of teleconferencing and videoconferencing, should be considered as the first option for meetings and discussions.

When travelling on official business, IPPF will endeavour to provide its volunteers, staff and other delegates, service and accommodation that is safe, secure and comfortable, but not extravagant.

3. Scope

The travel policy applies to

- a. all volunteers, staff, and other delegates that travel on and attend to IPPF business.

- b. guest speakers, consultants, vendors and prospective employees.
4. In the above context, value for money shall always be sought, in consideration of the:
    - i. nature of the work to be undertaken;
    - ii. timing and duration of the trip; and
    - iii. means of travel and standard of services.
  5. All travel must be approved by an authorised person/ line manager. Every authorised person/ line manager is responsible for approval of a trip, keeping in mind the above criteria ensuring that all official travel represents value for money.
  6. Class of travel:
    - a. Preferred mode of travel would always be economy class.
    - b. Individuals, who make journeys on IPPF business, where a flight is 10 hours or more, are entitled to travel in premium economy. In the event of premium economy not being available, economy class will be used. Use of premium economy will not require the Director General's sign off;
    - c. Business class travel may be undertaken by the Board of Trustees Chairperson, IPPF Treasurer and Director-General;
    - d. Individuals who suffer a physical disability that results in a medical requirement to travel business class shall submit medical certificates to support this. Any Business class travel in such a case, will need a case by case approval, by the Chairperson of the Board of Trustees, in the case of volunteers, and the Director-General for staff and will be subject to availability of budget;
  7. If an individual decides to upgrade her/ his class of travel, s/he can receive the cost of the ticket as calculated by IPPF and use this to buy her/his own ticket in a different class or with a different carrier;
  8. Individuals who fly 10 hours or more, whether in economy or premium economy, may, if they wish, add an additional day to their travel to recover from their journey. IPPF will bear the hotel costs for the additional day;
  9. IPPF will pay for single occupancy in a hotel of a comfortable but not luxurious standard on an actual basis.
  10. Meals and other trip expenses will be covered by payment of daily allowances in accordance with IPPF travel procedures.

11. The Director-General shall be responsible for devising and maintaining appropriate procedures to implement this policy.

*As adopted by Governing Council, November 2000  
Last amended by Board of Trustees, December 2021*