

Sustainable Rice Platform Travel Policy

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Purpose and Scope

The purpose of the **Sustainable Rice Platform Travel Policy** is to establish clear and transparent guidelines for facilitating SRP business travel. It is also to ensure SRP exercises its duty of care to individuals before, during, and after their travel. This Policy applies to Board members, Technical Committee members, staff, consultants, service providers, and sponsored guests, collectively referred to as 'SRP participants.'

Participants should be familiar with the general provisions of this Policy and other applicable SRP policies including Anti-Corruption, Conflict of Interest and Risk Management. Participants must comply with such policies at all times during SRP business travel.

Terms and Definitions

Term	Definition
Business purposes	Activities, functions, and events directly related to the work of SRP.
Participants	SRP Board members, Technical Committee members, staff, consultants, service providers, and sponsored guests.
Travel expenses	<p>Costs incurred during business travel from transportation, lodging, food, and trip-related incidentals. See "What is Reimbursable?" for more details.</p> <ul style="list-style-type: none"> ▪ <u>Transportation</u>—air, rail, metro, bus, car rental, taxi, ride-share, ferry ▪ <u>Lodging</u>—hotels, motels, inns, homestays, and other accommodations ▪ <u>Food</u>—meals, beverages, and snacks ▪ <u>Trip-related incidentals</u>—ancillary costs to facilitate business travel.

Policy Principles

SRP observes the following principles in the use and implementation of this Policy:

- **Reasonableness.** Expenses are reasonable in light of SRP's budgetary constraints and non-profit legal status—that is to say, in their nature and amount, expenses should not exceed what would be incurred by a prudent person under the same circumstances.
- **Environmental impact.** As an organization with a sustainability-focused vision and mission, SRP and its participants are mindful of carbon footprints before and during travel. If feasible, remote participation should be prioritized over in-person attendance, and public transportation should be encouraged for local and regional meetings.
- **Fairness.** SRP applies this Policy consistently and fairly for all participants. Adaptations to meet unique circumstances may be permitted as long as that adaptation does not

contradict the Policy and is offered to other participants in similar situations. Examples of adaptations include accommodating accessibility needs or dietary requirements.

- **Safety, security, and wellbeing.** Participants' safety, security, and wellbeing is always a priority. SRP ensures these factors inform travel guidance and decisions and that participants have the resources necessary to take precautions up to and during travel.

Responsibilities

Participants are responsible for:

- Reading this Travel Policy, observing its principles, and following its procedures
- Submitting the required documentation for pre-travel authorization
- Obtaining all applicable visas, permits, vaccinations and other entry documentation required for the planned itinerary.
- Obtaining travel insurance if not an employee of SRP
- Following SRP's guidance on safety, security, and wellbeing before and during travel
- Exercising good judgment, care, and integrity during business travel
- Submitting the required documentation for post-travel reimbursement
- Directing travel questions or concerns to the Finance Manager as they arise.

The Secretariat is responsible for:

- Implementing this Travel Policy, including its principles
- Facilitating pre-travel authorization and post-travel reimbursement
- Preparing and sharing resources prior to business travel, including travel tips, safety and security suggestions, and disclaimers
- Exercising discretion and good judgment when evaluating requests, plans, and claims
- Serving as a resource during participants' SRP business travel
- Ensuring the [related documents](#) accurately reflect this Policy's requirements.

Safety, Security and Wellbeing

SRP considers as a top priority the health, safety and well-being of those travelling for SRP-related activities. The aim of this Section is to raise awareness of possible risks associated with travel and to seek to minimize these through appropriate measures. The goal is to keep SRP travelers safe and ensure they have a productive, pleasant and efficient experience on their trip, while protecting the organization legally and financially.

Participants traveling on SRP business bear some level of risk when traveling to unfamiliar countries, regions, or cities. These risks do not reduce to zero in familiar environments but are more known and therefore more easily managed.

It is the traveler's duty to understand the nature and severity of risks when traveling to and within their approved travel sites; remain contactable during travel; avoid unnecessary risks; and keep the Secretariat informed of their contact details and travel changes.

Before travel

Risk assessment

1. Prior to departure, personnel should take the following measures:
 - a. *Conduct a risk assessment of the travel destination(s).* Consider the following factors: (i) security risks, particularly in areas of political instability, (ii) general security risks in the locality; (iii) natural disasters and extreme climates; (iv) status of pandemic, endemic and epidemic disease; and (v) entry and vaccination requirements. Consult with local colleagues for specific guidance.
 - b. *Formulate a Traveler Risk Profile.* The Traveler Risk Profile aims to protect the traveler from any risks associated with their LGBTQ, religious or gender profile, as well as the health of the traveler. Does the employee face any medical risks? Do they require any medical care during the trip?
 - c. *Discuss risks with SRPS Managing Director.* Based on the risk assessment, personnel should notify the SRPS Managing Director of any perceived elevated risks. Personnel will not be expected to travel to a country or specific area where there are significant elevated risks to health, safety or well-being that cannot be reasonably mitigated.
2. Personnel should notify the SRPS Managing Director or other designated Secretariat representative of (i) the personnel's travel itinerary, including flight information and details relating to accommodations and in-country transportation and travel destinations and (ii) their emergency contact information (e.g. spouse, parent, etc.).
3. Personnel should make photocopies of their passport, leaving copies with their emergency contact and taking one copy with them during international travel. Personnel are encouraged to lodge copies of key documents with the SRPS Managing Director, together with emergency contact details.

Insurance

1. SRP Secretariat staff are covered by a group insurance policy for accident, medical and travel emergencies as well as third-party liability. In addition, SRP insurance covers theft of SRP equipment, personal effects and cancellations. It is the employee's obligation to report the loss immediately to insurer, employer and if required, the police, and support filing a claim.
2. Other personnel travelling on SRP business should ensure they are covered for all the above by their own organizational or individual insurance service provider for travel to all countries in the planned itinerary. Personnel should ensure that they have recorded and keep on hand when travelling their travel insurance provider's out-of-country medical emergency contact information and their policy number.

3. In case of car rental while traveling, the traveler should purchase the collision/damage loss waiver (CDW) offered by the rental company. This will eliminate potentially protracted delays and administration resulting from vehicle loss or damage during the rental period.

During Travel

General

4. Personnel should remain vigilant to recognize risks and hazards and mitigate them whenever and wherever they are traveling.
5. Personnel should promptly inform the SRPS Managing Director or other designated SRP Secretariat representative of any changes to personnel's travel itinerary during the course of travel.

Air Travel

6. Personnel should travel only with airlines not banned under the [EU Air Safety List](#) and [UK Air Safety List \(ASL\)](#), which list all foreign airlines that do not fulfil international safety standards. Both are updated on a monthly basis.

Ground Transportation and Accommodation

7. Use by personnel of unmarked, unlicensed, non-regulated car services hired upon arrival at destinations is prohibited. The foregoing prohibition does not apply to established rideshare companies such as Uber or Lyft. Use of tuk-tuks or motorcycle taxi services is discouraged.
8. When using a car service, personnel should record the name, photo and / or contact details of the driver and license plate from dispatch in advance.
9. To ensure safety and security standards of accommodation while traveling, personnel may only stay at hotels ranked at three-star or above and must always keep passport and valuables in a locked room safe when not in use.

Incident Reporting

10. Personnel should report to the SRPS Managing Director any incident or serious difficulties (including threatening behaviour, ill health, or poor standards of accommodation) at the earliest opportunity. Personnel should communicate openly about all known hazards, risks and control measures, raise all concerns, report any injuries, and propose any suggestions for remedy or improvement.

International Travel

Prior to seeking pre-travel authorization, participants should consult the UK Government's [Foreign Travel Advice](#) for the latest information about individual countries and territories and the safety, security, and wellbeing risks they may pose to travelers.

Countries or territories to which the Foreign Travel Advice does not recommend traveling, as well as high-risk regions within otherwise low-risk countries, will require pre-travel authorization from the Executive Director.

Pre-Travel Authorization

1. All SRP business travel requires pre-travel authorization.
2. SRP participants seeking pre-travel authorization should submit a **Travel Request Form and Travel Plan** to the Finance Manager, including the following information:
 - a. Justification for travel, including all business activities
 - b. At least three quotations for the proposed travel itinerary, e.g., screenshots or saved pages from travel website queries
 - c. Brief explanation for the selected route
 - d. Brief risk assessment.
3. The proposed itinerary need not necessarily be the lowest cost option, but if not should be justified otherwise (e.g., safety, religious holidays, duration, multiple connections).
4. After submission of the required documents, the Finance Manager will consult the approved budget and current accounts to ensure the proposed travel is (a) eligible for authorization; (b) consistent with business purposes; (c) has been budgeted; and (d) that a sufficient available balance remains.
5. After consideration for the participant's safety, security, and wellbeing, including the submitted risk assessment, the Managing Director will approve or reject the request. The Finance Manager may assist with re-submission of a rejected request.

Changes to Travel Plans

6. Participants should notify the Secretariat as soon as possible with any request to change an original Travel Plan.
7. Changes to a Travel Plan that would increase the costs of travel are subject to the Finance Manager's agreement before travel.
8. The Finance Manager may apply § 3-5 again, depending on the cost and scope of the change request.
9. Participants whose itineraries become disrupted unilaterally by transportation or lodging providers, by force majeure, or by safety and security issues will be reimbursed for costs associated with the disruption. Regardless of how a disruption occurs, participants should notify the Secretariat to receive assistance.
10. Reimbursement of costs associated with travel disruptions due to reasons not discussed in § 9 shall be at the discretion of the Managing Director.

11. Participants wishing to modify a Travel Plan to accommodate personal travel or leisure are responsible for any additional expenses and fees arising from the modification.
12. The Finance Manager shall maintain on file all original and modified Travel Plans.

What is Reimbursable?

SRP participants should consult this table before traveling on SRP business. If you are not sure about whether an expense is reimbursable, please seek guidance from SRP's Finance Manager before making arrangements or incurring the expense.

Reimbursable Expenses	Non-Reimbursable Expenses
Economy class air travel ^A	Business class air travel or flight upgrades
Transportation to and from the airport (or bus/rail station), business meetings, and meals	Room upgrades
Use of personal vehicle @ Euro 0.20 per km	Travel accessories
Reasonable food costs	Passport or passport processing fees
Reasonable lodging costs ^B	Avoidable fees for cancellation or changes to transportation or lodging itineraries
Reasonable tips and gratuities	Expenses related to a medical emergency
Luggage fees for 1 checked bag and 1 carry-on	Personal medication, medical devices, and toiletries
Fees associated with visas required for business travel, including photographs and handling fees	Lost or stolen luggage and other personal belongings, which should be covered under participants' travel insurance policy
Cancellation costs if initiated by the transportation or lodging provider	Magazines, newspapers, and books
Travel insurance (health, loss, damage, and third-party liability), if not covered by your employer	Entertainment, cultural visits, sporting events, and shopping
Vaccinations or disease prevention treatments that are required for travel visas	Expenses of accompanying travelers
Laundry service if travel period is over 10 days	Personal travel and leisure activities
Pre-paid calling or internet cards under €20 (for business use only)	Hotel minibar and incidentals
Reasonable international surcharges against a personal phone used in connection with SRP	

Reimbursable Expenses	Non-Reimbursable Expenses
Other expenses necessary for business travel, subject to approval	

^A Participants may travel in Premium Economy for trips longer than six hours.

^B Stays of longer than one week are subject to alternative arrangements at the discretion of the Finance Manager (e.g., serviced apartments/per diem) to ensure cost-effectiveness.

Contact information

If you have any questions or concerns about this Travel Policy, including its procedures, what's reimbursable, or the documents required for pre-travel authorization, please contact the Finance Manager at finance@sustainableice.org.

If you are experiencing an emergency during your travels, please call the number for national emergency services, [available here via the U.S. State Department](#).

For help with non-emergency safety, security, or wellbeing concerns, please contact the Managing Director at managing.director@sustainableice.org.

Review Schedule

The SRP Board will review this Policy annually and may amend it at any time. The Secretariat will notify participants of any future versions.

Related Documents

[Travel Request Form, Travel Plan, Expense Claim and Trip Report Forms](#)

[EU Air Safety List](#)

[UK Air Safety List \(ASL\)](#)

Annex A: Reimbursement Process¹

To receive reimbursement for travel expenses, participants must complete the following steps within 10 days of a trip's completion, extenuating circumstances notwithstanding:

1. Compile all receipts with proof of payment. Participants are encouraged to submit itemized receipts, if available.
2. Scan paper receipts and combine with digital receipts into a single PDF.
3. Scan transportation tickets and boarding passes and combine into a separate PDF.
4. If a receipt, transportation ticket, or boarding pass is missing, participants must write a brief explanation for its omission. The Finance Manager will have discretion over whether to reimburse expenses for which receipts, tickets, or boarding passes are missing.
5. Complete the Travel Expense Reimbursement Claim. If expenses were incurred in a non-Euro currency, convert expenses to Euro (€) equivalents at the prevailing mid-rate using <https://www.xe.com>. Save a PDF of the webpage showing the exchange rate used.
6. Complete the 1-page Trip Report (not required for Board meetings or larger SRP events).
7. Submit the entire claim package to the Finance Manager at finance@sustainablerice.org:
 - a. Travel Expense Reimbursement Claim
 - b. Trip Report
 - c. PDF of receipts with proof of payment
 - d. PDF of transportation tickets/boarding passes
 - e. If applicable, evidence of the currency converter exchange rate
 - f. If applicable, justification for missing receipts.
8. The Finance Manager will verify, process, and reimburse all valid claims in a timely manner. If a participant's claim is not accurate or complete, or is delayed, this could lead to reimbursement being delayed or denied.

All reimbursements shall be made on the basis of actual expenses.

¹ Travelers may not submit a Claim if they have claimed or intend to claim expenses incurred during SRP-authorized travel from another organization. Doing so is a breach of the SRP Code of Conduct and grounds for disciplinary action.