

Travel Policy for Board Trustees



Accountable Now Trustees who represent an Accountable Now Member are expected to cover their own travel costs when attending Board meetings, the AGM, travelling to prospect Accountable Now Members, potential donors or other meetings of significant importance to developing Accountable Now. The other Trustees will be reimbursed for travel costs when attending these meetings as outlined below. Efforts of these Trustees to minimise travel costs and CO₂ emissions through co-arrangement with other meetings and splitting of costs are very welcome. Where this is not possible, the following costs will be refunded:

- ▶ A **round-trip flight**: Flights will be booked as soon as the Trustee holds the required visa for the country in which the meeting takes place. Wherever possible, the use of trains instead of flights is appreciated.
- ▶ **Visa**: Accountable Now will cover the visa costs for the particular meeting. Please ensure to obtain a visa at the earliest possible date. Accountable Now will book the Trustees' flights after they will have obtained the visa. Trustees are encouraged to contact the Accountable Now Secretariat, should they require a visa invitation letter or any other particular proof. Please note that such letters can only be issued for the country in which the meeting takes place.
- ▶ **Accommodation**: The Accountable Now Secretariat will make a reservation for Trustees at a hotel nearby the meeting venue covering the necessary nights according to an agreeable and convenient flight schedule. Accountable Now cannot cover any additional costs such as room service or extended stays.
- ▶ **Food and Beverage**: Breakfast will be included in the hotel booking and food provided throughout the meetings. Dinner costs are also covered by Accountable Now. Please note that due to the very limited financial resources Accountable Now does not pay any per diems beyond this. Reasonable living expenses will however be reimbursed upon receipt while travelling for Accountable Now.
- ▶ **Transportation** to and from airports as well as to and from the hotel and meeting venue will be covered. Accountable Now encourages the use of public transport whenever safe and possible. Cost for the use of taxis can only be reimbursed on exceptional occasions that have to be well documented and explained.

Travel costs can only be reimbursed upon receipt of bills and travel documents. Please hand the original documents to the Accountable Now Secretariat or scan them and send them electronically.

Last updated and approved by the Board on 3 April 2014



Additional information on funded flights

The Accountable Now Secretariat will be in charge of all flight bookings for funded Trustees. Where local booking is cheaper or when travel is being organised in connection with another activity, flights can also be booked directly by the Trustee upon agreement with the Secretariat. Flights will be booked as soon as the participant holds the required visa for the country in which the meeting takes place. It is encouraged to book cancellable or flexible tickets – if possible with travel cancellation insurance.

Last updated and approved by the Board on 3 April 2014