

Name of Document: P-001-04-Travel arrangements & expenses Approved by: Eoin Mcgrath Responsible: Eoin McGrath Entry: Travel arrangements preparation and reimbursement of expenses for an Inspection	Creation date: 17/06/2013 Effective date: 15/03/2018 Review date: 25/04/2018 Modification: Higher allowances for travel and hotel. Stated per km rate for private car use. Updated details of travel agency service.	
---	---	---

Travel Arrangements and Expenses Reclaim

1	Introduction	1
2	Benefits of using the JACIE travel agent:	1
3	Travel arrangements.....	2
4	<i>Per diem</i> allowance	3
5	Travel insurance	4
6	Local travel.....	4
7	Use of your own car	4
8	Rental cars.....	4
9	Transfers.....	4
10	Drinks.....	4
11	Tips / Gratuities.....	5
12	Incidentals.....	5
13	Entertainment.....	5
14	Personal tax obligations.....	5
15	Reimbursement of travel expenses	5

1 Introduction

JACIE recognises the considerable effort made by volunteer inspectors when performing site visits. Aside from the inspection itself and all that that involves, travel arrangements can also consume precious time. In order to reduce this burden, the JACIE travel policy features two important elements:

- 1.1 Travel agency service:** JACIE appointed BCD Travel¹ as our **official travel agent**. BCD Travel is a long-established agency (previously known as Barceló Viajes), part of BCD Group which employs over 14,000 people and operates in more than 100 countries.
- 1.2 Daily allowance:** A *per diem* allowance of €80 per day of an inspection to cover local transport including taxis and meals plus 1 day of travel.

2 Benefits of using the JACIE travel agent:

- Inspectors do not need to make substantial payments before inspections
- Travel insurance option is provided
- Reduce post-inspection expenses paperwork
- Inspectors and centres will save time reserving flights and hotels
- Agent offers an extensive support network offering assistance to travellers

¹ www.bcdtravel.com

Name of Document: P-001-04-Travel arrangements & expenses Approved by: Eoin Mcgrath Responsible: Eoin McGrath Entry: Travel arrangements preparation and reimbursement of expenses for an Inspection	Creation date: 17/06/2013 Effective date: 15/03/2018 Review date: 25/04/2018 Modification: Higher allowances for travel and hotel. Stated per km rate for private car use. Updated details of travel agency service.	
---	---	---

Travel Arrangements and Expenses Reclaim

- Better value flight and hotel costs
- Flexibility remains part of procedures

Note: Booking via BCD Travel is strongly recommended but is not obligatory. If you do not wish to book via BCD Travel, please notify the JACIE Office and request approval of your travel arrangements before making reservations. In such cases, expenses must be reclaimed from the JACIE Office after the inspection. The upper limits set out below under 3.4 apply. See the reimbursement procedure below.

3 Travel arrangements

Travel arrangements should be made through BCD Travel. BCD Travel services are provided in English and Spanish.

Travel and hotel costs booked through BCD Travel will be charged directly to JACIE.

- 3.1 After assignment to an inspection, the JACIE Accreditation Coordinator will send participants a short form to be completed with their travel needs and preferences.
- 3.2 The *per diem* allowance will be paid by bank transfer. Note that EBMT payments are made on a fixed two-weekly basis and therefore the payment may occur after the inspection.
- 3.3 Following completion of the form, the participant should then immediately contact the official representative in BCD Travel (the contact details will be provided by the Accreditation Coordinator).
Early booking usually means lower travel costs so inspectors are kindly asked to make every effort to start the booking process as soon as they are appointed to an inspection
- 3.4 The agent will create and cost an itinerary based on the participant's needs and send it to the JACIE Office for approval. JACIE has established cost criteria for inspectors' travel as follows:
 - 3.4.1 **Flights** - economy-class up to **€700**. However, travel may be based on a higher fare to provide more comfort – but not business class - in the following circumstances:
 - 3.4.1.1 for single flights lasting more than 7 hours
 - 3.4.1.2 for more than 15 hours travelling time (more than one flight plus stopovers)
 - 3.4.1.3 for health reasons attested by a medical certificate, which must be submitted with the claim form.

Excess baggage charges are not refundable unless justified on grounds of requirements for the inspection.
 - 3.4.2 **Train** (1st class) up to **€300**.

Name of Document: P-001-04-Travel arrangements & expenses Approved by: Eoin Mcgrath Responsible: Eoin McGrath Entry: Travel arrangements preparation and reimbursement of expenses for an Inspection	Creation date: 17/06/2013 Effective date: 15/03/2018 Review date: 25/04/2018 Modification: Higher allowances for travel and hotel. Stated per km rate for private car use. Updated details of travel agency service.	
---	---	---

Travel Arrangements and Expenses Reclaim

3.4.3 **Hotels** up to **€200** per night

(These upper limits may be exceeded with prior approval by the JACIE Office where circumstances demand)

- 3.5** Once approved by JACIE, the agent will contact the participant directly, confirm the itinerary and send the relevant documents (tickets, hotel reservation, etc.).
- 3.6** If changes (including cancellations) to the reservation are necessary, the participant should contact BCD Travel directly.

4 Per diem allowance

The *per diem* allowance of €80 per day of an inspection plus one travel day is to cover local transport (airport train, taxis or similar), meals and other incidentals. For instance, a two day inspection will have a *per diem* of €240 for 2-days + 1 travel day.

Local travel costs incurred during inspection days are provided for within the *per diem* paid for participation in inspections and shall not therefore be directly reimbursed.

This rate is the same wherever the inspection takes place.

Transit fares in connection with changing from one means of transport to another, and fares paid for travel between the place of departure and/or the place of the inspection and railway station or airport, are provided for within the *per diem* paid for attendance at inspections and shall not therefore be directly reimbursed. However, when such fares exceed the amount of the *per diem* paid, the difference may be reimbursed, subject to the prior approval of the JACIE Office and on presentation of evidence of the expenditure actually incurred.

4.1 Sharing expenses

Important: Inspectors are asked not to cover costs on behalf of the team. This is because there is a high possibility that it will distort the *per diem* payment system. For example, let's say that before the inspection of Hospital X, all inspectors received the same *per diem* payment of €240. After dinner on the first evening of the inspection, the Team Leader charged dinner for the team to his/her personal credit card. The team leader then sent the bill to the JACIE Office for reimbursement because the dinner bill exceeded his/her total allowance. The problem is that the other inspectors would have paid zero towards the dinner bill, the Team Leader would have covered the full cost and JACIE would have to cover the difference between the Team Leader's allowance and the excess costs. This in effect means double-payments.

Action: Inspectors should either insist on separate payments for their share of the costs or if it is not possible to pay separately, then inspectors should settle the bill between them. In either case, a separate claim for reimbursement cannot be made to JACIE

Name of Document: P-001-04-Travel arrangements & expenses Approved by: Eoin Mcgrath Responsible: Eoin McGrath Entry: Travel arrangements preparation and reimbursement of expenses for an Inspection	Creation date: 17/06/2013 Effective date: 15/03/2018 Review date: 25/04/2018 Modification: Higher allowances for travel and hotel. Stated per km rate for private car use. Updated details of travel agency service.	
---	---	---

Travel Arrangements and Expenses Reclaim

unless the total local transport, meals and incidentals costs exceed the total allowance for justifiable reasons.

4.2 Where the *per diem* allowance is insufficient

Should the *per diem* allowance not prove sufficient, the traveler should send a claim to the JACIE Office including all receipts related to costs incurred during an event (see instructions below) Claims will be assessed on a case-by-case basis.

5 Travel insurance

All JACIE-related travel reservations made through BCD Travel include the option to request travel insurance and this will be covered by JACIE.

6 Local travel

Local travel should be paid for by the inspector from the *per diem* allowance. Local travel includes taxis and public transport.

7 Use of your own car

Participants travelling by car do so at their own risk. JACIE disclaims all liability in respect of any accident that may occur during the journey.

If you use your own car for travelling to and from inspections and JACIE-related events, you can reclaim costs based on the rate used by your institution. A copy of the institutional policy should be provided with the expenses claim.

In the absence of institutional policy, JACIE will pay €0.35c/km.

Tolls can also be reclaimed.

If two or more participants entitled to claim expenses use the same car, a refund shall be made only to the person in charge of the vehicle, with an increase of 10% for each passenger.

8 Rental cars

If travel requires a rental car, this **must be approved by the JACIE Office in advance**. In this case, one should rent a compact-sized car; insurance should be taken (if not already insured) to cover personal injury / liability and material damage.

9 Transfers

JACIE may decide to arrange transfers between the airport and the hotel or inspection location and will manage this via the travel agency subject to an evaluation of the need and the costs.

10 Drinks

JACIE's policy does not include reimbursement of alcoholic drinks outside the meals.

Name of Document: P-001-04-Travel arrangements & expenses Approved by: Eoin Mcgrath Responsible: Eoin McGrath Entry: Travel arrangements preparation and reimbursement of expenses for an Inspection	Creation date: 17/06/2013 Effective date: 15/03/2018 Review date: 25/04/2018 Modification: Higher allowances for travel and hotel. Stated per km rate for private car use. Updated details of travel agency service.	
---	---	---

Travel Arrangements and Expenses Reclaim

11 Tips / Gratuities

Tips or gratuities appear are excluded from the total reimbursement as these are discretionary items.

12 Incidentals

Ordinarily reimbursement for travel incidentals (e.g. toiletries, batteries, passports) should not be necessary. An exception for reasonable laundry expenses can be made which can be reimbursed when travelling for four days or more.

13 Entertainment

Expenses incurred for entertainment are not reimbursable by JACIE Office. Shows, movies, video rentals, magazines and newspapers, etc. are not reimbursable.

14 Personal tax obligations

The recipient is responsible for any taxation issues arising from payment of the *per diem* allowance

15 Reimbursement of travel expenses

The following steps describe JACIE's reimbursement procedure. By closely following these steps, the traveler will facilitate the quick reimbursement of travel costs.

15.1 Evidence preparation (during the trip or upon return to the office)

15.1.1 Request the corresponding receipt or invoice for any eligible expenses

15.1.2 Organise these (original) invoices and receipts by category:

- Local travel (taxi, bus, metro, etc)
- Meals
- Accommodation
- Other

15.2 Filling in the reimbursement form

15.2.1 Once the evidence is organised, the reimbursement form (an MS Excel file) can be filled in manually or electronically. It is best to request the form by emailing jacie@ebmt.org as the form is regularly updated.

15.2.2 Start with the first category. Put the amount of the first piece of evidence in the corresponding column. Then continue with the second expense, and so on.

Name of Document: P-001-04-Travel arrangements & expenses Approved by: Eoin Mcgrath Responsible: Eoin McGrath Entry: Travel arrangements preparation and reimbursement of expenses for an Inspection	Creation date: 17/06/2013 Effective date: 15/03/2018 Review date: 25/04/2018 Modification: Higher allowances for travel and hotel. Stated per km rate for private car use. Updated details of travel agency service.	
---	---	---

Travel Arrangements and Expenses Reclaim

15.3 Check bank data carefully

15.3.1 Data must be precise and without errors. Please *type* (not hand-written) your:

15.3.1.1 Complete name, city and country of residence

15.3.1.2 Name of the bank

15.3.1.3 Bank account number/ name

15.3.1.4 IBAN code

15.3.1.5 BIC or Swift code

15.4 Scanned receipts

15.4.1 All receipts can be sent to JACIE as clearly scanned photos, PDFs or other formats by email or any other electronic media. You are recommended to keep the original receipts on file until the expense reclaim has been completed by EBMT.