



**International
Growth Centre**

Travel, Subsistence & Expenses Policy

July 2024

This policy is applicable to those travelling on IGC-related activities.

Please either submit claims on a monthly basis, or as soon as possible after the expenditure has been incurred.

If you submit a claim which is more than 90 days after the date of the actual expense, it may not be reimbursed.

BEFORE YOU TRAVEL

Please note **it is your responsibility before travelling** to ensure:

- **APPROVAL:** you have the necessary approval for the travel.
- **PASSPORT:** you have the appropriate passport, and it is in date (most countries require at least six months remaining before passport renewal from the date of your scheduled departure).
- **TRANSIT & DESTINATION VISA:** you have checked if you need a visa to enter **BOTH** any **transit country** and your **destination country**. (For example, Schengen countries can require a visa to change planes.)
 - **Note: it often takes several weeks (sometimes months) for a visa to be issued** after you submit your application. Please take this time delay into consideration when choosing your departure date.
 - **UK government visa processing times for applications outside the UK are on this link** (but actual times vary by country): <https://www.gov.uk/guidance/visa-processing-times-applications-outside-the-uk>
 - **US government visa processing times for applications outside the US are on this link:** <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/global-visa-wait-times.html>
 - **Schengen transit and destination visas are issued by the relevant countries.** This link may be a useful initial guide: <https://visaguide.world/europe/schengen-visa/processing-time/>
- **HEALTH:** you are medically fit to travel.
- **DEPARTURE, TRANSIT & DESTINATION VACCINATION/TEST (including COVID):** you have the appropriate vaccinations (or taken the relevant test, such as COVID) before travel for your departure, transit and destination country requirements and always refer to the country's health/immigration website.
 - For example, check if there is a **mandatory yellow fever vaccination** and judge if you need malaria medication. Check the [travel health pro website](#) as a guide.
- **GOVERNMENT GUIDANCE:** you have checked the UK [Foreign travel advice](#) website (or equivalent for in-country teams) and read the latest information for the country you will be visiting.
- **WIDER GUIDANCE:** you are familiar with relevant institutional and government guidance (departing/transit/arriving) regarding health and safety measures.
- **INSURANCE:** you are familiar with your travel (and medical if appropriate) insurance details and cover.
- **RELEVANT TRAINING:** you have undertaken any necessary training for the visit.
- **EMERGENCY CONTACTS:** you have contact details for the IGC office or destination organisation with which you will be working, and you carry them throughout the trip for use in the event of an emergency.

If you will be working in the country for more than a few weeks, you are encouraged to register your presence with the post/diplomatic mission or embassy for your country of citizenship.

VALUE FOR MONEY

Please bear in mind that Value for Money (VfM) is our guiding principle for travel. VfM aims to maximise the impact of our funding and recognises this is not solely a matter of cost. This includes balancing considerations of economy, efficiency, effectiveness and equity, and we also aim to support sustainability considerations.

As a general principle, the IGC will reimburse the cheapest travel option (within the parameters of this policy). However, travel circumstances vary widely so exceptions may be reviewed if you can present a strong rationale as far as possible in advance of travel to the relevant IGC travel approver (*IGC Administrator, Initiatives Assistant or IGC Events team*) on why the cheaper options do not meet VfM for your travel needs.

WHAT YOU CAN CLAIM FOR

BOOKING

All **IGC staff** are required where possible to book travel through Corporate Traveller (the LSE's travel agent) to be approved, as relevant, by the IGC Administrator, Initiatives Assistant or Events team:

- IGC staff can book their travel (and on behalf of others, both internal and external) through Corporate Traveller (either via the Melon online platform or calling the LSE travel team: see the [SE travel page](#)).
- The IGC will reimburse staff travel that meets the 'LSE recommended spend' shown by Corporate Traveller and will only cover travel costs exceeding that price on a *pre-approved* exceptions basis.
- IGC Country Directors, Lead Academics, Research Programme Directors and other IGC affiliates are encouraged where possible to adopt the same approach as IGC staff because this has VfM benefits from group discounted pricing and safeguarding information on travellers; if, instead, travel is booked directly please inform the gc.administrator@lse.ac.uk three weeks before travelling so that a VfM Quote can be generated for reimbursement purposes.

TRAVEL

Air Travel

YOU MUST PLAN YOUR JOURNEY AS FAR AS POSSIBLE IN ADVANCE TO ENSURE IT CAN BE TAKEN IN THE MOST ECONOMICAL WAY.

Requests to purchase tickets fewer than two weeks before departure will be questioned and may be refused, requests less than a week will be refused, and the traveller asked to rearrange the trip to permit a cheaper booking unless there are exceptional reasons for the late booking and inability to reschedule.

Consistent last-minute requests for travel bookings will be raised to the IGC Executive Director.

Unless there are materially cheaper options, the IGC will reimburse air travel (international and domestic) that is:

- Booked as soon as possible to secure the cheapest fares
- Standard economy class
- Arrives up to one night before and departs up to one day after the first and last meetings
- Departs/arrives at reasonable times to complete the journey safely at the destination.

Alternative (more expensive) routes require Hub pre-approval but may be considered if they demonstrate VfM.

BUSINESS CLASS & PREMIUM ECONOMY TRAVEL CANNOT BE CLAIMED without prior approval. On a *pre-approved exceptions* basis, the IGC occasionally agrees to reimburse premium fares (such as for VIP attendees of an event where the individual's attendance is irreplaceable, essential for impact and contingent on premium travel) if this is agreed in advance with the IGC Finance Director.

If your travel requirement does not meet these criteria, you must contact the Hub for further guidance before you travel. If you choose to travel on a ticket other than standard economy this should be approved in advance, and you must provide the LSE recommended spend from Corporate Traveller or a standard economy class quote for the exact same itinerary (same route, airline and dates) obtained on the same date as the booking. This is the amount that will be reimbursed.

Travellers are advised to make their own travel arrangements for in-country travel. However, for large regional events the IGC Events team may be coordinating travel bookings. Invitees to these events will be informed in advance if the Hub can make travel bookings for IGC staff and delegates. Please enquire well in advance if you are in any doubt about whether this service will be available for the event you are attending.

Public Transport

Travel by public transport is strongly recommended and should be used whenever possible where a safe and reliable service is available.

Travel by train (including sleeper train) will be reimbursed for standard class only. Please book as far as possible in advance to secure cheaper fares. **IGC staff** should book intercity trains via Corporate Traveller.

The IGC recommends the following for London airport services: The [London Underground](#) (Elizabeth Line is quickest) The [Heathrow Express](#), [Gatwick Express](#), [Stansted Express](#) and London Transport (tube and bus) should also be used for general travel in London.

Taxi

Travel by taxi is discouraged. Taxis should only be used when:

- there are no safe or reasonable means of public transport.
- disability or health considerations prevent the use of public transport.

Where taxis are used, it is expected that a **standard** service is used. Luxury vehicles are not permitted. In cases where a receipt cannot be issued, a handwritten confirmation should be obtained by the traveller indicating travel to and from, date, and fare paid with the driver's signature.

Taxis in London are not permitted, except for disability or health reasons, unless an exception has been pre-agreed with a Senior Management Team (SMT) member.

Car Travel:

Travel by Private Vehicle: IGC strongly discourages travel by private vehicle, and it should be the last option to be considered for travel. Private vehicles may only be used if:

- health or disability considerations prevent the use of public transport.
- there is no reasonable means of public transport to the destination.
- it is not safe to use public transport.
- it represents better value for money than taxi or public transport (for example, in terms of overall travel time, or if you have accompanying colleagues in the vehicle)
- the insurance and servicing requirements set out below are adhered to.

When travelling by car it is your responsibility to ensure that all vehicle / driver requirements of the relevant jurisdiction are adhered to (including valid driving license, taxed and serviced vehicle, insurance for injury/death of third parties or any passenger and damage to the property of third parties).

Car hire: If self-driving on IGC business, the IGC recommends hiring a car from a reputable firm. The car hired must be an economy or compact vehicle. The cost of the hired car plus fuel will be reimbursed on production of receipts.

Own car: The IGC strongly discourages driving your own car for IGC business (as it places the burden of correct insurance and maintenance on yourself). Approval to claim for travel on IGC business in your own car must be pre-approved in advance. The IGC will only reimburse receipted fuel mileage.

Personal Travel

If personal travel has been combined with that of IGC business, a standard economy quote for the IGC business portion of the trip must be obtained at the same time which is the amount that will be reimbursed.

IGC staff booking through Corporate Traveller cannot include personal travel within the IGC business booking (due to a constraint of the platform) and should book and pay for that in a personal capacity.

ACCOMMODATION AND LIVING EXPENSES

Hotels

GC staff should book hotel accommodation through Corporate Traveller within the LSE recommended spend.

Other travellers will have hotel accommodation reimbursed in accordance with the table of accommodation allowances set out by country in Appendix 1.

IGC **will not refund minibar purchases** unless they are itemised on hotel bills and are deemed to represent value for money (alcohol will not be reimbursed).

Airbnb

GC staff staying in one location for an extended period of time should consider whether Airbnb or equivalent would offer better value for money (and convenience) than a hotel.

Alternative Accommodation

If you opt to arrange your own alternative accommodation it should be **pre-approved by your line manager** and will be reimbursed on submission of clear and **legible scanned receipts in line with the allowances** in Appendix 1.

Subsistence

Subsistence is food and drink. It can also include essential items required when travelling but not if these could reasonably be expected to be brought or bought by the traveller. Subsistence will be reimbursed on submission of clear and legible scanned receipts in accordance with Appendix 1 attached to this policy (excluding any minibar purchases, as set out above). If you are visiting a country not listed in the Appendix 1 then you should follow the UK's HMRC Worldwide Subsistence Rates.

Incidentals

Reasonable incidental expenses for services offered by the hotels such as laundry (for stays longer than 3 days), telephone, broadband and business centre usage for IGC business purposes, will be reimbursed upon submission of the hotel invoice.

Alcoholic Drinks

Please note alcoholic drinks are not reimbursable and should be clearly removed from any receipts. If incurred at the hotel these expenditure items should be paid for on departure by the individual.

Advances

IGC staff can apply for cash advances to help cover living expenses when travelling. Any claims for expenditure should comply with the standard expenses policy and receipts for any expenditure must be retained and submitted via the SPEAR advances reconciliation form. All unspent or unreceipted funds must be returned to the school. (Please contact igc.fee.invoices@lse.ac.uk for information.)

OTHER EXPENSES

Visas

Unless otherwise notified by the IGC Hub, the IGC is **unable to reimburse** the cost of visas for subcontractors as this expense is incorporated in fee payments. Non-fee earning participants attending IGC events or travelling on IGC business will be reimbursed the costs of **single-entry visas** (on submission of scanned receipts).

All IGC personnel should travel on business visas (unless an exception has been agreed) and are responsible for obtaining their own visas (**single-entry visas to travel on IGC business are reimbursable**). When required, the Hub will supply supporting letters for visa applications and obtain Letters of Invitation from the relevant organisation (travelling personnel should provide contact details for the relevant person in the organisation if possible).

Vaccinations

Visit your medical doctor as soon as possible to check whether you need any vaccinations or other preventive measures, such as malaria tablets, for the country you will be visiting (**vaccinations and related medication, such as malaria tablets, for IGC staff to travel on IGC business are reimbursable**). The IGC is **unable to reimburse** these costs for subcontractors as these expenses are incorporated in fee payments. Non-fee earning participants (e.g. those attending IGC events or travelling on IGC business) will be reimbursed upon submission of receipts.

Travel insurance

LSE staff within the IGC (both in the UK and IGC countries) are covered by corporate travel insurance. As with visas, unless otherwise notified by the Hub, the IGC is **unable to reimburse** travel insurance for sub-contractors as this expense is incorporated in fee payments, non-fee earning participants attending IGC events or travelling on IGC business will be reimbursed the costs of **single trip travel insurance** (on submission of scanned receipts).

APPROVALS IN ADVANCE & CLAIMS IN ARREARS

ADVANCE APPROVALS ARE MANDATORY

This Policy sets out those categories of expenditure which require advance approvals. In addition, all expenditure must be within the overall contracted budget (where relevant). The IGC will not reimburse expenditure incurred before the contract start date.

CLAIMING

Supporting Receipts / Documentation Required

Payment for all travel expenses will be made in arrears by submission of the [GC Expense Claim Form](#) supported with itemised clear and legible scanned receipts, e-tickets and flight boarding cards. Screen shots and photos of itemised virtual receipts are permitted. Please do not destroy your original receipts until your claim has been settled.

Credit card receipts are not allowed and should not be submitted.

If you are seeking reimbursement for a meal receipt for more than one person then you must provide full names, title, organisation and reason for the meeting in the *Description of Expense* section of the expense claim form. Please refer to the explanatory notes on the expenses form itself before submitting your claim.

To enable the IGC to proceed with the expense reimbursement, please scan your receipts and email them along with the completed IGC expense claim form to gcexpenseclaims@lse.ac.uk.

Please note that when a claim is submitted for reimbursement, the claimant takes full responsibility for the accuracy of the claim and to make sure that it falls within the guidelines of this policy.

Payments

Unless otherwise stated in the appointment letter/contract, all payments and reimbursements will be made in UK pounds sterling. Expenses arising in foreign currency shall be reimbursed at the exchange rate:

- shown on the individual's relevant bank card statement or cash withdrawal receipt (where supplied); or
- stated in the XE 'Current and Historical Rate Tables' <http://www.xe.com/currencytables/?from=GBP> on the Friday immediately preceding the first day of travel, or if this took place on a Friday, the rate stated on that date.

Appendix 1: IGC Accommodation and Daily Subsistence Rates

Country	City	Suggested Hotels	Nightly hotel room limit by city	Daily subsistence rate
Bangladesh	Dhaka	Best Western Plus Maple Leaf, Dhaka	£195	£30
		Intercontinental Dhaka		
		Ascott Palace Dhaka		
		Westin Dhaka		
		Hotel Sarina		
		Four Points by Sheraton		
		Lakeshore Banani		
		Royal Park Residence Hotel		
Ethiopia	Addis Ababa	Ethiopian Skylight Hotel	£210	£60
		Best Western Plus		
		Radisson Blu		
		Hyatt Regency		
Ghana	Accra	Swiss Spirit Hotel & Suites Alisa Accra	£235	£40
		Movenpick Ambassador Hotel Accra		
		Alisa Hotel		
		The Ritz Exclusive Guest House		
		Kempinski Hotel Gold Coast City		
India	Patna	Hotel Maurya	£110	£30
		Gargee Grand Patna		
		Savera A Business Luxury Hotel		
		Hotel Aalcajars Inn		
		FabExpress Pearl		
		Hotel Panache		
		Hotel Lemon Tree		
	Delhi	Eros Hotel	£120	£35
		Hotel diplomat		
		The Muse Sarovar Portico		
The Orion Plaza				
Jordan	Amman	Shervani Hote	£140	£95
		Landmark Amman Hotel		
		Kempinski Hotel Amma		
		Corp Amman - by the airport in Amman		
		Grand Palace Hotel		

Country	City	Suggested Hotels	Nightly hotel room limit by city	Daily subsistence rate
Kenya	Nairobi	Bidwood Suites	£140	£40
		Southern Sun Mayfair		
		Best Western Plus Meridian		
		Sarova Panafric		
		Crown Plaza		
Liberia	Monrovia	Mamba Point Hotel	£195	£40
		Sunset Inn Guest House		
		Corina Hotel		
Mozambique	Maputo	Hotel Avenida	£205	£40
		Radisson Blu Hotel & Residence		
		Afrin Prestige		
		Hotel Atlantis		
		Hotel Terminus		
Pakistan	Lahore	Ramada Hotel	£175	£35
		Pearl Continental Hotel, Lahore		
		Faletti's Hotel		
		Avari Hotels chain		
		Nishat Hotel		
	Karachi	Pearl Continental Hotel, Karachi	£170	
		Marriott Karachi Hotel		
		Mövenpick Hotel Karachi		
		Hotel Crown Inn		
	Islamabad	Ramada Hotel Islamabad	£215	
		108 Hotel		
		Rumi Hotel		
		Serena Hotel Islamabad		
Marriott Islamabad				
Peshawar	Pearl Continental, Peshawar	£130		
Quetta	Serena Hotel	£160		
Rwanda	Kigali	Park Inn by Radisson	£215	£40
		Four Points by Sheraton		
		Hôtel Des Mille Collines		
		Kim Hotel		
		Kigali Marriott		
		Radisson Blu Hotels		

Country	City	Suggested Hotels	Nightly hotel room limit by city	Daily subsistence rate
Sierra Leone	Freetown	Swiss Spirit Hotel, Freetown	£205	£45
		Country Lodge Complex		
		Occasions		
		New Brookfields Hotel		
		Hotel Barmoi		
		Golden Tulip Essential Kimbima Hotel		
		Sierra Palms		
		Bintumani Hotel		
Home Suites Boutique Hotel				
South Africa	Cape Town	V&A Waterfront Collection	£135	£35
		Taj Cape Town		
		15 On Orange Hotel		
		Pepperclub Hotel		
	Johannesburg	Holiday Inn Johannesburg-Rosebank	£110	
		Protea Hotel, Sandton		
		Raddison Blu Gautrain Hotel, Sandton		
		Park Inn, Sandton		
Protea Hotel, Melrose				
Tanzania	Dar es Salaam	Serena Dar es Salaam	£190	£40
		Crown Plaza		
		Holiday Inn		
Uganda	Kampala	Kampala Sheraton	£190	£35
		Serena Hotel Kampala		
		Four Points by Sheraton		
		Shangri-la Hotel Uganda		
		Protea Hotel by Marriott Kampala		
		Fairway Hotel & Spa		
	Entebbe	Discovery Courts Hotel	£130	
		Protea Hotel by Marriott		
		Imperial Heights Hotel		
		Imperial Resort Beach Hotel		
		Hotel 7 Seasons		
		Best Western Premier Garden Hotel		

Country	City	Suggested Hotels	Nightly hotel room limit by city	Daily subsistence rate
UK	London	City Sleeper Hotel - part of the Imperial London Hotel group	£250	£50
		Royal National Hotel		
		President hotel		
		Premier Inn London Holborn		
		Club Quarters Hotel Trafalgar Square		
		Club Quarters Hotel St Paul's		
		Montcalm Piccadilly Townhouse also known as The Piccadilly London West End		
		Citadines Holborn Covent Garden London – mini apartment		
	ibis Styles London Southwark Near Borough Market - ibis Styles London Southwark Near Borough Market			
	Oxford	Mercure Oxford Eastgate Hotel	£250	
Best Western Plus Oxford Linton Lodge				
The Old Black Horse				
USA	Washington, DC	The Embassy Row Hotel	£275	£75
		Hotel Madera		
		Churchill Hotel Near Embassy Row		
		Kimpton Mason & Rook Hotel		
		POD DC		
	Berkley, CA	Rose Garden Inn	£230	
		Hotel Lucent		
		Graduate Berkeley		
		Hotel Shattuck Plaza		
	New York, NY	The Solita Soho Hotel	£350	
		NoMo SoHo		
		Hotel 50 Bowery NYC		
		Four Points by Sheraton Manhattan		

Country	City	Suggested Hotels	Nightly hotel room limit by city	Daily subsistence rate
Zambia	Lusaka	Taj Pamodzi	£225	£45
		Holiday Inn Hotel		
		Intercontinental Hotel		
		Sarovar Hotel		
		Fallsway Suites Apartments	£95	
		Brownstone Lofts Apartments		
		Oakridge Suites Apartments		
		Dianelink Travel & Tours Apartments		
	Kitwe	Garden Inn Hilton Hotel	£180	
		Mukwa Lodge		
		Sherbourne Lodge		
	Ndola	Protea Hotel	£180	
		Urban Hotel		
	Solwezi	Royal Solwezi Hotel	£190	
Kansanshi Hotel				
Crossroads Lodge				