



**International
Growth Centre**

TRAVEL POLICY

Last Updated: March 2016

Version: 3.7

This travel policy is applicable to all those travelling on IGC related activities and is based on strict **value for money** principles.

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 be refused.***

Please note it is your responsibility, ***before commencing travel***, to ensure:

- you are medically fit to travel
- you have the appropriate vaccinations before travel
- you visit the [gov.uk](https://www.gov.uk) travel abroad website and read the latest information for the country you will be visiting
- you have in place the appropriate passport and visas before you travel
- you have undertaken any necessary training for the visit
- you should carry contact details for the overseas office/post or organisation with whom you will be working, 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 the country of citizenship.

TRAVEL

Air Travel: You ***must plan your journey as far in advance as possible to ensure that it can be taken in the most economical way*** (tickets bought 21 days ahead of travel are substantially cheaper than those purchased closer to departure).

Consistent last minute requests for travel bookings processed by the IGC Hub may result in the full value of the expenditure not being met by the IGC.

All IGC air travel (both international and domestic) will be reimbursed for **standard economy class travel**, across the most cost effective route between country of location and country of destination, and must demonstrate value for money (VFM).

BUSINESS CLASS TRAVEL CANNOT BE CLAIMED. 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 you must provide a standard economy class quote for the exact same itinerary (same route, airline and dates), obtained on the same date. You will receive reimbursement for the value of the economy quote. **Premium or flexible economy quotes are not permitted.**

Travelers are advised to make their own travel arrangements. However for large regional events or for Growth Week in London, there may be an opportunity for you to book your ticket through the IGC Hub in London. Invitees to these events will be informed well in advance if the Hub can make travel bookings for delegates. Please enquire well in advance if you are in any doubt on whether this service will be available for the event you are attending.

Personal Travel:

When personal travel has been combined with that of IGC business, a standard economy quote must be obtained at the same time and submitted for the IGC business portion. You will then be reimbursed on the value of that economy quote.

Public Transport: Travel by public transport is strongly recommended and should be used wherever, and whenever possible, and a safe and reliable service is available.

Train Travel: Travel by train (including sleeper train) will be reimbursed for standard class only.

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

- disability or health considerations prevent the use of public transport
- public transport is not available
- there is no reasonable means of public transport to or from the destination
- it is not safe to use public transport.

When taxi use is unavoidable, 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 traveler indicating travel to and from, date, and fare paid with the driver's signature.

Taxis in London are not generally permitted. The IGC recommends that you use the following for London airport services: [Heathrow Express](#), [Gatwick Express](#), [Stanstead Express](#), and the [London Underground](#) for London City Airport and general travel in London.

Car Travel: When travelling by car it is your responsibility to ensure that:-

- there is valid vehicle insurance that covers all of the following: a. bodily injury to or death of third parties or any passenger; b. damage to the property of third parties; and c. the use of the vehicle for business
- all drivers hold a valid driving licence
- the vehicle is properly maintained and serviced
- you have received IGC Hub approval in advance of travel.

Self-drive Motor Car: If it is a more suitable alternative, you may hire a self-drive motor car for travel on IGC business. The cost of the hired car plus fuel will be reimbursed, on production of receipts.

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 or from 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 above are adhered to.

UK Travel: If your travel is within the UK, the following mileage rates will be reimbursed:-

- Up to 10,000 miles per annum: 40p a mile.
- Over 10,000 miles per annum: 25p a mile.

When a private vehicle is required to undertake IGC business in the U.K., mileage will be reimbursed upon presentation of an estimate of distance travelled. Please provide the post codes for the departure and arrival points, mileage and reason for travel.

Overseas: If your travel by car is outside of the UK, the mileage will be reimbursed at the rates stated in the [Rotary International](#) 'FY2015-16 Automobile Reimbursement Rates' set out by country in Appendix 2.

HOTEL ACCOMMODATION AND SUBSISTENCE

Accommodation will be reimbursed in accordance with the table of accommodation allowances set out by country in Appendix 1.

Subsistence will be reimbursed on submission of clear and legible scanned receipts in accordance with Appendix 1 attached to this policy. If you are visiting a country not listed in the appendix 1 then you must follow the [HMRC World Wide Subsistence Rates](#).

IGC **will not refund minibar purchases** as these are not itemised on hotel bills and are deemed not to represent value for money.

Individuals carrying out IGC programme related activities are advised to book their own accommodation for non-UK engagements due to credit card requirements for holding reservations.

For personnel travelling to **the UK** on IGC programme related activities, accommodation will be booked and paid for by the Hub. However, when personnel opt to arrange their own accommodation they will be reimbursed on submission of clear and legible scanned receipts in line with the allowances in the Appendix 1.

OTHER EXPENSES

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. If incurred at the hotel these expenditure items should be paid for on departure by the individual.

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

All IGC personnel should travel on business visas and are responsible for obtaining their own visas. 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).

Vaccination: 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. The IGC is **unable to reimburse** these costs for sub-contractors as these expenses are incorporated in fee payments. Non-fee earning participants (e.g. those attending IGC events) will be reimbursed upon submission of receipts.

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 stated in the XE 'Current and Historical Rate Tables' on the Friday immediately preceding the first day of travel, or if this took place on a Friday, the rate stated on that date. Rates are available at: <http://www.xe.com/currencytables/?from=GBP>

Supporting Receipts / Documentation Required: Payment for all travel expenses will be made in arrears by submission of the IGC Expense Claim Form supported with itemised clear and legible scanned receipts, e-tickets and flight boarding cards. Please do not destroy your original receipts until your claim has been settled.

Credit card receipts are not allowed.

If you are seeking reimbursement for a 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 igcexpenseclaims@lse.ac.uk.

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

Appendix 1: IGC Accommodation and Daily Subsistence Rates – March 2016

Country	City	Hotel	RATES 2016 (GBP)	RATES 2016 (USD)	Daily Subsistence Rate (Local Currency)	Subsistence Rates (GBP)
Bangladesh	Dhaka	Pan Pacific Sonargaon	139.00	214.46	BDT 3124	26.00
		Dhaka Regency	114.00	175.89		
		Best Western Plus Maple Leaf	135.00	208.29		
Ethiopia	Addis Ababa	Hilton	122.00	188.23	ETB 1160	36.00
		Intercontinental	132.00	203.66		
		Capital Hotel & Spa	122.00	188.23		
Ghana	Accra	Alisa Hotel	149.00	229.89	GHS 244	39.00
		Best Western Premier	179.00	276.18		
		Coconut Grove Regency	119.00	183.60		
		Holiday Inn	175.00	270.01		
		Golden Tulip	128.00	197.49		
		Novotel Accra City Centre	172.00	265.38		
India Bihar	Patna	Hotel Maurya	110.00	169.72	INR 2561	25.00
India Central	Delhi	Sheraton	110.00	169.72	INR 3585	35.00
		Vasant Continental	70.00	108.00		
		Hilton Garden Inn	81.00	124.97		
		Grand New Delhi	121.00	186.69		
		Eros Hotel	101.00	155.83		
	Delhi (near airport)	Radisson	98.00	151.20		
		JW Marriott Hotel	116.00	178.98		
Liberia	Monrovia	Mamba Point Hotel	129.00	199.03	USD 54	35.00
		RLJ Kendeja Resort & Villa	161.00	248.41		
Mozambique	Maputo	Avenida	126/164	194/253	MZN 2924	44.00
		Radisson Blu Hotel	169.00	260.75		
		Afrin Prestige	114/117	176/181		
		Hotel Maputo	67.00	103.37		
Myanmar	Yangon	Parkroyal	169.00	260.75	USD 57	37.00
		The Strand	144.00	222.18		
		Rose Garden	117.00	180.52		
		Novotel Yangon Max	118.48	182.80		
		Hotel Parami	96.26	148.52		
Pakistan	Lahore	Pearl Continental	123.00	189.78	PKR 4672	29.00
		Avari	134.00	206.75		
	Karachi	Pearl Continental	111.00	171.26	PKR 4028	25.00
		Marriot	127.00	195.95		
		Avari Towers	124.00	191.32		
		Movenpick	103.00	158.92		
	Islamabad	Marriot	170.00	262.29	PKR 4028	25.00
		Serena	147.00	226.81		
Peshawar		Pearl Continental	90.00	138.86	PKR 4028	25.00
Rwanda	Kigali	Hotel Des Milles Collines	163.00	251.49	RWF 40594	36.00
		LeMigo	160.00	246.86		
		Manor Hotel	135.00	208.29		
		Chez Lando	76.00	117.26		
		Le Garni du Centre	94.00	145.03		
		Umubano Hotel	167.15	257.90		
Sierra Leone	Freetown	Swiss Spirit	104.00	160.46	SLL 287442	46.00
		Country Lodge Complex	98.00	151.20		
South Sudan	Juba	Crown Hotel	106.22	163.89		45.00
		Panorama Hotel	95.57	147.45		
		Nimule Resort	77.64	119.79		
		Tulip Inn	110.00	169.72		
Tanzania	Dar Es Salaam	New Africa Hotel	117.00	180.52	TZS 147191	44.00
		Southern Sun	132.00	203.66		
		Best Western Plus	92.00	141.95		
Uganda	Entebbe	Laico Lake Victoria	108.00	166.63	USD 40	26.00
	Kampala	Sheraton	154.00	237.61		
UK	London	With Breakfast	130.00	200.56	GBP 30	30.00
		Without Breakfast	115.00	177.42		
US	Washington DC	Club Quarters	120.00	185.14	USD 89	58.00
	Berkeley CA	Hotel Shattuck Plaza	106.29	163.99	USD 69	45.00
Zambia	Lusaka	Taj Pamodzi Hotel	110.00	169.72	ZMW 621	41.00
		Southern Sun	88.00	135.77		
		Chamba Valley Exotic Hotel	59.54	135.77		

Appendix 2: Rotary International 'FY2015-16 Automobile Reimbursement Rates'

Country	Reimbursement Rate per Mile	Reimbursement Rate per KM
Bangladesh	BDT 84.05	BDT 52.23
Ethiopia	USD 0.91	USD 0.56
Ghana	USD 0.98	USD 0.61
India Bihar/Central	INR 51.96	INR 32.29
Liberia	USD 0.68	USD 0.42
Mozambique	USD 0.92	USD 0.57
Pakistan	PKR 86.00	PKR 53.45
Rwanda	USD 1.01	USD 0.63
Sierra Leone	USD 0.61	USD 0.38
South Sudan	EUR 0.80	EUR 0.84
Tanzania	USD 0.76	USD 0.47
Uganda	USD 1.06	USD 0.66
US	USD 0.575	USD 0.357
Zambia	USD 0.86	USD 0.54