Travel Policy

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Introduction
The WSAVA travel and expense policy explains the rules for booking travel and managing expenses. Following our travel policy is important and helpful for everyone, not just the administrative team, but also our travellers. The WSAVA travel policy helps us:

- Keep track of travellers’ safety
- Promote fairness in association travel expenses.
- Save time on manual tasks.

Thank you for reading and following our policy. Please direct any questions to admin@wsava.org.

Travel Booking Process

How To Book Trips
Before booking travel, you should get your budget holders approval. This can be done verbally but in writing is best (email / instant messaging). The budget holder may be your line manager, Committee Chair, or Executive Board member. WSAVA team members can book their own travel using the WSAVA Travel Perk booking platform¹. The WSAVA Travel Perk booking platform includes travel policies and will not allow you to book outside of these policies. If you need approval for a trip outside of the policies, approval can be requested via the platform. Out of policy bookings will be reviewed by the Executive Director.

Use of Frequent Flyer Programs
You may save your frequent flyer programs and hotel loyalty information for use inside of the WSAVA Travel Perk booking platform, and apply your program numbers at time of booking, but you may not choose more expensive options only to get loyalty points.

Leisure extensions
Extending your business trip for personal leisure reasons is allowed so long as:

- The vacation days have been approved by your line manager (paid team members only)
- The leisure extension will not interfere with the purpose of the business trip.

¹ You will be asked to login using the email address you use for WSAVA communications. When you enter your email address you will be sent an authentication code by email. If your email address is not recognised contact admin@wsava.org and you will be registered on the WSAVA Travel Perk account.
WSAVA will pay for the return flight or travel accordingly, so long as the trip is booked in advance and the dates do not result in an increase in flight or ground transportation cost of greater than 10%, otherwise you must pay the cost difference. The cost of lodging, food, and other expenses during the designated leisure days are your own responsibility.

**Upgrades**

You cannot book upgrades via the WSAVA Travel Perk booking platform. If you wish to upgrade your travel and pay the difference yourself, you must book the economy option via the WSAVA Travel Perk booking platform. Once you have received the booking confirmation you can access your booking via the airlines own website and purchase your upgrade directly.
Expenses Categories
You should prioritize the lowest cost that meets your travel needs. The WSAVA Travel Perk booking platform should be always used. If this is not possible, please contact admin@wsava.org with an explanation why. Please note, if you find travel options cheaper elsewhere, there is the option to report this to Travel Perk. Select the Concierge option when you have logged in to Travel Perk.

Dynamic Budget and Upper Limits
To identify an upper limit for hotel and flight expenses, the WSAVA uses a feature in Travel Perk called dynamic budget. This will allow you to book flights and hotels based on the median market rate for the route or city, plus 10%.

For example, you are travelling to a city where the median rate for a hotel is $200 USD. Travel Perk will allow you to book a hotel up to $220. Any option above this would be out of policy and you will not be allowed to book (it will submit the booking to WSAVA leadership for approval). The same principle will apply to flights.

Flights
- All team members are required to fly economy for all trips.
- Team members over 177cm in height can purchase extra leg room when available. Extra leg room can also be purchased when the flight is over five hours.
- Flights must be booked at least 30 days in advance.
- Direct flights will always be the preferred choice but where material savings can be made and the flight time not excessively extended, indirect flights should be considered.
- Flight changes and cancellations are paid for by WSAVA when the reason is related to health and safety purposes, or other exceptional cases where the circumstances are unforeseen.
- Where airlines charge for luggage, the following applies. Carry-on luggage may be purchased for domestic trips up to 4 days. Carry on and checked-in luggage may be purchased for trips over 4 days, or when international. Exceptions to this are when the traveller is required to carry with them materials / equipment for WSAVA purposes.

Lodging
Hotels
- You must book standard rooms. Room upgrades are allowed if offered on site at no additional cost.
- All lodging should be booked with the WSAVA Travel Perk booking platform and at least 30 days in advance.
• Additional hotel costs that can be reimbursed include:
  o WIFI fee
  o Hotel parking
  o Breakfast fee that fits within daily allowance
  o Reasonable staff tips

**Airbnb**
You may book rooms or apartments on Airbnb if the nightly rate is within company policy and/or the price is equivalent to or lower than the cost of a standard room at a 3-star hotel in the same city. You must book Airbnb using the WSAVA Travel Perk booking platform. Please do not book with Airbnb directly, or your trip will not be tracked properly. To book Airbnb via Travel Perk, select the Concierge feature when you have logged in to the platform.

**Apartment Rentals (direct)**
The cost of temporary apartment rentals varies greatly by city. There are no standard guidelines. The total cost of the apartment rental must be in line with or less than the total cost of the equivalent hotel stays.

**Ground Transportation**

**Rail Transportation**
When booking rail transportation, you must book the most economic class.

**Taxis and Ride Sharing**
Ride hailing apps such as Uber are the preferred method, but taxis may be reimbursed when Uber is not available.

**Rental Cars**
When renting vehicles, you must choose economy, compact or mid-size. You may accept an upgrade on site if offered by the rental company at no additional charge. Use a single rental car for up to 4 team members. For rental vehicles, money spent on gas is reimbursable. Please follow expense and reimbursement guidelines below. The car rental should be returned with the amount of gas requested. Sufficient car insurance should be purchased from the rental company, which will be reimbursed by WSAVA.

**Use of Personal Car**
You are eligible for reimbursement for kilometres driven using your personal vehicle for WSAVA purposes. We reimburse $0.67USD per kilometre. Please include the total kilometres driven as well as the reimbursement amount on your expense report.
**Travel to / from Airport**
When travelling to / from your home airport the cheapest mode of transport should be used. There will be times when it is acceptable to book a more expensive mode of travel. Such as in the interests of traveller health and safety, or the cheapest mode of travel significantly extends the journey time. Examples may include:

- Using an airport transfer service instead of driving when the return flight to your home airport is over five hours and the onward journey by road is over two hours.
- When you are required to be at the airport between midnight and 6:00am, a hotel for the night before may be booked.

**Meals**
WSAVA will reimburse up to $100 per day for meals. This is inclusive of breakfast, lunch, and dinner.

**Mobile Phone Usage / Data**
The WSAVA will reimburse the cost of a local sim card to use for personal and business contact purposes while away on WSAVA business. The sim card / package purchased should cover the duration of WSAVA business. If you have a mobile phone that is compatible with an eSim it is recommended, you use this type of service as it will allow you to top up your data if needed. Examples of travel eSim providers include Alo Sim.

**Insurance**
WSAVA does not have travel insurance for team members travelling on behalf of the association. As such, all travelers on WSAVA business must acquire adequate travel insurance prior to travelling on behalf of the WSAVA. Travel insurance costs for the duration of travel on WSAVA business may be reimbursed. Team members who travel routinely for WSAVA may reimburse the cost of an annual travel insurance policy.

**Vaccinations**
Vaccinations and preventive care, such as anti-malarial medications, may be reimbursed if they are required by the country being travelled to, or as a requirement of your home nation.

**Visas and Permits**
If a country that you are travelling to for WSAVA business requires you to have a visa or permit, WSAVA will reimburse the costs. Single-entry visas should be acquired unless there is a business need for a multi-entry visa. Visa assistance companies may be used when there is a justifiable need. For example, when an embassy visit is needed and the passport must be collected at a later date, and the applicant lives a considerable distance from the embassy.
Non-Reimbursable Purchases

- In-flight purchases
- Excess baggage fees (unless the reason for excess baggage is WSAVA related)
- Childcare, pet care and pet boarding
- Toiletries or clothing
- Airline club memberships
- Minibar purchases or bar bills
- Laundry or dry cleaning
- Parking fines or traffic violations
- Airline ticket change fees (unless the reason for the change is related to health, safety, or unforeseen circumstances, or for WSAVA reasons)
- First-class rail transportation
- Premium, Luxury or Elite car rentals
- Movies, online entertainment, or newspapers
- Spa and health club usage
- Flowers, sweets, and confectionary (unless for WSAVA related purposes, such as thank you gifts, condolences, etcetera)
- Room service fees
- Additional beds or bedding
- Clothes
- Loss or theft of goods
- Damage to personal vehicles
- Expenses related to travel companions.
Expense Reporting and Reimbursement Process

When you book travel via the WSAVA Travel Perk booking platform there is no need to submit an expense claim as all costs are invoiced directly to WSAVA. For all other purchases that are reimbursable according to the guidelines laid out in Expense Categories, please use the WSAVA Online Expense Claim Form\(^2\) to submit your claim. You will be asked for the following information: vendor name, amount, date, description of the purpose of the expense, receipt.

Expense claims must be submitted within 30 days of the expense occurring. You will receive reimbursement by bank transfer within 30 days of submittal. If bank transfer is not possible a cheque may be provided. Any fees imposed by your bank for receiving international payments will be reimbursed by WSAVA (you should include these on your expense claim). If you have questions or need to follow up an existing expense claim contact finance@wsava.org.

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\(^2\) You can also access the expense form at www.wsava.org/expenses
Travel Support and Safety

**Keeping Track of Our Travellers**
Please use the WSAVA Travel Perk booking platform to book all WSAVA travel, so that we can automatically track where everyone is traveling and act in the event of an emergency.

**High-Risk Travel**
WSAVA does not support travel to any country deemed high-risk, such as those classed as war zones. Team members travelling on WSAVA business should consult the advice and guidance of their home government before booking travel. Travel should not be booked if the travellers home nation advises against travel to the destination. In addition, team members are empowered to decline travel to / via a destination if they are uncomfortable with the countries policies and customs. All travellers are expected to obey the laws and customs of the country they are within.

**Support for Emergency Needs**
In the event of an emergency while travelling, after you’ve received attention from a local emergency service, please inform a member of the WSAVA leadership team. They can be contacted as follows.

- Richard Casey, Executive Director, United Kingdom - +44 74322 21538
**Alcohol Consumption**

Alcohol use is permitted within reason during company events and business trips.

**Appropriate Drinking Conditions**

Alcohol can be responsibly consumed during client meetings, team events, and company events. Alcohol consumption is discouraged at other times. At work events where alcohol is freely provided, team members are encouraged to drink no more than three alcoholic beverages. Team members under the drinking age in their home country should not drink during work hours or work events in foreign destinations, regardless of the drinking age of that country.

**Reimbursement**

Team members may purchase and expense up to two alcoholic drinks per person when taking a client out for lunch or dinner. WSAVA leadership may purchase and expense up to two alcoholic drinks per person for team lunches and dinners. Alcoholic drinks purchased outside of these limits are the financial responsibility of the team member and cannot be submitted for reimbursement.

**Safe Travel**

After the consumption of alcoholic beverages, team members are not allowed to drive, even if using a personal vehicle. When leaving a work event, team members are encouraged to use a ride-sharing service to travel safely and may expense this amount and submit it for reimbursement.