



# World Patients Alliance

# WPA Travel Policy

## 1. Introduction and purpose

Travel is vital to carryout organizational activities and build successful relationships.

The WPA has developed this Travel Policy to ensure that the necessary, cost effective and safe travel guidelines are followed by the organization to meets its objectives.

## 2. Purpose and principles

The purpose of WPA's Travel Policy is to ensure that:

- Travel is undertaken only for a valid business purpose
- Travel is as cost-effective as possible
- Travel costs incurred are in accordance with organizational objectives
- Travelers are safe and secure while travelling
- Travelers stay healthy while travelling

## 3. Scope

This document applies to all staff, contractors, Board, members, donors, partners and anyone travelling on behalf of WPA.

## 4. Approval

All potential travelers intending to carry out any WPA related travel must contact the WPA Office Manager and submit a travel approval request. The Office manager shall send the request to the Chair for approval. Once approved, the traveler shall be informed by the Office Manager about travel request approval. The Board Chair's travel must be approved by a majority of the executive committee.

## 5. Travel Arrangements

The travelers unless or until instructed otherwise will be required to make their own travel arrangements that include, air travel, ground travel and hotel accommodation as per WPA Travel Policy by following the steps given below:

- Approval

The traveler will only make any travel arrangements and bookings after approval of travel by the WPA.

- **Planning**

Travel costs are extremely time sensitive, therefore, it is strongly recommended that where possible travel is booked a minimum of four weeks prior to departure dates.

- **Flights**

The WPA allows economy flight for all its air travel. The most economical and short/direct route should be taken unless there is a genuine reason for an exception which requires prior approval from the WPA Executive Committee.

In case of a long flight (over eight hours), the traveler with prior approval of WPA may break the journey with a night stay in transit. Moreover, seat with more leg room such as premium economy may also be allowed. If any special arrangements are required for the air travel then please contact WPA office in advance to advance seek approval.

- **Ground Transportation**

The most economical form of ground transportation (road, train, boat, etc.) such as public transportation should be taken, however, in certain situations such as security situation, late night travel or long traveling hours, taxi could also be taken as long as prior approval has been taken from the WPA office.

- **Accommodation**

Where travel is to attend a specific conference or event that includes accommodation for attendees at a specific hotel, the Board members should book such hotel as often there are significantly reduced rates and it saves unnecessary travel time as well. Others traveling on behalf of WPA should book the hotel as per WPA office instructions and/or according to the budget approved for the particular travel. The WPA will cover the accommodation for the number of nights of the event, which includes a night before or after the meeting where appropriate. Any extra nights may only be allowed in special circumstances. All accommodation costs including extra nights must be approved in advance by the WPA office.

- **Meals**

Meals including refreshments during WPA travel shall be reimbursed upon presentation of receipts. The upper limit allowed to Board members for meals per day is US\$100. Others traveling on behalf of WPA should ask the WPA office in advance about the meals allowance, which shall be according to the budget available and the city/country traveled to.

- **Visas**

It is the responsibility of the traveler to get the required visas in time for the WPA related travel. The WPA shall cover the cost of the visa and provide any required letters such as visa support letter, etc.

## 6. Health

All travelers should only undertake any WPA related travel if they are healthy to do so. It is the responsibility of the traveler to ensure that the correct vaccinations and medications have been obtained for the proposed trip. Please note that some countries require to see records of vaccination, etc, therefore, travelers are strongly advised to carry any such required certifications when travelling.

WPA will pay for all reasonable expenses that are incurred by the traveler in order to stay healthy while travelling on WPA' behalf. Travelers are expected to take reasonable steps to protect their own health. Where available, traveler's insurance may be purchased subject to the WPA's prior approval.

## 7. Safety

It is the responsibility of the travelers to ensure their safety during WPA related travel. The traveler must take sensible and reasonable precautions while travelling to ensure their own and any travelling companions' safety and health. They must respect and be sensitive to the local culture and working environment of the country/countries and people being visited.

## 8. Insurance

The WPA will cover the cost of travel insurance of the traveler for the duration of WPA related travel, subject to prior approval from the WPA.

## 9. Costs and expenses

The traveler must seek prior approval Annex-E for WPA travel and once received, WPA will pay for all reasonable expenses incurred by the traveler for the purpose of travelling or while travelling.

The WPA will reimburse all the agreed cost on the submission of Travel Expense Form along with the all the receipts.

In case the traveler is unable to make travel arrangements himself/herself, the WPA office must be informed well in advance so that the travel arrangements could be made by the WPA office.

In case of any advance payments required for the WPA travel, the traveler must make such request at least four weeks in advance so that the required bank transfers could be made accordingly.



**TRAVEL APPLICATION FORM**

**PERSONAL DETAILS**

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Reason for traveling: \_\_\_\_\_  
Position: \_\_\_\_\_

**TRAVEL DETAILS**

Purpose(s) for Travel: \_\_\_\_\_  
\_\_\_\_\_

**DATE OF TRAVEL: Beginning \_\_\_\_\_ Ending \_\_\_\_\_**

Attached is a travel itinerary including destinations and contact details.

**DETAILS OF COSTS**

Traveling cost	_____
Accommodation Sustenance	_____
Conference Fee	_____
Other Expenses	_____
<b>TOTAL</b>	_____

**EMERGENCY CONTACT DETAILS**

Please identify the person you would like WPA to contact in the event of an emergency:

Name _____	Contact Number(s):
Relationship _____	Land Line _____
Address _____	Mobile _____
_____	Email _____

**APPLICATION SUPPORT**

I have checked WPA latest travel advice and have also considered any risk involved with this travel.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_

