

IB Americas staff and volunteer travel policy

Purpose

- The aim of this policy is to ensure that travel and accommodation arrangements made for any person travelling on behalf of International Baccalaureate (**IB**) Americas, are within prescribed limits and in keeping with the mission and the business objectives of the organization. It also seeks to ensure fair and equitable treatment of volunteers and staff by defining procedures for authorized business travel and guidelines for expense reimbursement. Although discouraged, if a volunteer or staff member elects to travel with a family member or companion, additional costs incurred, including travel agency fees, will be at the volunteer's or staff member's expense. Electing to have a family member or companion travel with a volunteer/staff member should not interfere with the IB assignment and the associated time commitments.

Procedure

- All hotel and travel arrangements must be booked through a travel request form. The travel request form will be generated for each activity by an IB associate including details of travel and universal number. Once received, the traveler will then complete their personal information and submit the form to the travel management company (TMC).
- IB staff must obtain approval by their manager before submitting a travel form to the TMC.

Air Travel

- For the safety of our travelers and for our record keeping, it is mandatory to book through the relevant travel management company :
- For travel associated with:
 - **Buenos Aires Office:** Contact *Furlong Fox* by calling +54 11 4108 3219 or by email: IBtravel@furlong-fox.com.ar.
 - **US/CAN Offices:** Contact *FCM Travel Solutions* by calling (312) 384 1246, toll free (877) 384-1246, or by email: ibo@us.fcm.travel.
- Travelers should contact the TMC as soon as they receive the booking information for their IB Americas assignment. All travel must be ticketed within the time frames below (unless notification of the activity falls within the time frames):
 - **Domestic:** 30 days prior to start date of IB activity
 - **International:** 60 days prior to start date of IB activity
- Approvals must be obtained in writing by an IB Americas staff person at the level of manager or above should the cost of the ticket be above:
 - **For travel from, to, or within the USA or Canada:**
Domestic: US\$550.
International: US\$800
 - **For travel from, to, or within Latin America:**

Flight length in Latin America	Maximum ticket price

Up to 1 hr	USD 200
< 1 - 3 hrs	USD 500
< 3 - 5 hrs	USD 700
< 5 - 7 hrs	USD 900
< 7 - 11 hrs	USD 1500

Tickets over \$1500 USD will need approval by an IB Americas Head.

- The TMC will issue the ticket once the traveler has approved the itinerary.
- Travelers must complete a personal profile before booking a ticket with the appropriate TMC.
- The TMC may investigate timings and costs for personal flights that are combined with business trips. However, in no case will the IB absorb more than the cost of the least expensive round trip ticket between the volunteer or staff home airport and the airport that is within the vicinity of the IB Americas assignment. Any additional cost must be paid by the traveler directly to the TMC.

Flight Changes/Cancellations

- IB Americas does not encourage flight changes or cancellations. However, should an emergency occur, it is essential to contact the TMC before the scheduled time of departure. The TMC and an IB staff member must be notified should travel be canceled directly with the airline.
- Change fees and cancellation charges will be covered by IB Americas in the case of valid reasons for changes/cancellations. Examples include, changes to or cancellation of an assignment by IB staff.
- Unused tickets remain the property of IB and will be used for future IB Americas related travel only. Unused tickets must be reported to the TMC immediately.
- IB Americas is unable to reimburse any fees or expenses for family member or companion.

Booking class and Flexibility

- All air travel will be in economy class.
- The TMC must suggest the lowest cost ticket available (coach or equivalent) that offers a reasonable routing that are discounted/non-refundable fares only. Number and length of in-airport stopovers (i.e. flight changes) will be balanced to consider traveler comfort and cost.
- Travelers must not seek to travel with a specific airline to meet personal preferences or air mile demands, unless there is no appreciable difference in price, route or timing. Upgrades will not be reimbursed.
- The difference in price for travel stopovers which are not necessary for IB business will not be reimbursed.
- IB will cover the cost of up to two checked pieces of baggage that weigh up to the industry standard of 50lbs each.
- For international travel, excess baggage fees will not be reimbursed unless approved by the IB staff/budget owner in advance.

Arrival and departure

- Target Arrival Day
 - One day before first working day of IB activities which commence in the morning
 - The morning of an assignment when the IB activity commences in the afternoon
- Early arrival and late departure based on flight length will be approved on a case by case basis and must be approved by an IB Americas Head.
- Target Departure Day
 - On day of IB activity conclusion if there is a flight available
 - If there are no flights available, on the following morning after the conclusion of IB Americas activity
 - A traveler who extends a stay beyond the above target dates will be responsible for all additional expenses

Ground Travel

IB Americas will cover the cost of ground transportation between home, airport, and hotel/host schools. When available, the use of airport shuttles is recommended. IB Americas will not reimburse the cost of transportation when it is already provided by a host school.

Taxis

Travelers must obtain an official receipt from the taxi driver in order to receive reimbursement. Traveler must take public transportation as a first choice (taking into account convenience, safety, and cost). Airport shuttles or trains should be taken to and from airport where available and cost effective. If the above are not available, traveler may take a taxi.

Car Rental

Car rental should only be used when less expensive or convenient transportation is not available. The standard vehicle for car hire is midsize. When you rent a car for an IB assignment, you are required to purchase both the Liability Damage Waiver (LDW) and Collision Damage Waiver (CDW) insurance. IB Americas will reimburse you on your expense claim for this additional coverage. IB will not cover the cost of any parking violations, speeding and/or other traffic fines.

Travel by Personally Owned Car

It is IB Americas policy that a personally owned vehicle be used only for short journeys of fewer than 300 miles round trip where this constitutes the most economical means of transportation or where no viable public transportation is available. Volunteers using personal vehicles must get prior written approval from IB Americas, and also hold a valid driver's license. Travelers who use their own vehicles for authorized company business are entitled to claim the mileage costs from the IB, at the appropriate current mileage rate (i.e. prevailing government reimbursement rate). Mileage reimbursement rates cover the cost of fuel and the cost of depreciation. Mileage expense must not exceed the cost of the least expensive mode of travel to the destination (i.e. air). Additional charges for parking, bridge and other tolls while on IB business are eligible for reimbursement. Original receipts must be provided in order to receive reimbursement. Travelers are required to ensure they have both liability and collision car insurance coverage for business travel. The IB is not responsible for any damage to personal vehicles incurred while on an IB assignment.

Hotels

- All non-group hotel reservations such as on-site workshops and authorization/evaluation/consultation visits must be arranged through the TMC.
- A single room with a private bath in a moderately priced business class hotel or motel is the company standard.
- Approvals must be obtained in writing by an IB Americas Manager or Head should the cost of the room night be more than:
 - **North America:** USD \$150 (for DC, LA, San Fran and NY USD \$250)
 - **Latin America:** USD \$130 (breakfast included)
- When traveling to an IB regional office, travelers must stay in IB-preferred hotels and book through the local IB travel coordinator.
- In locations where there are no IB preferred hotels, moderately priced hotels should be chosen (recommended by schools)
- Hotel rooms will normally be guaranteed for late arrival. 'No show' charges will be the responsibility of the traveler, should they fail to cancel the reservation with TMC prior to the designated times specified on the traveler's itinerary.
- Payment of hotel rooms:
 - **Volunteers:** In all cases (e.g., regional workshops, on sites and site visits) IB Americas will arrange for and pay for lodging (room and tax).
 - **Staff:** if non-group hotel reservation needs to be arranged, lodging charges are paid for by the traveler and reported on an expense claim form for reimbursement. The original receipt must be provided in order to receive reimbursement. If the traveler does not have an IB Americas corporate credit card the TMC will arrange for a pre-paid room.

Meals

- **Daily Allowance** - A traveler can spend up to:
 - **Meals within Latin America:** \$60 USD including gratuity per day. This money can be spent on any combination of meals. However, the maximum for any one meal is \$40 USD including gratuity. IB will only reimburse the traveler for money actually spent on meals. Meal expenses exceeding the daily allowance will only be reimbursed up to the meal/daily limit.
 - **Meals within North America:** \$80 USD including gratuity per day. This money can be spent on any combination of meals. However, the maximum for any one meal is \$60 USD including gratuity. IB will only reimburse the traveler for money actually spent on meals. Meal expenses exceeding the daily allowance will only be reimbursed up to the meal/daily limit.
- Original receipts must be provided in order to receive reimbursement.
- IB will not reimburse the cost of meals when those meals are already provided. Examples of this are meals provided by workshop organizers, schools, organizations, and hotels that include breakfast in the room rate. If, for example, a traveler stays at a hotel that includes breakfast in the room rate, that traveler will not be reimbursed if he/she decides to eat breakfast elsewhere.
- Reasonable gratuity (based on local culture) included on meal receipts will be reimbursed.

- For staff, whenever possible, all meals and expenses should be paid using an IB Americas corporate credit card.

Safety/medical

- Every traveler is responsible for undergoing pre-travel health preparation.
- Travelers are expected to inform themselves on safety and health conditions in destination countries.
- The international traveler is responsible for visiting the following information link regarding vaccination requirements for the country they are traveling to:
<http://www.skyteam.com/about/travelhelp/travelinfo.html>
- IB will cover the cost of required vaccinations for IB assignment related travel.
- The TMC will update travelers on travel warnings at the destination.
- Those who travel internationally for IB must ensure that they have adequate international travel insurance (medical, repatriation, curtailment, cancellation, personal effects)

The MEDEX card issued to all IB Americas volunteers is proof of your benefits and provides coverage while on assignment for IB Americas. Travelers should always use your personal health insurance for everyday illness and use the MEDEX coverage only for accidental/ catastrophic illness. Your MEDEX coverage will be considered secondary insurance to your personal coverage. If you have not received your MEDEX card, please contact iba.iben@ibo.org. For details on what MEDEX covers please go to: www.medexassist.com

Visas/passports

- Travelers are responsible for obtaining all appropriate travel visas with sufficient time in order to participate in the IB Americas assignment.
- Passport expenses will not be reimbursed by the IB.
- IB will reimburse passport replacement fees when incurred for reasons other than natural passport expiration, such as theft while on IB travel or additional pages needed. This is subject to IB Americas staff/budget owner approval.
- Visa fees associated with the IB Americas assignment will be reimbursed by the IB.
- Travelers are responsible for ensuring they have a valid passport.
- Late application/approval fees will be reimbursed subject to IB Americas staff/budget owner approval.

Extras - Other reimbursable items

- Internet charges within reason for work purposes for IB staff and examiner meetings.
- Internet/phone charges, not to exceed \$15 USD a day, for volunteer travelers – receipt required
- Laundry reimbursement only for travel exceeding 5 days.
- Bottled water in countries where tap water is unsafe.

Reimbursement of Expenses

Expense claim forms should be completed, signed and submitted to IB Americas within (15) fifteen days of travel completion. To ensure timely reimbursement, please note the following procedures:

- All required fields of the expense form must be completed electronically
- Original receipts or proof of purchase are required for all expenses
- Tape receipts (side by side) on letter size paper (do not bundle receipts).
- Dates and prices must appear on all receipts and be legible.
- Expense claim forms require personal signature

TMC Emergency Contact Numbers

FCM Travel (North America)

Any time outside of normal business hours: 9:00am to 5:30pm CST, please call 312-730-5703.

Furlong Fox (Latin America)

Any time outside of normal business hours: 9:00am to 6:00pm ART, please call:

- Inside Argentina: 15-5410-0000
- Outside Argentina: 54911-5410-0000