

**Constellation Travel Policy**

*(2015 version)*

*This document describes the policy of The Constellation related to:*

*A.*             *Travel*

*B.*             *Visa*

*C.*             *Insurance*

*D.*             *Hotel/Per Diem*

*E.*              *Travel claims*

*Members of the Constellation Global Support Team developed the document.*

*The document serves as a reference for our daily work. It aims to serve an open and clear way of working in line with the Constellations charter, which leads to accountability of our financial administration. The intention is to best protect travellers and the Constellations interest.*

**A TRAVEL**

1.    All those traveling for the Constellation will travel economy class, aiming for the cheapest price. Within the limits of acceptable prices flexible and direct flights are used for the travelers’ convenience. The GST Care facilitator will report exceptions to the board once a year.

2.     The Constellation may pay for:

a.    Travel of Board members to attend the Board Meeting and for Active members to attend the Membership Meeting.

b.    Travel by GST members and the chair within the limits of the annual budget.

c.    Travel by Constellations Coaches and facilitators in the context of implementation of a partnership agreement, if not covered by the partner directly.

3.     Flight reservations and bookings are either made by the GST Care Team, or by the traveler. The following arrangements are applicable:

*Arrangements by Global Support Team (GST)*

Step 1: Traveler and GST agree on preferred dates, places and company for travel

Step 2: GST makes reservations and proposes itinerary to traveler

Step 3: Traveler approves proposed itinerary

Step 4: GST makes booking and pays directly to travel agent

*Arrangements by Traveler*

Step 1: Traveler finds a convenient, cheap economy flight and sends details to secretariat, proposing the itinerary and price of ticket.

Step 2: GST Care facilitator approves itinerary and price of ticket

Step 3: Traveler makes the booking

Step 4: The Constellation either advances or reimburses ticket price to travelers account (depending on available time and specific needs).

If, for any reasons, tickets have to be purchased urgently by the traveler him/herself, reimbursement will be made based on economy fares at the time the decision to travel was made by the Constellation.

**B   VISA/TRAVEL DOCUMENTS**

1.     All those traveling for the Constellation will arrange for their own visa. On request, the Constellation can supply invitation letters to support the visa request.

2.     The Constellation will reimburse visa costs within the implementation of a partnership agreement or for participation to a Constellation event (board or membership meetings) if the partner does not reimburse them.

3.     A copy of the visa and/or receipt has to be sent to the GST in order to be reimbursed.

4. If the traveller is not able to take a flight because travel documents (including visa, passport, vaccines) are not in order, or because of late arrival, the traveller will be responsible for any additional cost incurred and shall do all in his/her potential to comply to responsibilities related to the travel.

**C   INSURANCE**

1.     Travelers are in all cases responsible for their own insurances (medical, repatriation, luggage…)

2.     The Constellation does NOT take in charge costs related to loss of luggage, illness, accidents or death, or any other risk before, during or after missions undertaken for the Constellation.

3.   The Constellation recommends the traveler to ensure taking the necessary preventive health measures (vaccination, prophylaxes etc). The traveler may wish to consult [www.fitfortravel.nhs.uk](http://www.fitfortravel.nhs.uk) or www.cdc.gov/travel or www.itg.be/itg (Travel health) for the specific situation of the country that will be visited.

**D HOTEL/PER DIEM/OTHER COSTS**

1.  If not covered through the Constellations partner, hotel costs (room including breakfast) will be reimbursed up to a maximum, based on rates in effect for Belgian Government officials. Hotel costs are either advanced or reimbursed based upon real costs made, the options are:

-          Realized hotel costs (room including breakfast) are reimbursed based upon receipts (up to a maximum rate) sent to the GST Care team, or:

-          The traveller receives and advance of 80% of the maximum amount for the hotel costs prior to the travel and reimburses the difference with the real costs made (based on receipts) to the Constellation. The receipts should be sent to the GST care team.

2. Per Diem is a lump sum amount intended to cover all meals, drinks, local transportation. It is based on rates provided by our partners or rates in effect for Belgian Government officials for the country where the travel takes place. On the day of departure and arrival the traveler receives 0.5 day per diem.

The Traveller receives an advance of 80% of the per diem prior to the travel. The remaining 20% will be paid upon satisfactory reporting and submission of the completed travel claim. No receipts of these costs are required.

3.  Terminal costs. Travel to and from the airport in the home country will be reimbursed on the basis of receipts only.

4.  Communication costs. Local communication costs related to the Constellation works at the place where the mission takes place, such as internet, SIM card will be reimbursed only upon presentation of original receipts.

4.  Meals with hosts. In exceptional cases drinks/meals with local hosts and partners may be reimbursed. Reimbursement only takes place on the basis of original receipts.

5.  Other reimbursable costs. These include transport from home to the airport/ from the airport to the hotel on the departure date and transport from the hotel to the airport/ from airport to home on the return date. In addition, visa costs, airport taxes, internet and telephone usages for Constellation business are other costs that can be reimbursed on the basis of original receipts.

**E   TRAVEL CLAIMS**

16.  Advance. The calculation of the advance request form is based on the travel period indicated on the ticket/ itinerary of the traveler and concerns 80% of the eligible amount. The advanced amount will be reconsolidated with the real expenses after the mission. Final reimbursement will take place after the submission of satisfactory reports, a completed travel claim form and the original receipts.

17.  The exchange rate used in the advance and the travel claim form will be the exchange rate of the claim date following the rates of the National Bank of Belgium<http://www.nbb.be/app/cal/E/BelgoHome.htm>, or the real exchange rate that the traveler has made at the bank with the receipt attached. The currency to be used for the reimbursement is the same as the agreed currency for the advance.

18.  Travel claim after travel. For every travel, a travel claim should be submitted to the GST. The same form that is used for the advance can be used for the Travel Claim. Travel Claims to the Constellation will only be accepted if the Constellations Travel Claim Format is respected.

19.  All claims should be accompanied by valid and original receipts that mention specifically:

-        The cost center in the Travel Claim Form to which the receipt is linked

-        The currency of the receipt

-        The total amount for reimbursement

-        The bank account details of the traveler

The following original documents need to be submitted with the Travel claim form:

-        Ticket - round trip. Invoice of travel agent, e-ticket with indicated price.

-        Boarding passes -round trip

-        Hotel receipts

-      Receipts for airport travel. In case of no receipt, the traveler will write an email to explain and to provide the amount to be claimed.

-      Receipts for extra costs. Examples are visa, airport tax, internet, telephone, etc. for the Constellation business.

The original of the required documents can be scanned and attached with the travel claim form and send to the GST per email within 2 weeks after the travel to Dolores Rey Novoa at loli@communitylifecompetence.org  to process reimbursement. The original papers should also be sent to:

Constellation, the Global Support Team

℅ Marlou de Rouw,

23 Rue de l’Auberge,

01210 Ornex, France.