



## **VIDEA - Travel Policy**

The purpose of this policy is to set out guidelines for staff travelling on behalf of VIDEA. The policy aims to take into account environmental, cost, cultural, organizational and individual needs and recognizes that flexibility is often needed to meet each of these needs.

### **Statutory Obligations:**

All VIDEA travel procedures will meet standards and expectations set out in the Government of Canada's Travel Advisory as detailed by Treasury Board. (Attached).

### **Environment:**

This part of the policy recognizes that sometimes economy is gained at the expense of the environment, and that in line with VIDEA values such savings may not be in the best interests of VIDEA, VIDEA programming and the environment. An example of this would be when cost savings are made by purchasing flights with multiple connections – as each take off, landing, ascent and descent uses an estimated 50% of total flight fuel, the purchase of economy connecting flights often value cost savings over environmental savings. In recognition of the importance of environmental stewardship:

- Weather and time permitting travel in BC will be primarily undertaken by means other than flight.
- While recognizing the need to meet Treasury Board Guidelines, direct flights shall be taken whenever possible.

### **Air travel:**

Air travel, whether booked via a travel agent or the internet must demonstrate that the most economical air fare has been purchased. Air travel booked through an agent should be accompanied with written confirmation from the agent that the fare is the most economical while being in line with VIDEA policies. Air travel booked via the internet should be accompanied with demonstration of 3 competitive fares from other airlines.

- All VIDEA travel will be in economy class.

Flexibility should be used in the following situations:

- A cheaper fare might be purchased but with an unreasonable number of flight connections, especially where travellers are students or interns without prior travel experience.



- Flight connections make the “whole” cost of the flight (including staff time) less economical. For example where taxi’s, per diem and overnight accommodation made necessary by flight connections, increase the fare to more than a direct, or more direct, flight.
- A direct international flight and a flight involving one or more flight connections are within \$200 in cost. This exception takes into account the comfort and ability of staff to work on arrival in country, and the amount of flight-fuel used for each take-off and landing.
- Most economical fares involve travel on airlines listed as having sub-standard safety ratings. Sub-standard safety would be determined by whether the airline is authorised to fly in North American or European Airspace.

### **Road travel:**

- When using their own transport VIDEA staff and volunteers are permitted to charge mileage at 42c a kilometer.
- When using a car hire facility the cheapest, reputable facility will be used.
- When traveling mountainous regions during winter driving conditions a 4x4 vehicle will be used.
- When travelling at all other times the cheapest, practical size of car shall be used.
- Car hire insurance will be purchased.
- Gas will be reimbursed at cost when using a hire car.

### **Accommodation:**

VIDEA recognizes that when travelling in project areas, accommodation that best aligns with the standards of living of overseas partner organisation personnel and project beneficiaries, is often the safest form of accommodation.

- In acknowledgement of limited budgets, where possible accommodation shall be sought with project partners and a gift in lieu of accommodation shall be bought to a maximum of \$20 per night.
- Where accommodation is not possible with project partners, the most economical, safe and practical accommodation shall be used.
- When staying in developing countries, staff and volunteers shall at all times consider the standard of living of project participants, and will seek accommodation to closely align with their standards of living and values, while not undermining safety considerations.
- In support of the VIDEA values of equality and solidarity, whenever the opportunity for accommodation within rural villages is offered, it shall be taken.



### **Food and per diem:**

- VIDEA staff are entitled to a per diem of \$54 a day when travelling and away for breakfast, lunch and dinner of a certain day. As per diem is intended to pay primarily for food, an overnight stay is not necessary to claim a per diem.
- Where funding partners allot an increased per diem to VIDEA staff, this higher level may be claimed.
- When funding is allotted by a second-party funder (such as the Canadian Government) their per diem policy shall take precedence.

Approved: