



CCB's Travel Policy

APPROVED BY THE CCB BOARD MEETING ON 17 MAY 2019 IN BALTEZERS, LATVIA

TRAVEL POLICY

Introduction

- The Coalition Clean Baltic, hereinafter referred to as “CCB”, recognizes that travellers act in the best interests of the coalition. Travellers are therefore responsible for controlling travel expenses and adhering to the procedures outlined in this Travel Policy. The provisions of this Travel Policy apply to the travel of the CCB Secretariat staff, CCB’s Board members, alternate members, advisers, observers, partners, guests and the staff of the CCB member organizations, when travelling for CCB purposes and paid from CCB’s budget, hereinafter referred to as “CCB travellers”
- CCB recognizes the need to minimize effects on the environment from travel connected to CCB activities and paid for by the CCB Secretariat (ex. Board Meetings and General Meetings, invited lectures, etc). CCB travellers are encouraged to use an environmentally friendly way of travelling to and from work. When arranging an event or a meeting, the CCB Secretariat should always try to influence other organizations and external organizers in the direction stated in this Policy.
- If the trip or meeting is paid by an external party, the CCB Secretariat or the external party responsible shall work to ensure that this Policy is applied as far as possible.
- The Travel Policy is not intended to cover every possible situation. Instead, it is meant to guide the travellers and the staff administering the travel in making appropriate judgments about the use of the CCB Secretariat’s travel funds.
- Responsibility for the application:
 - The traveller, and whomever is responsible for arranging the meeting, are responsible for ensuring that the policy is applied.
 - The CCB Executive Secretary shall be informed if there is a need to deviate from the Travel Policy. This also applies to Board Members, in which case both the CCB Executive Secretary and the CCB Chairman shall be informed.

Principles

- The Travel Policy is based on the following principles:
 1. Cost-efficiency and minimization of transaction costs;
 2. Consistency in the application of travel rules; and
 3. Environmental sustainability of travel.

Routing

- Audio conferencing, Skype, videoconferencing, etc. should be pursued to avoid travelling.
- The preferred itinerary will be the most direct and economical route, within the rules stated below.
- The most direct route will normally be the one with the least number of stop-overs between the point of departure and the final destination. If there are two or more itineraries with the same number of stop-overs, the one with the shortest travel time will be considered the most direct.
- The most economical route will be the least costly in monetary terms.
- For travel costs in excess of 200 EUR, the traveller shall confirm with the secretariat before purchasing.
- The total travel time for employees should be kept as short as possible with respect to above-mentioned points.
- The traveller will cover the costs in excess of the official itinerary resulting from deviations for personal reasons.

Calculation of travel time and compensation

For network members and guests not taxed as BOTH CCB Secretariat employees and Swedish residents.

- All travel may be claimed with submitted electronic copies/scans/pictures of receipts.
- Use of personal vehicle (car) can be compensated based on receipts for fuel, with an honour system that the fuel costs represent only the distance travelled.
 - Recognizing the environmental challenges of private transportation, use of a car **MUST** be preauthorized by the Secretariat.
 - Insurance costs for rented vehicles will be covered by CCB, for basic liability of the rented vehicle. Additional insurances are the responsibility of the driver.

- Travellers in this category are not eligible for Per diem rates.
- Meals will be paid based on submitted receipts, and reimbursed up to the posted Swedish rate for per diem reductions, noted below and repeated here. For breakfast the rebate will be at maximum 46SEK, or the equivalent in EUR at the going exchange rate. For lunch or dinner, the rebate will be 81SEK per meal, or the equivalent in EUR at the going exchange rate.

FOR CCB Secretariat employees who are also taxed as Swedish residents

- Use of personal vehicle (car) can be compensated based on the mileage rate calculation established by the Swedish Tax Authority, currently **1.8 SEK/km**.
 - Recognizing the environmental challenges of private transportation, use of a car **MUST** be preauthorized by the CCB Executive Secretary.
 - Insurance costs for rented vehicles will be covered by CCB, for basic liability to the rented vehicle. Additional insurances are the responsibility of the driver.
- Travel outside of Sweden
 - Per diem for the country travelled is based on rates from the Swedish Tax Authority ([Skatteverket](#)). Whole day per diems are eligible for travel beginning before 12.00, and half day per diems for travel beginning after 12.00.
 - The destination country of travel will determine which rate per day is to be used. Whole and half day per diem rates in Swedish kr (SEK) are [available online from the Swedish Tax Authority](#).
- Travel within Sweden
 - Per diem in Sweden is fixed and based on rates from [Skatteverket](#). Whole day per diems are eligible for travel beginning before 1200, and half day for travel beginning after 1200.
 - If CCB pays for meals during travel (excluding meals included in transportation or hotel costs), the per diem will be reduced as follows. For breakfast the per diem will be reduced by 15%. For lunch or dinner, the per diem will be reduced by 35% per meal.
 - Per diems are tax free if an overnight stay is necessary.
 - Per diems are included as taxable income for day-only travel.
 - The destination must be at least 50 kilometres away from your usual workplace and 50 kilometres away from your home.

Reimbursement

- CCB traveller shall submit all travel documents preferably as a digital image (scanned or photographed and emailed), or originally (by mail) to the CCB Secretariat no later than one month after the travel.
 - Travel document submission must include scans or copies of the invoices along with the completed and signed [travel reimbursement form](#).
 - Original paper documents are *no longer required* or necessary to include with a travel claim. The CCB Secretariat encourages you to keep originals in the event you need them for an audit of your own organization.
 - In addition, boarding cards from flights or trains are also *no longer required*, but are still welcome as a scan with the invoice. Please keep originals in the event you are audited.
- The traveller's claim will be processed for reimbursement by the CCB Secretariat no later than 5 working days after the submission and approval of all travel documents and travel reimbursement form.
- The CCB Secretariat shall avoid cash reimbursement. Exceptions can be made based on the CCB Executive Secretary's decision, primarily in cases when bank transaction costs exceed [10%] of the expense to be reimbursed.
- Late travel compensation claims/documents will be considered with low priority.
- In the event of a missed travel reservation, reimbursement will be based on approval of an explanation to the CCB Secretariat.

- In case travel documents are submitted for compensation after the period that is eligible for compensation by a specific donor (e.g. after closing the accounts for a project's funding), CCB Secretariat has the right to reject any compensation claimed.
- In case of missing documents, the total sum of the compensation to be reimbursed will be calculated based on the eligible documents received. Any missing/lost receipts or travel documents (e.g. tickets, invoices) will not be considered as eligible ground for compensation and hence will not be reimbursed
- Travel documents submitted in languages other than English or Swedish should have an explanation note or translation into English about meaning of a document
- If the traveller is late or miss a flight/train/bus/etc. for objective reasons beyond his/her control, then the decision of buying new tickets should be taken by CCB Executive Secretary.
- If the traveller is late or miss a flight/train/bus/etc. due to personal reasons, then he/she bears the cost of buying new tickets.
- Common sense should be applicable to the purchase of last-minute tickets.

Mode of travel

- CCB is committed to reducing greenhouse gas emissions arising from its travel operations. For short-distance travel, the normal mode of travel will be train or commuter bus, whenever the travel time does not exceed six hours. In such cases, the traveller may not choose to select air travel unless there is an exigency, which needs to be authorized by the CCB Executive Secretary or staff member responsible for arranging the meeting.
- For train travel with a travel time of more than six hours, the mode of travel may be either by air or by train, based on the preference of the traveller and approval of related costs. Travel by train is encouraged wherever this is a viable option.
- For group travel, transport by bus may be selected as the preferred mode of travel if this presents a cost-efficient and low-emission alternative to other modes of travel.
- Travels by taxi should not be encouraged, unless in case of urgency, early departure or late arrival, sharing vehicle with another traveller, or when it is less expensive comparing to other modes of transport.
- Travels by personal vehicles shall not be encouraged, except for the same reasons as specified for taxi.
- For trips lasting less than 48 hours and including flight itineraries, no checked baggage allowance will be made from CCB expenses. For trips in excess of 48 hours, please specifically request if you would like to check baggage at the time of booking or be prepared to pay and submit receipts after you travel.
- Note that personal frequent flyer numbers, or similar codes for other travel and hotels, **cannot be used** for business travel linked to CCB related expenses.
- For both train or flight travels the most economic fares are preferred with only exception, if there no seats available in economy or 2nd class for the desired departure date.

Accommodation arrangements

- The CCB Secretariat will arrange hotel accommodation or reimburse hotel accommodation based on the cost of hotel accommodation actually incurred for every night spent on business travel.
- The hotel will be located within a safe and reasonable commuting distance from venues of major activities of the business travel.
- The CCB Secretariat shall prioritize environmentally-friendly conference facilities and hotels or facilities with a pronounced environmental profile during overnight stays, conferences or other activities.
- Consideration should always be given to opportunities to reach the site with collective means of transport with a low environmental impact.

Payment of subsistence expenses

- Transport to and from the airport or train station, as well as to and from the hotel or venue should be by the most economical and practical mode of transport.
- Travellers may carry baggage up to the airline's free allowance in the class flown. The traveller will cover any costs for excess baggage.

- The CCB Secretariat will be entitled to pre-book additional baggage or receive reimbursement for costs relating to excess baggage, if required to carry official documents, office supplies and/or other business-related materials that exceed the airline's free allowance and based on the authorization of the CCB Executive Secretary.

General Guidelines

- The CCB Secretariat will provide support in making insurance and visa arrangements. The traveller covered under the Travel Policy will be primarily responsible for arranging their own insurance.
 - CCB does not reimburse travel insurance for EU residents. It is assumed you are already covered by your home organization.
- The CCB Secretariat will not be liable to pay or reimburse any medical or related expenses incurred by travellers for, or in connection with, their participation in Board, committee, panel or group meetings.

Final provisions

- The Travel Policy will enter into force on with immediate effect upon adoption by the Board, and will be reviewed in due course or when requested by the Board.