



PILON TRAVEL POLICY

1. PURPOSE

The purpose of this policy is to establish the principles and practices associated with the logistics of making travel arrangements for participants to attend PILON meetings and to provide clarity around the responsibilities of participants from member countries.

The aim of the policy is to facilitate effective participation by members in PILON activities and to enable the PILON Secretariat to provide high quality and efficient support to PILON.

2. DEFINITIONS

- (i) 'Meeting' means all conferences, workshops, seminars, trainings and other events organised by the PILON Secretariat.
- (ii) 'Participants' means all officials, delegates and other persons for whom the PILON Secretariat is providing funding to attend a meeting or for whom the PILON Secretariat arranges travel to attend a meeting.
- (iii) If funding for participants to attend a particular meeting is provided by a donor which applies its own travel policy to that travel, then that donor's travel policy will apply instead of the PILON travel policy.

3. POLICY

a. Flights

- (i) The PILON Secretariat will book all air travel for participants at the most economical rate at the time of booking, taking into account the reasonable practicality of the proposed itinerary.
- (ii) All air travel will be by economy class and the PILON Secretariat will not organise or pay for any upgrades in the class of travel.
- (iii) Participants are required to arrange and pay for their own transport to and from their normal place of residence and the airport of departure.
- (iv) The PILON Secretariat will take all reasonable steps to ensure that transport is arranged to and from the airport of arrival and the meeting or accommodation venue. Where this is not possible, the participant will be required to arrange and pay for their own transfers.¹
- (v) Once flight itineraries have been confirmed, the PILON Secretariat will not be responsible for additional costs incurred due to changes to travel plans, unless there are exceptional circumstances (such as unexpected illness), supported by appropriate evidence.

¹Note: the PILON daily subsistence allowance includes an amount for incidental expenses to cover transport and other miscellaneous costs incurred as a result of the travel.

- (vi) Any costs incurred as a result of changing travel plans that are not due to an exceptional circumstance will be the responsibility of the participant.

b. Accommodation

- (i) The PILON Secretariat will arrange for accommodation at a reasonable standard, as close as practical to the meeting venue that provides overall value for money.
- (ii) If a participant decides to stay somewhere other than the accommodation nominated by the PILON Secretariat, the PILON Secretariat will not be responsible for any accommodation costs incurred or an equivalent amount of travel allowance.
- (iii) Accommodation arranged by the PILON Secretariat cannot be shared with anyone else under any circumstances, unless otherwise approved in advance by the PILON Secretariat.

c. Travel Allowances

- i) The purpose of the travel allowance is to provide an allowance for meals and incidental costs (such as taxi fares or other domestic travel costs) of a reasonable standard. It is not intended as compensation for being away from home or as a bonus.
- ii) The travel allowance rates are based on the *United Nations International Civil Service Commission Daily Subsistence Allowance Circular* and are updated regularly. The travel allowance rates are adjusted to take into account accommodation and meal costs that are paid directly by the PILON Secretariat or which are otherwise already provided.
- iii) When a participant is in transit, they are entitled to travel allowance in accordance with the reasonable practicalities of the nature of time spent in transit.
- iv) Where applicable, participants are responsible for making and paying for their own accommodation and transport arrangements in transit and will receive an appropriate travel allowance to account for this.

d. Responsibilities of Participants

- (i) It is the responsibility of participants to register for a meeting by the due date. Failure to do so may result in non-acceptance of registration.
- (ii) Costs of any meals, incidentals, travel taxes, gratuities, telephone calls, bar tabs etc that are charged to the room account of a participant are the responsibility of the participant and are to be paid directly to the accommodation provider by the participant prior to checkout.
- (iii) The PILON Secretariat is not responsible for arranging or paying for visas for participants.
- (iv) It is the participant's responsibility to obtain appropriate travel insurance. PILON will not provide, or pay for, travel insurance for participants.
- (v) It is the responsibility of participants to attend the meeting once travel arrangements have been made by the PILON Secretariat.
- (vi) It is the responsibility of participants, who have travelled to a PILON meeting, to participate fully in all relevant sessions.
- (vii) If a participant fails to attend a meeting, unless there are exceptional circumstances (such as unexpected illness);

- a. the participant may be requested to reimburse 100% of the costs incurred that cannot be recovered,
 - b. the participant may not receive financial support to attend future meetings, and
 - c. the PILON Secretariat will make a report to the relevant agency head and may seek reimbursement from the agency concerned.
- (viii) The PILON Secretariat may seek guidance from the PILON Executive Committee about how clause (vi) should be applied by the Secretariat in a particular case.
- (ix) The PILON Secretariat will bring the PILON travel policy, and in particular, this clause to the attention of the participants.