

OVERSEAS TRAVEL AND SUBSISTENCE POLICY



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OVERSEAS TRAVEL AND SUBSISTENCE POLICY

Table of Contents

1. POLICY OBJECTIVES3

2. SCOPE3

3. GENERAL PRINCIPLES3

4. POLICY STATEMENTS4

 4.1 Travel Authorization 4

 4.2 Allowable / Reimbursable Expenses 4

 4.2.1 Business Travel Insurance..... 4

 4.2.2 Air Transportation5

 4.2.3 Ground Transportation 6

 4.2.4 Parking 6

 4.2.5 Overnight accommodation 6

 4.2.6 Subsistence allowance 6

 4.2.7 Specific provisions for overseas travel 7

 4.3 Non-Reimbursable Expenses 7

 4.3.1 Personable Expenditures 7

 4.3.2 Family travel 7

 4.4 Use of Personal Credit Cards..... 8

 4.5 Review and approval of expenses/reimbursable claims 8

5. PROCEDURES8

6. RESPONSIBILITIES8

7. EFFECTIVE DATE8

8. REVIEW DATE.....9

9. AMENDMENT HISTORY9

Appendix 1: OVERNIGHT ACCOMMODATION STANDARDS10

OVERSEAS TRAVEL AND SUBSISTENCE POLICY

1. POLICY OBJECTIVES

The objectives of this Overseas Travel and Subsistence Policy are to:

- ensure that all employees and Commissioners have a clear understanding of the Authority's Policy on Overseas Travel and Subsistence;
- ensure that the expenditure on travel and subsistence represents only the necessary and reasonable costs incurred by or on behalf of staff and or Commissioners who are on the Authority's business, whilst undertaking overseas training or attending overseas meetings or conferences;
- provide employees and Commissioners who must travel overseas with a reasonable level of service, safety and comfort at the most competitive price;
- minimize the cost of administration, including the time spent by members of staff making travel arrangements, processing approvals and submitting expense claims;
- provide the appropriate level of control to ensure that travel is properly authorized in advance, and that actual travel and subsistence expenses are reviewed, their reimbursement is approved by the appropriate person and expenses are properly accounted for; and
- provide a mechanism for proper accounting of travel expenses.

2. SCOPE

This Policy applies to travel by the Authority's staff and Commissioners for the purposes of overseas training, attendance at overseas conference, or conducting business meetings overseas if they cannot be efficiently or effectively conducted via telephone, teleconference etc.

This Policy does not apply to travel and subsistence costs incurred by external consultants and advisors, overseas candidates for jobs with the Authority, or the relocation costs of staff recruited from overseas. Such exclusions are dealt with via contract or agreement between the Authority and the relevant party.

3. GENERAL PRINCIPLES

The general principles of this Policy are that the Authority will pay travel expenses incurred by employees and/or Commissioners in the performance of their duties, recognizing that although employees and/or Commissioners are not asked to subsidize the cost to the Authority, they are not to indulge themselves at the Authority's expense.

From time to time the Authority may be required to publish information relating to expenses claimed, for instance in response to a PATI request. In such cases the Authority would normally release information at an aggregate or summary basis.

Where a request involves the expenses of Commissioners, the CE, other managers or persons who it may be possible to identify from the data, the individuals involved will, wherever possible, be given the opportunity to comment in advance on the information likely to be released. In any other instances where the public interest may favor disclosure, the individuals affected would, wherever possible, be given the opportunity to comment on any information likely to be released. Where copies of receipts or invoices are requested, these will be made available as appropriate, taking into account any issues relating to personal data.

OVERSEAS TRAVEL AND SUBSISTENCE POLICY

4. POLICY STATEMENTS

4.1 Travel Authorization

The Chief Executive (CE) or the Board of Commissioners, in the case of the CE, must approve all overseas travel plans. All requests should include the purpose, destination and estimated costs of the trip.

Prior to requesting authorization for a trip, it is important to determine if the potential benefits of the trip justify its time and expense after considering cost effective alternatives, such as video or teleconferencing for meetings, online training or bringing in overseas trainers for training and professional development etc.

4.2 Allowable / Reimbursable Expenses

4.2.1 Business Travel Insurance

The Authority provides all staff and Commissioners with business travel insurance. Travel Insurance is provided by the Authority to ensure staff and Commissioners who are required to travel internationally, while on business, are not exposed to unforeseen expenses i.e. medical treatment, emergency medical evacuation, flight cancellations or lost luggage.

Cover is for business travel outside of Bermuda only. The limits are as follows:

Luggage:	\$2,000 but not exceeding \$500 any one article, or in respect of cash, travelers cheques, tickets or passports per person, per trip
Medical & Other Expenses:	\$5,000 per person per trip
Cancellation & Curtailment:	\$1,000 per person per trip
Personal Accident:	\$25,000 per person per trip

a) Baggage

If during a journey an insured person's baggage suffers damage, the insurers will pay the cost of replacing such baggage, subject to the limits of liability shown below.

b) Medical and Other Expenses

If during a journey an insured person suffers accidental bodily injury sickness or disease and as a direct result incurs any of the following expenses not insured by any other policy, the insurers will pay for:

- medical and surgical fees and hospital or nursing home charge or emergency dental treatment;
- additional hotel or other accommodation expenses.

c) Cancellation or Curtailment

If a journey is cancelled before its commencement or curtailed because of death, bodily injury sickness or disease of an insured person or relative or close business associate the insurers will pay for the loss of deposits already paid or for the liability to pay for unused travel or accommodation. Cover will commence from the date of booking the journey.

OVERSEAS TRAVEL AND SUBSISTENCE POLICY

d) Personal Accident

If during a journey an insured person suffers death or total loss by physical severance of one or more limbs at or above the wrist or ankle or total irrecoverable loss of all sight in one or both eyes or permanent total disablement necessarily and continuously preventing an insured person from attending to business or occupation of any kind. The insurers will pay to the insured person the sum shown in the limits of liability.

Please note that these terms and conditions are subject to change. Please refer to the signed travel insurance Policy to confirm terms and conditions.

4.2.2 Air Transportation

a) Class of Travel

Staff members (excluding CE)

All staff members required to travel in the performance of their duties must travel coach (economy) class. Business class travel may only be used in the following instances:

- Where the elapsed time of travel exceeds 6 hours or more from departure time to arrival time (excluding time incurred for an overnight stay) and is followed by a normal working day (starting at 8:30 am) and is approved by the CE;
- Where business class provides a cheaper option or when “special offers” available at the time of the booking result in an upgrade of class without additional cost; and
- When special dispensation is given by the CE.

CE and Commissioners

The CE and Commissioners whom are required to travel in the performance of their duties must travel coach (economy) class. Higher classes of air travel may only be used in the following instances:

- Where the elapsed time of travel exceeds 6 hours or more from departure time to arrival time (excluding time incurred for an overnight stay) and is followed by a normal working day (starting at 8:30 am); and
- Where business class provides a cheaper option or when “special offers” available at the time of the booking result in an upgrade of class without additional cost.

Staff and Commissioners may upgrade to a higher class at their personal expense and for their personal account.

b) Baggage

Baggage fees, within the fare class for which the traveler is authorized (coach or business class), are reimbursable. Baggage fees should be paid by the traveler and submitted for reimbursement with an original detailed receipt.

OVERSEAS TRAVEL AND SUBSISTENCE POLICY

4.2.3 Ground Transportation

1. Domestic

The Authority is responsible to cover the costs for ground transportation (i.e. Taxi rates to and from the airport) relating to overseas business travel.

2. Overseas

Taxi fares, including tips, are reimbursable where public transportation is not practical. This includes taxis between hotels and railroad stations or airports, between appointments or between hotels and places of temporary duty. Shuttle, limousine, or livery service charges, to and from airports and railroad stations plus reasonable tips, are reimbursable, where such costs do not exceed the comparable taxi fare.

Transportation services may include surcharges and fees. Surcharges and fees may be reimbursable if the total cost is comparable to other ground transportation options, and must be clearly documented to substantiate reimbursement. Receipts are required for reimbursement from the Authority.

Use of rental cars is prohibited for staff members unless there is a specific business need and the car rental is pre-authorized by the CE. In cases where a rent car is needed, full insurance coverage must be selected as provided by the rental company.

4.2.4 Parking

The Authority is not responsible for the costs incurred by staff and Commissioners in relation to parking in Bermuda.

For Overseas travel, the Authority shall reimburse reasonable costs for parking if there is a specific business need for a car rental as pre-authorized by the CE (See 3.3.3. above).

4.2.5 Overnight accommodation

Before booking travel, claimants should consider whether the trip is necessary or whether teleconferencing or video conferencing offer a viable alternative.

When overnight accommodation is required it is normally expected that claimants at all levels will obtain accommodation which meets the standards set out in Appendix 1, at the most economical rate available.

If staff members and/or Commissioners share a room on the same business trip, the combined expense claimed by both staff members and/or Commissioners cannot be more than the total cost of the room.

4.2.6 Subsistence allowance

Subsistence allowance is available to provide for, and meet the additional expenses, other than major travelling expenses, which a staff member or commissioner is obliged to incur over and above the expenses that would normally be incurred in Bermuda.

The per diem is \$80. Staff members and Commissioners may obtain the per diem in advance of travel by filing the form "Application for Advance Travel Payments and Per Diem":

OVERSEAS TRAVEL AND SUBSISTENCE POLICY

- This will cover meals, ground transportation and incidentals.
- If the \$80 per diem is not sufficient based on the locale to which the claimant is travelling, average meal costs for that location should be provided to the CE or Board or relevant Board Committee in the case of a request made by the CE or Commissioners, who may approve a higher per diem if necessary.

Staff members and Commissioners who have incurred expenditure over and above the allocated Per Diem amount may submit claims via the “Expense Claim Form”. Staff members and or Commissioners will be required to provide reasonable explanation and support for the additional expenses incurred. All reimbursements over and above the allocated Per Diem must to be approved by the CE or Board or relevant Board Committee in the case of a request made by the CE or Commissioners

4.2.7 Specific provisions for overseas travel

4.2.7.1 Visa fees for overseas travel

Claimants required to travel overseas on Authority business will be reimbursed the cost of any visa fees when necessary for the travel, on production of a receipt.

4.2.7.2 Exchange rates

Where expenditure has been incurred in a foreign currency, the claimant should use the exchange rate prevailing at the date of purchase of the currency, or when the expenditure was incurred, calculated to the cost in Bermuda Dollars (BMD). This calculation must be accompanied by supporting paperwork e.g. a receipt for changing currency, credit card or bank statement.

4.3 Non-Reimbursable Expenses

4.3.1 Personable Expenditures

Not all incidental expenses are reimbursable. The following expenses are considered personal and will not be reimbursed:

- Expenses without bona fide receipts. Bona fide receipts must show details of purchase;
- Excessive private telephone calls; and
- Other non-business expenses, i.e., sports, relaxation and entertainment.

Personal expense must be clearly indicated on the “Expense Claim Form”.

4.3.2 Family travel

The Authority will not meet any costs relating to an accompanying spouse/partner or family member of a staff member/commissioner travelling on Authority business.

OVERSEAS TRAVEL AND SUBSISTENCE POLICY

4.4 Use of Personal Credit Cards

Staff members and Commissioners may use personal credit cards for travel related costs and may claim reimbursement of these costs in accordance with this Policy by submitting the “Expense Claim Form”.

Where personal credit cards are used, the staff member or commissioner is responsible for making payment to the credit card company and for satisfying payment deadlines. Interest or fees charged by the credit card company are not reimbursable expenses.

4.5 Review and approval of expenses/reimbursable claims

The Chief Executive (CE) or the Board of Commissioners, in the case of the CE, must approve all overseas travel plans. All requests should include the purpose, destination and estimated costs of the trip.

The persons approving travel expense claims is responsible for controlling travel expense claims by verifying that:

- the reasons for the claim are valid and prior authority for travel was obtained;
- the claim gives due regard to the current economic conditions and the requirements of the employees / Commissioner’s duties;
- the claim complies with all instructions as laid out herein;
- the claim calculations are correct; and
- the claim is complete.

To ensure appropriate segregation of duties are in place, the staff member completing and submitting the claim is not allowed to approve it as well.

5. PROCEDURES

Written procedures that describe how the travel processes are to be carried out must be implemented by Management and must comply with the Overseas Travel and Subsistence Policies and good internal control practices.

6. RESPONSIBILITIES

The Chief Financial Officer (CFO) is responsible for administering this Policy. The Policy shall be reviewed annually by the CFO and all recommended changes and updates must be submitted to the CE for review and approval for submission to the Board for its review and approval.

It is the responsibility of the CE to review operations and activities on a periodic basis and is responsible to implement this Policy. The CE delegates this oversight responsibility to the CFO. The CFO has the day-to-day operations responsibility for ensuring that the Authority complies with this Policy.

7. EFFECTIVE DATE

This revised Policy is effective as of July 21, 2015.

OVERSEAS TRAVEL AND SUBSISTENCE POLICY

8. REVIEW DATE

This Policy will be regularly reviewed to incorporate any legislation changes.

9. AMENDMENT HISTORY

<i>Date Policy was Issued</i>	<i>Date of Review</i>	<i>Version</i>	<i>Reason for Review</i>	<i>Lead Reviewer</i>	<i>Approved by</i>	<i>Date approved</i>
Jan 28, 2013	Feb 2, 2015	Version 2	Updating the policies and procedures	Paull Davis		
	Mar 27, 2015	Version 3	Updating the policies and procedures	Paull Davis		
	Jun 8, 2015	Version 4	Updating the policies and procedures	Paull Davis		
	Jul 20, 2015	Version 5	Updating the policies and procedures	Paull Davis		
	Jul 21, 2015	Version 6	Updating the policies and procedures	Paull Davis	Board of Commissioners	Jul 21, 2015

OVERSEAS TRAVEL AND SUBSISTENCE POLICY

Appendix 1: OVERNIGHT ACCOMMODATION STANDARDS

STANDARDS OF OVERNIGHT ACCOMMODATION NORMALLY EXPECTED BY THE AUTHORITY'S CLAIMANTS ON SHORT VISITS

1. Single occupancy rooms with:
 - en suite facilities (shower or bath)
 - TV
 - tea/coffee making facilities
 - a telephone in the room
 - internet access in the room is desirable; costs will be reimbursed if there is a demonstrable business need.
2. There should be adequate space and where it is necessary to work in the room, facilities (light, writing surface, telephone, etc.) to provide an adequate working environment.
3. The accommodation should have satisfactory personal security arrangements and adequate emergency procedures.
4. Restaurant facilities should be available either on the premises or locally, offering full breakfast and a reasonably priced menu for lunch and dinner.
5. Expenses for extras such as, but not limited to, newspapers, room service, mini-bar, film/DVD hire are for personal account and must be met by the claimant.

Please note: Claimants with special requirements, e.g. for managing a disability or complying with a religious obligation, are asked to ensure that these needs will be able to be met before any overnight accommodation is booked. In case of difficulty please contact the OSM. Any personal information provided in these circumstances would, of course, be treated as confidential.