

GL TRAVEL POLICY 2025 to 2030



Distribution	Policy Number	Effective Date	Review Date	Version
All Divisions, Subsidiaries and Affiliate/Associate Organisations	POL TRAV 001/2024/5	1 April 2025	Annual	2
Policy Status		Maintained by		
Approved		GL Regional Hub		

The signatures below certify that this document has been reviewed and accepted and demonstrate that the signatories know all the requirements and are committed to ensuring their provision.

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These Policies and Procedures take account of the laws prevailing in all the GL countries of operation. Should there be a contradiction between the Policies and Procedures and national laws, the latter shall take precedence except where policies have been standardised across countries in the interest of fairness.

All GL Employees are bound by GL Policies and Procedures and will be read together with the Duty of Care Policy and Safeguarding Policy.

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1. Policy statement and purpose

- 1.1 Gender Links recognises that stewardship of donor resources is essential as a non-profit organisation. The purpose of this policy is to ensure Value for Money is achieved, while at the same time making sure that the safety and comfort of employees/partners is observed consistently. Our policy is to reimburse employees for approved, reasonable, proper and necessary travel expenses incurred in conjunction with pre-approved activities. All Gender Links travellers are expected to minimise the costs of travel as much as possible or at the very least remain within reasonable limits.

2. GL core travel principles

2.1 Reducing the carbon footprint in transport and travel

To reduce the carbon footprint of the Board and employees, in line with GL's going green policy, GL shall where possible, cut down on car travel by encouraging other alternatives where possible.

2.2 Applying cost-effective solutions by making use of own accommodation facilities

GL prides itself on having both intellectual and physical property. All Employees and board travel to HQ will be fully catered for by the GL Cottages to ensure cost-effectiveness.

2.3 Fairness and standardisation of travel allowances where applicable

The use of standard travel rates ensures that all employees are treated equally by applying country-specific rates for Daily Subsistence.

3. Types of travel

3.1 Air travel

- a) GL Board members, partners and all employees of GL travel economy class at the most economical possible fares, except in extenuating circumstances such as an emergency trip for which only certain seats are available.
- b) For trips of over nine hours duration GL shall make best efforts to upgrade economy tickets for Board Members and the DRH/SPA to business using air miles, provided air miles are available.

3.2 Surface travel short distances within office locality

- a) GL employees are required to be able to drive and have a valid driver's license or obtain one within six months of employment. GL does not employ a driver. Employees must be able to drive to meetings within their station using the company vehicle, within reasonable distances around their offices.

3.3 Surface travel long distances

- a) All travel within a 450 km radius of the duty station must be undertaken by surface transport except when air travel would be cheaper (for example, if it is just one person travelling) or where travel time is a factor, as determined and authorised by the relevant Director.

- b) In the case of cross-border travel, GL Employees are required to have a valid passport (or travel document) at all times. It is the responsibility of every employee to renew any such expired travel documents in time.
- c) Travel by a GL vehicle shall be authorised 3 days before travel by use of a local transport request form. Where Employees travel as a group, a group travel form shall be used.
- d) Should Employees use their cars for long-distance road travel, they will be reimbursed at the AA rate relevant to their countries. Should they elect not to use their cars they should present alternatives that may include renting a car; pooling transport with a partner; flying or taking a safe, comfortable bus.
- e) The employee shall ensure that such vehicle is adequately insured as GL shall not be liable for damages and/or theft of vehicle that may arise out of using a private motor vehicle for business purposes. All mileage shall be recorded at the start of the trip.

4. Accommodation outside Johannesburg (on GL business)

- 4.1 Accommodation on GL business, outside Johannesburg is provided at a safe, clean and reasonable venue that is generally a three-star hotel or bed and breakfast. Exceptions to this shall be authorised by the relevant Country Director, DRH /SPA with appropriate motivation.
- 4.2 Employees with booking responsibilities must inquire about the availability of breakfast at the time of booking to ensure that Employees' DSA is calculated appropriately.
- 4.3 For travel out of Johannesburg, GL provides a breakfast, lunch and dinner allowance per day as per prescribed DSA rates but these are not provided as part of a conference package.
- 4.4 Meals are not provided when these are catered for during the flight, as stated on the tickets.

5. Accommodation outside Johannesburg (on Partner business)

- 5.1 Travellers who are required to work outstation or overseas will be provided with accommodation by the external conference organiser.
- 5.2 GL will ensure however that they choose the safest, most economical accommodation of standard quality that is conveniently located close to the event/ meeting venue within budget will be booked.
- 5.3 Late checkout fees will be reimbursed if flight schedules are changed by the airline and beyond the traveller's control.

6. Daily subsistence and incidental allowance (JHB)

- 6.1 GL will provide accommodation on full board at the GL Cottages for Board members, Employees and Partners for whom South Africa is not a duty station. In such cases, no subsistence allowances will apply.
- 6.2 On rare occasions when GL Cottages cannot provide accommodation or full board, the DSA rates will apply (Annex B), to be paid upon completion of a claim form, subject to approval by Management. All such payments will be done in South African Rands (ZAR)

- 6.3 If the Board, Consultants, Partners or Employees choose to stay on after an officially scheduled event, this will be for their account.
- 6.4 If Consultants or Employees whose tasks ordinarily require that they work from HQ, choose (and are permitted) to work flexibly away from HQ, their transport and any related costs for travelling to HQ will not be covered. It is understood that the Consultant or Employees are working away from their duty station at their own choice, and for their convenience. Therefore any costs incurred when they are required to work from their duty station are for their account. In such cases, GL Cottages may offer accommodation if they are not fully booked, at reduced rates, but will not provide food.

7. Subsistence allowance for external delegates - Outside South Africa

- 7.1 GL subsistence allowance rates for global cities for each meal (breakfast, lunch and dinner) and a set amount towards incidentals (e.g., communications) are amended from time to time. Please obtain the rates pertaining in any given city from year to year.
- 7.2 No receipts will be required for these subsistence and incidental allowance rates.
- 7.3 Meals will be paid for when outstation or overseas based on flight arrival and departure times including scheduled transits.
- 7.4 If breakfast is included as part of the accommodation rate (Bed and Breakfast) a subsistence amount will not be given to the traveller for this meal to avoid double payment.
- 7.5 If a meal is provided as part of a meeting/workshop/conference/flight a subsistence amount will not be given to the traveller for this meal to avoid double payment.
- 7.6 Total amounts will be agreed upon before the traveller departs based on final travel itineraries.
- 7.7 Travellers will be provided with their subsistence and incidental allowances before the day of departure.
- 7.8 If flight itineraries are extended/changed for personal reasons before or after the meeting additional subsistence and incidental allowance will not be given.
- 7.9 If flight itineraries are extended/changed by the airline. The daily subsistence and incidental rate will apply based on the new flight arrival and departure time.
- 7.10 Transit – if there are any delays in the original flight schedule and the transit is more than four hours one meal will be reimbursed, and if 8 hours transit two meals will be reimbursed.
- 7.11 Alcohol, tobacco and tips are not allowable reimbursement items. This guidance applies throughout the programme delivery chain.

8. Ground local transport

- 8.1 GL will, where possible, fund local travel directly in the destination location to minimise the traveller's costs and ensure traveller safety e.g. arranging airport pick-ups and drop-offs via hotel bookings, facilitating with events/conference organisers to provide transport to meetings.
- 8.2 To ensure the safety of travellers, GL will provide details of local travel arrangements before travel including car and driver details, and a driver's mobile phone number.
- 8.3 We recognise travellers will need to pay for ground travel from their home to the airport and to return from the airport to their home. The accompanying schedule provides a list of allowance rates for global cities for a return journey from home to

the airport to be funded by GL, without the need for receipts. For journeys that cost above this rate per city, then reimbursement of actual costs must be agreed beforehand and receipts provided. When safe to do so, travellers are encouraged to use public transport as the most economical for airport transfers in their home country.

- 8.4 If the traveller uses their vehicle the home-airport-home then the set amounts per km will be based on the SARS rate.
- 8.5 If the travellers need to pay a toll for their journey, the travellers can be included in the claim.
- 8.6 Travellers will complete the **Travel Expenses/Claim Form** to be reimbursed for local travel costs and will be required to submit copies of original receipts. If the claim is for car use the mileage can be claimed together with the Google maps showing the distance.

9. Supporting documents required for travel

- 9.1 Travel authorisation form.
- 9.2 Travel Claim Form for DSA & airport transfers.
- 9.3 Itinerary showing departure times.
- 9.4 Program of the event.
- 9.5 Traveller to claim airport transfers from host organisation.
- 9.6 Invoice partner for costs incurred (e.g., visa fees, flights, etc.)
- 9.7 Program of the event & ticket
- 9.8 Travel Claim Form for own country airport transfers supported with invoice which will be paid x2 to cover the return trip.
- 9.9 Proof of vaccine claim, receipt for the injection

10. Travel insurance

- 10.1 Travel insurance will be provided for all GL travellers when required. The travel insurance will cover the entirety of the trip including travel days and the meeting/conference dates.
- 10.2 It shall include personal accident, medical and hospitalisation, loss of luggage, money or travel documents and personal liability.

11. Travel authorisation for Board members and GL employees

All travel should be approved in advance as follows:

- 11.1 All Employees travelling on behalf of GL must seek approval from their supervisor using the **Travel Form**, <https://survey.alchemer.com/s3/7485273/GL-TRAVEL-FORM> before requesting a booking for flights or accommodation. This applies to both travel funded by Gender Links and travel funded by other organisations.
- 11.2 Travellers are to indicate the exact departure and arrival locations in the Travel Form to ensure accurate flight itineraries are sourced. This includes if the traveller wishes to travel onward to a location that was not their original departure location. In this event, the traveller will pay the difference in the fare if the fare is higher than the price of a return ticket to and from their first departure location.

- 11.3 Air travel reservations will be made at least three weeks in advance of the departure date to take advantage of reduced fares. Travellers will use the most direct and economical means of air travel available. Gender Links will only reimburse for economy-class flights. Any flight upgrades are to be paid out of the traveller's funds and will not be reimbursed. First-class, business or premium-class travel will not be permitted unless under exceptional circumstances.
- 11.4 The Employee member intending to travel will send a written request to the Finance Officer for bookings attaching the relevant documentation such as the approved budget, program and approved **Travel Form**
<https://survey.alchemer.com/s3/7485273/GL-TRAVEL-FORM>
- 11.5 The Employee member travelling or the Finance Officer will source three quotes if applicable for the requested flights, and confirm with the traveller before sending for final authorisation.
- 11.6 Once authorisation to issue tickets has been granted by the Responsible Manager/Director, the Finance Officer will then send a request to the travel agent who will issue the ticket. The best value for money will always be the preferred option however; GL will also take into consideration flight and transit durations, and traveller safety due to departure/arrival times, before agreeing on the best flight option with the traveller.
- 11.7 Board members are to fill in the travel form, which will be authorised by the SPA/ Director GLRH and submitted to the Finance Officer for bookings. The form will have their latest passport copy and this will ensure that correct information is on the ticket booking.
- 11.8 If GL has brought a ticket and the traveller wishes to change it for personal reasons, the traveller must pay the change and fare difference if higher than the original price. If less than the original price GL will be refunded and retain the difference by the agent. In the event travellers are not able to travel or wish to make changes to the ticket after the ticket purchase, due to valid reasons such as medical or family emergencies (limited to emergencies that significantly affect the health or safety of the traveller's family and require traveller's physical presence), the cancellation penalty will be paid by GL. However, if the change is for personal reasons (that are not a medical or family emergency) of the traveller then the traveller must pay the change and fare difference as stated above.
- 11.9 Flight bookings made directly by travellers are not permitted unless under exceptional circumstances upon approval by GL.
- 11.10 Where an event is not organised by GL but has a particular relevance to its work, all invitations by other organisations must be sponsored by the host organisation.
- 11.11 In the exceptional circumstances where the host organisation commits to reimburse GL for travel expenses incurred including DSA, the request will be approved by the Director/SPA on submission of a written request or unless provided for in the contractual agreement.

12. Authorisation travel for partners attending GL events

- 12.1 All programme managers must draw up a detailed budget and list of participants against the budget line together with a programme to be signed off by the Director before presenting it to the Finance officer.
- 12.2 The Finance officer shall make travel bookings with the travel agency, but can only issue the ticket/s after the responsible manager has verified that these are indeed the most cost-effective options, within the budget and with appropriate travel times. The responsible manager will then sign the group travel form.
- 12.3 Return journeys must be booked as close as possible to the ending of the event, and preferably on the same day depending on flight availability. Should participants wish to extend their stay they must do so at their costs.
- 12.4 GL encourages Employees to travel between Mondays – Fridays and during working hours unless in exceptional cases that would be authorised. As per HR policies, time instead of travel time shall only be granted in exceptional circumstances at the discretion of the responsible Country Director, SPA/DRH.
- 12.5 Employees who arrive from long trips Monday – Friday during working hours, are not expected to report for work except where travel is short, e.g., one-hour flights, and if they arrive before 12.00hrs.
- 12.6 Employees with smaller children Employees with smaller children of 0 – 24 months will be allowed to travel with their child when travelling outside their normal workstation for more than 48 hours.
- 12.7 Insurance shall be issued for all participants attending GL events unless they have pre-existing travel insurance from their organisations.
- 12.8 The Finance Officer or responsible manager will make sure that all participants receive a workshop administration note before the event detailing travel and administration arrangements.
- 12.9 The Finance officer shall ensure that all the travelling participants have acknowledged receipt of their electronic tickets by email, or phone.

13. Country-specific vaccines

- 13.1 It is the responsibility of travellers to check the requirements for vaccinations in the country of travel and ensure such vaccines are taken care of.
- 13.2 Vaccine costs will be reimbursed by GL and Traveller will submit original copies for reimbursement.

14. Visas

- 14.1 Travellers are required to apply for an appropriate visa depending on the country.
- 14.2 Travellers shall ensure that their passport is current with more than 6 months validity and has at least 3 blank pages.
- 14.3 Travellers are eligible for reimbursement for the visa fees paid and other expenses associated with obtaining the business visa for travel. Original receipts must be produced for reimbursement.
- 14.4 GL will assist with visa letters, invitation letters and other supporting documents where required for the visa application to be successful.

- 14.5 Visa application must be made as soon as possible after receiving the invitation letter. We recommend three months in advance of the travel.
- 14.6 In the event the visa application is rejected, the traveller will be reimbursed for the cost incurred.
- 14.7 For reimbursement, the traveller must provide copies of original receipts of all associated visa costs.
- 14.8 Any costs incurred for cancellation of travel due to personal reasons (that are not a medical or family emergency) or the lack of validity of passport will be borne by the travellers.

15. Persons with disabilities

15.1 Accessibility support

GL is committed to providing necessary accessibility support whenever possible, taking into account the available resources and the specific needs of the traveller. The GL Travel Form will include a section specifically designed to capture accessibility-related support required by travellers with disabilities.

15.2 Companion

Travellers with disabilities who require the assistance of a companion during their trip will be supported upon approval. Not all travellers with disabilities are eligible for companion support. Please refer to the section titled "Persons with disabilities travelling with a companion" for more information including the eligibility for companion support.

15.3 Accommodation

GL will prioritise booking hotel rooms that are designed to accommodate travellers with disabilities or reduced mobility. In cases where suitable accessible hotel rooms are unavailable, GL will work closely with the traveller to find alternative accommodation that meets their needs.

15.4 Transportation

Travellers with disabilities are encouraged to inform GL about any accessibility requirements when booking air, land, or train tickets. GL will make every effort to coordinate with transportation providers to ensure that appropriate provisions, such as wheelchair ramps or designated seating, are arranged in advance.

15.5 Accessible Itineraries

GL will work with travellers with disabilities to create itineraries that consider their specific accessibility needs. Whenever possible, activities, attractions, and transportation modes included in the itinerary will be chosen with accessibility in mind.

15.6 Communication and Support

Travellers with disabilities will have access to a dedicated point of contact at GL who can address concerns, answer questions, and provide assistance throughout the travel process. This point of contact will be available to assist with itinerary adjustments, accessibility-related requests, and any unforeseen challenges that may arise during the trip.

15.7 Emergency Preparedness

GL will collaborate with travellers with disabilities to create an emergency plan as part of the risk assessment that accounts for their unique needs in case of unexpected

situations during the trip. Contact information for local emergency services, medical facilities, and relevant support organisations will be provided to travellers with disabilities.

15.8 Feedback and Improvement

GL values feedback from travellers with disabilities on their travel experiences. Suggestions for improvement in accessibility support are encouraged and will be taken into consideration for future trips.

16. Persons with disabilities travelling with a companion

- 16.1 Travellers with disabilities who require the assistance of a companion during their trip will be supported upon approval. A companion is any individual who accompanies a person with a disability and provides care support at all times.
- 16.2 For travellers with disabilities who wish to travel with their companion, the travel cost of the companion will be covered by GL as part of the support, subject to approval and budget availability.
- 16.3 The approval process for companion support will follow the same travel guidelines as mentioned in this travel policy.
- 16.4 In specific cases, the travellers may be required to produce supporting documents to support their claim of companion travel.

17. Eligibility criteria for approval

- 17.1 Travellers have a significant and permanent disability and are unable to travel independently, without assistance from a companion because of the impact of the disability.
- 17.2 The companion must be physically and mentally fit to provide the traveller with a disability with all the assistance that they need including mobility, communication and self-care-related assistance.
- 17.3 The companion and traveller with disabilities must travel together.
- 17.4 Travellers with disabilities may be required to submit additional documentation that verifies the presence of a diagnosed disability, which possibly includes the impacts of the disability establishing the need for companion support. This documentation will be kept confidential and only retained as necessary.

18. Travellers under 18 years of age

- 18.1 If the traveller is below the age of 18 years, they must have parental/guardian consent.
- 18.2 GL will observe its safeguarding principles related to children at all times as per the GL Safeguarding Policy.

19. Travellers with caring responsibility for infants under 12 months

- 19.1 Travellers with caring responsibilities of infants under 12 months must inform GL of any additional requirements to enable them to travel with the infant by completing the **GL Travel Form**.
- 19.2 Insurance and visa-related costs for the infant will be fully covered by GL. Receipts are required for reimbursement.
- 19.3 GL will fund 50% of all travel costs of an infant carer selected by the traveller. This applies to partners travelling to GL events.
- 19.4 Approval of this travel is subject to approval and budget availability.

