



FSC TRAVEL PROCEDURE

For Consultants – FSC-PRO-10-006 V1-0 EN



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1. Purpose and Principles

Purpose

The purpose of the FSC Travel Procedure is to provide guidance to Travellers as defined below whose travel is funded by FSC funds but who are not employees. The procedure encourages environmental accountability, cost effectiveness and fiscal responsibility, and that health, safety, and security concerns are met.

Definition of terms

FSC Contact Person	The person within FSC responsible for instructing or inviting the Traveller. If the Traveller is a paid consultant, the FSC Contact Person will be named in the consultancy agreement.
FSC Travel Arranger	The FSC staff member that has the rights to book travel means with the FSC travel agency, usually the unit assistants.
Traveller	In this procedure a Traveller is a consultant or an invitee whose travel is funded by the FSC.

Requirement to travel

Travel should only be undertaken when explicitly approved by the FSC Contact Person¹.

The FSC Contact Person has the responsibility to carefully consider the need for travel and to consider alternatives such as using video or teleconferencing, combining trips and meetings, and reducing the overall number of attendees at any meeting or event.

Environmental accountability

FSC is committed to being an environmentally responsible and accountable organization and actively considers the consequences of its decisions, policies and actions on biodiversity, ecosystems and the people who depend on them.

As a result, Travellers and their FSC Contact Person are encouraged to limit the amount of travel they undertake and travel in environmentally responsible ways to minimize the overall environmental footprint of the organization.

¹ The FSC Contact Person may delegate this role to another FSC staff member who may therefore respond and approve on the FSC Contact Person's behalf.

Cost effectiveness and fiscal responsibility

Travel must be cost effective. The Traveller and the FSC Contact Person have the responsibility in coordination with the FSC Travel Arranger to plan cost effective missions including optimising the length of stay, the means of travel and travel related expenses.

Health, Safety and Security

The Traveller is not required to travel to locations or use modes of transportation which are likely to endanger their safety or well-being. The Traveller shall liaise via the FSC Contact Person to assess the health, safety, and security situation at all destinations before travelling.

If there is any doubt as to whether the Traveller may be exposed to a high security or health risk, they should not travel.

Security and Safety

The Traveller is required to be familiar with relevant security information concerning their travel route and destination, and to take precautionary measures as appropriate. Such information can be found on most countries' Foreign Office websites.

Health Warnings

The Traveller is responsible for acting upon vaccination and immunisation requirements or recommendations and other health-related advice concerning their route and destination, which can usually also be found on Foreign Offices' websites (for example see 6.1 above). They must take note of the location, symptoms of, and preventative measures against any current epidemic or disease outbreak, including the risk of malaria.

Emergencies and Insurance

The Traveller is responsible for having adequate insurance cover related to health and safety, delays, cancellations, and other travel-related risks.

In case of an emergency, the Traveller is responsible for contacting their travel insurance company and to make appropriate arrangements to deal with the emergency. FSC's insurance policies do not cover non-employees.

Travellers who may require medical aid or medical evacuation during travel due to a pre-existing condition are responsible for disclosing such conditions to the FSC Contact Person prior to departure.

2. Guidelines

Transportation

The most appropriate means of transport should be selected, taking into consideration environmental, financial, and time-related costs.

Travel by air is permitted only when the travel duration in one direction is over four hours by train or bus/coach, subject to security risks as stated above.

Travel should normally begin and finish at the Traveller's usual place of residence.

Air ticket, accommodation and rental cars must be booked via the FSC Travel Arranger.

Air travel

The choice of an air ticket should take into consideration:

- a. The **route** – normally the most direct route should be taken unless there are significant financial gains from taking an alternative route.
- b. The **cost** – the best possible fare should be secured.
- c. **Flexibility** – where travel dates are likely to change, e.g., because of changes to meeting dates, the ticket purchased should have the possibility of being changed without significant extra cost being incurred. The ticket shall NOT be cancellable for free.
- d. **Health and safety** – the time of arrival and departure, the reputation of an airline, and other health and safety factors should be taken into consideration, particularly in countries where security risk is high.

The above are in not in order of importance. The importance of each is left to the Traveller's and FSC Contact Person's discretion.

Class of Travel

All travel must be by economy class.

Business and First-class travel is not permitted unless the ticket fee is equal to the Economy fare. In such cases a proof needs to be provided without being asked.

Air miles

The Traveller is allowed to accrue air miles for their personal use, but this must not be allowed to influence the selection of the flight/airline.

Train, bus, and other public transportation

FSC reimburses 2nd class tickets.

Taxi

The Traveller should use public transportation whenever possible. If public transportation is not available, unsafe, or results in inefficient use of time, taxi fares incurred using regular taxis will be reimbursed up to 50,00 EUR/ride.

Car rental

Car rental must be authorized by the FSC Contact Person prior to travel if the trip or the location to be visited is such that the use of local public transportation or taxis is not feasible. The Traveller should ensure that the car is rented from a cost-effective provider, prioritizing safety, security, and fuel efficiency. The rental contract must include fully comprehensive insurance for the driver of the car. FSC will cover the costs of car insurance and 3rd party drivers, where applicable. Cars should only be rented for the duration of work-related travel. Car rental is limited to small or medium sized cars unless the vehicle is to be shared by 3 or more people in which case other cost-effective options should be considered. Drivers are responsible for ensuring they have a valid driving license and to check whether the rental car is in good condition without damage. In other cases, these must be recorded when taking over the rental car.

Use of private car

In exceptional cases, e.g., public transport or car rental is not available, or their use is objectively not reasonable, private cars may be used for business trips.

FSC will not cover any damages occurred when using the private car for going to the airport etc. as this will be covered in the mileage allowance.

The following criteria will apply:

- FSC will reimburse a mileage allowance of 0,30 EUR/km
- The distance shall not exceed 500km
- The distance needs to be verified by a Google Maps print out
- Road tolls & parking fees at airports/train stations will be reimbursed
- FSC will not reimburse fines from for parking or traffic violations

Accommodation

In places where the FSC travel arranger cannot find any accommodation, the Traveller may book a reasonably priced, mid-range hotel in a safe location him-/herself. Luxury hotels will not be reimbursed unless at a similar rate to reasonably priced, mid-range hotels, or if it is required to stay in such a hotel for a specific event. In such cases a proof needs to be provided without being asked.

Food

FSC reimburses meals and drinks (hard alcohol will not be reimbursed) up to 50,00 EUR/full day. For arrival & departure days this is reduced to 35,00 EUR.

In situations where meals are included with the cost of the hotel, or are provided during flights, or are provided through other means, e.g., workshops, meetings, representation by other parties, the maximum amount can be reduced based on the following scale at FSC's discretion:

Breakfast	20% (10,00 EUR)
Lunch	40% (20,00 EUR)
Dinner	40% (20,00 EUR)

For example, if breakfast is included in the hotel rate and lunch was provided during a meeting the maximum amount for that day would be 20,00 EUR.

Other costs

The following other costs will be reimbursed on an actual basis provided they are supported by receipts:

Vaccinations and medicines

Vaccinations and medicines that are necessary to undertake duty travel will be reimbursed upon prior approval by the FSC Contact Person.

Visas

Visas that are necessary to undertake duty travel will be reimbursed upon prior approval by the FSC Contact Person.

Additional luggage

The cost of additional luggage will be reimbursed when the work requires transporting excess materials and alternative means of transporting the goods would not be feasible or cost effective. This must be pre-approved by the FSC Contact Person.

Receipts

Travellers are required to obtain receipts for all items to be reimbursed. If it is not possible to obtain a receipt, reimbursement will be given only in exceptional cases when written justification (substitute voucher) is provided and only to a maximum of 50,00 EUR.

Insurance

Travellers shall maintain at their own expense all relevant insurance, including health/medical insurance and travel insurance.

Travellers are responsible for ensuring the safety of both FSC property and their own, including cash, while on travel.

Overview of limits

Expense item	Maximum amount
Flight	To be booked via FSC Travel Arranger
Hotel	To be booked via FSC Travel Arranger
Rental Car	To be booked via FSC Travel Arranger
Taxi	50,00 EUR/ride
Public transportation	2 nd class
Meals	By receipt and up to 50,00 EUR/full day & up to 35,00 EUR for arrival/departure day. If provided the following amounts will be deducted: Breakfast 20% (10,00 EUR) Lunch 40% (20,00 EUR) Dinner 40% (20,00 EUR)
Visa, medicine/vaccination	By receipt, upon prior approval
Additional luggage	By receipt, upon prior approval

3. Procedures

Prior to Travel

Planning and Authorization

All FSC-funded travel must be planned well in advance of the date of travel and authorized by the FSC Contact Person. Planning and booking of airline tickets in advance will result in the most competitive prices being secured. If travel dates are likely to change, flexibility can be obtained by buying tickets which include options for change or cancellation. This approach is likely to be more cost effective than buying tickets at the “last minute”.

Air tickets shall be booked at least two weeks before departure.

Booking of travel means

The booking of air travel, hotels and rental cars shall be done via the FSC Travel Arranger.

After Travel

Travel Expenses

For reimbursement of travel expenses an invoice in pdf-form is required that meets all invoice requirements as stated in the service agreement.

Travel expenses must be supported by receipts. Copies of receipts must be attached to the expense invoice.

Travel expenses should be recorded in the currency in which the expense was incurred. Expenses are translated to the currency of reimbursement as agreed in the service agreement based on the rate of exchange of the date the expense report is made. This should be supported for example by an Excel file that shows the calculation of the total amount. Such a file can be requested from FSC.

Travel expense must be submitted within 30 calendar days of the last day of travel for each trip, and in any case within 30 calendar days of the end of the contract, if applicable.

The travel expense invoice along with all attachments must be submitted to and approved by the FSC Contact Person.

Disallowed expenses

Expenses are subject to review by the FSC Contact Person and the finance unit. If any expenses are disallowed due to non-compliance with this policy the FSC Contact person will inform the Traveller of the disallowed expenses and request a revised invoice.



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