



APNODE

African Parliamentarians' Network on Development Evaluation
Réseau des Parlementaires africains pour l'évaluation du développement

TRAVEL POLICY

1. GENERAL PROVISIONS

1.1. This policy covers travel undertaken by APNODE members to attend relevant events and meetings with a view to representing APNODE. This policy does not cover any travel undertaken by APNODE members in their own personal or professional capacity.

1.2. This policy shall enter into force upon establishment of the first Secretariat of APNODE and shall be in effect until further notice.

2. ANNUAL GENERAL MEETINGS

2.1. APNODE founding, full and associate members who have confirmed their participation to the Annual General Meeting will be eligible for an allowance to contribute to the expenses incurred for their participation.

2.2. The amount of the allowance shall be determined as follows:

2.2.1. When the total flying time, from the point of departure to the location of the AGM, is equal or less than five (5) hours, the allowance shall be: USD 300.

2.2.2. When the total flying time, from the point of departure to the location of the AGM, is over five (5) hours, the allowance shall be: USD 500.

2.3. All allowances shall be delivered upon arrival at the AGM or at the hotel.

2.4. Members who do not need to travel internationally to attend the AGM shall not be eligible for any allowance.

2.5. Allowances may be provided to special guests at the full discretion of the Executive Committee on a case-by-case basis,

3. OTHER TRAININGS, EVENTS AND WORKSHOPS HOSTED BY APNODE

3.1. APNODE founding, full and associate members who have confirmed their participation to an event hosted by APNODE will be eligible for an allowance to contribute to the expenses incurred for their participation.

3.2. The amount of the allowance shall be determined as follows:

3.2.1. When the total flying time, from the point of departure to the location of the event, is equal or less than five (5) hours, the allowance shall be: USD 200.

3.2.2. When the total flying time, from the point of departure to the location of the event, is over five (5) hours, the allowance shall be: USD 400.

3.3. All allowances shall be delivered upon arrival at the event or at the hotel.

3.4. Members who do not need to travel internationally to attend the event shall not be eligible for any allowance.

3.5. Allowances may be provided to special guests at the full discretion of the Executive Committee on a case-by-case basis.

4. EXTERNAL REPRESENTATION OF APNODE

4.1. Members attending external events and conferences on behalf of APNODE, subject to approval of the Executive Committee, shall be eligible to apply for a travel allowance to contribute to the expenses incurred for their participation.

4.2. The amount of the allowance shall be determined by the Executive Committee. In principle, the allowance will cover up to 50% of the travel costs, based on economy class and a reasonably priced, standard hotel.

4.3. The allowance shall be provided by the Secretariat after the event upon receipt of all requested documents.

4.4. The number of members delegated shall be determined by the Executive Committee, but will in principle not exceed 2-3 per event.

5. TRAVEL AUTHORIZATION

5.1. Members shall bear the responsibility to acquire all travel authorizations, including visas, necessary to attend any of the above-mentioned types of meetings.

5.2. In case of events hosted by APNODE, the Secretariat shall provide all invitees with invitation letters in order to facilitate that process.

6. APPLICATION PROCESS

6.1. Members wishing to apply for travel sponsorship shall fill in a form provided by the Secretariat upon request and send it electronically to the Executive Committee no later than thirty (30) calendar days before the scheduled departure date or as soon as the invitation is received.

7. TRAVEL AND ACCOMMODATION ARRANGEMENTS

7.1. Members shall be responsible for making their own travel and accommodation arrangements to participate in any of the above-mentioned types of events. These arrangements will respect the principles of efficiency and economy: the lowest cost economy class option for the most direct route, and a reasonably priced, standard hotel. Any allowance to be provided by APNODE will be based on such class of travel.

7.2. Members wishing to fly business class, to take a route other than the most direct route, or to stay in a luxury hotel shall be responsible for the difference in cost as compared to the economic option.

8. OTHER EXPENSES

8.1. APNODE shall not bear the costs of excess baggage, with the exception whereby the excess weight/baggage is necessary to transport APNODE materials to the destination. Exceptions will be given at the discretion of the Executive Committee. As much as possible, requests for excess baggage allowance shall be addressed in writing to the Executive Committee in advance of the travel.