

DOCUMENT ADMINISTRATION

VERSION NUMBER	APPROVAL PROCESS	DATE
1.0	Prepared by: Legal and Governance	
	Reviewed by: Gavi Governance Committee	20 March 2013
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	Policy options reviewed by: Gavi Governance Committee	26 September 2013
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2.0	Reviewed and recommended by: Gavi Governance Committee	16 February 2016
	Approved by: Gavi Alliance Board	22 June 2016 Effective from: 1 July 2016
3.0	Reviewed and recommended by: Gavi Governance Committee	5 December 2016
	Approved by: Gavi Alliance Board	7 December 2016 Effective from: 1 January 2017
	Next review:	As and when requested

1. Purpose

- 1.1. The purpose of this policy is to set out the criteria for Gavi Alliance Board related travel reimbursement and support.

2. Scope

- 2.1. This policy covers Board members, Alternate Board members and Committee delegates attending Gavi Board, Committee meetings, EAC meetings, and other Gavi related travel.

3. Eligibility to receive support for Gavi related travel

- 3.1. The following Board members, Alternate Board members and Committee delegates are eligible to receive support for Gavi related travel:

- Developing Country Governments
- CSOs
- Research and Technical Health Institutes
- Unaffiliated Board members

3.2. Transport costs

- Air Travel

Gavi will either arrange and pay for the most direct and economic route for business class for travel of six hours or more (including necessary stop overs) or economy or flexible economy for air travel of less than six hours. Unless it is at Gavi's request, if after confirming the travel dates and times, the traveller wishes to make changes to the travel arrangements for personal reasons which will involve additional costs, the traveller will be responsible for payment of these additional costs. Should the changes be requested due to legitimate business reasons, which will be considered and validated by the Secretary, Gavi will be responsible for payment of these additional costs.

- Rail

Gavi will pay for or reimburse the cost of economy class for intercity rail travel for the purpose of attending Board events.

- Travel to and from the airport or railway stations to meetings

Gavi will either reimburse the cost of the taxi or public transport to or from meetings or include a sum to cover these costs if a per diem is requested by the traveller.

3.3. Reimbursement of expenses or per diem

The traveller may elect to receive either reimbursements of expenses or a per diem payment. If no preference is expressed the default will be reimbursement of expenses. Gavi provides the traveller with a per diem allowance for each meal for which the traveller has actually incurred expenditure. No further substantiation of the expense is required. Any expenses that Gavi directly funds (including meals provided for by Gavi) are deducted from the per diem payment. The applicable per diem rates are as follows:

MEAL	BAND 1	BAND 2	BAND 3
	Switzerland; Denmark; Sweden; Norway; Finland, Singapore; Japan	Rest of Europe; USA; Canada; South Korea; Taiwan; Hong Kong	Rest of the world
Breakfast	U\$25	U\$15	US\$15
Lunch	U\$35	U\$30	US\$25
Dinner	U\$60	U\$50	US\$45

Reimbursement will only be made on submission of receipts. Per diems will be paid to the traveller's bank account or to a visa cash card provided by Gavi if the traveller is not able to provide bank account details.

3.4. Hotel costs

Gavi will either arrange and pay for the costs of the hotel selected by Gavi or will reimburse the traveller upon submission of receipts.

If the traveller does not wish to stay at the hotel selected by Gavi, they will be responsible for making their own arrangements and will be reimbursed the actual costs of the hotel up to a maximum amount equivalent to the rate of the hotel Gavi used for the event. The traveller will be responsible for the payment of any amount over this rate.

3.5. Meals and incidentals

Gavi will either reimburse reasonable out-of-pocket expenses incurred for meals not provided by Gavi or provide a per diem payment to cover the cost of incidentals which would include meals not otherwise provided for by Gavi.

3.6. Visas

Gavi will either support and pay for all reasonable costs of procuring a visa or reimburse the reasonable costs of procuring a visa.

3.7. Travel agency costs

If the traveller is making their own travel arrangements, Gavi will reimburse the traveller the travel agency fees up to the amount that would have been paid to the travel agency Gavi uses.

4. **Non eligibility to receive reimbursement for Gavi related travel**

4.1. Board members, Alternate Board members and Committee delegates representing the following organisations and constituencies are not eligible for reimbursement for travel from Gavi:

- UNICEF
- WHO
- World Bank
- Bill & Melinda Gates Foundation
- Donor Country governments
- Industrialised vaccine industry; and
- Emerging vaccine industry

5. Reimbursement to Gavi

- 5.1. If Gavi has paid for a non-reimbursable expense as part of a larger expense (for example, as part of a master hotel bill), the Secretary will inform the Board member, Alternate Board member, Committee member or Evaluation Advisory Committee member and either deduct the amount from a subsequent reimbursement or, seek reimbursement from the traveller.

6. Exceptions

- 6.1. The Board Chair, Vice Chair, or Secretary may grant exceptions to this policy in exceptional circumstances.

7. Effective date and review of policy

- 7.1. This policy comes into effect as of 1 January 2017.
- 7.2. This policy will be reviewed by the Governance Committee on an annual basis. Any amendments to this policy are subject to Gavi Alliance Board approval.