



Policy for Official Duty Travel

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Owner	David Fältén	Valid from date	20/02/2023
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1 PURPOSE AND SCOPE

The purpose of this policy is to clarify the We Effect procedures for travel on official duty, which apply to all We Effect employees.

2 PRINCIPLES

Being a global organisation, it is a prerequisite for good results that we meet each other worldwide to conduct our work properly and exchange ideas.

Meetings can be done digitally or through travelling. Travel has a considerable and direct impact on the environment and is also a major cost. For that reason, we minimise our travelling as much as possible.

We follow up annually on the number of travels as well as the travel costs with the aim to limit our travel as much as possible.

2.1 Digital meetings instead of travelling

The first option, instead of travelling, are digital or hybrid meetings, as well as digital field trips. These are efficient ways to meet without travelling. At the same time, this option also creates equal participation and a higher degree of inclusion among staff and managers globally.

2.2 Travelling when digital meetings are not sufficient

Travel can be considered when digital meetings cannot fully replace the benefits of face-to-face meetings. Travel decisions shall justify why physical travel is necessary based on the assessment of whether the purpose and added value are weighted and evaluated against cost, time, security, and environmental and climate impact. This assessment shall be done in close dialogue with the immediate manager.

To limit the costs in terms of financial and administrative resources, as well as time spent for travelling, it is vital that travel is well planned as long in advance as possible and administered in an efficient manner.

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2.3 Safety and security

The safety and security of staff shall at all times be put in the first place. We Effect has a security policy [GOV-0973 WE GL Security Policy](#) that should always be taken into consideration.

2.4 Environmentally friendly travelling

- Travelling should be preferably done by train, bus or boat, if no security risks related to this choice of travel mode are identified, instead of travelling by air, if the travel time is less than 8 hours.
- Whenever possible use climate friendly cars when travelling by car.
- Minimise the number of vehicles during trips.
- If travelling is necessary, combine more duties during the same trip and, if possible, travel during a longer period.
- Taxi is only used when walking, biking or using public transport is not possible considering the travel time and/or security.

3 PROCEDURES

3.1 Travel Authorisation

- Travel shall be planned and budgeted for.
- The immediate manager shall approve the travel latest 14 days before it takes place.
- Travel of the regional and country offices' employees outside the region should also be approved in advance by the Regional Director.
- The International Director approves the Regional Directors' travel.
- The request for authorisation shall contain the period and purpose of the trip, justification why digital meeting is not possible, estimated cost of tickets and accommodation, as well as the project reference number, cost centre and donor codes, to which the travel expenses will be charged.
- In case the cost of travel is paid by another budget than the one the immediate manager is in charge of, the estimated cost must be additionally approved by the corresponding budget owner before the final booking of the travel (please refer to article 3.3 Travel Bookings).
- For obtaining approval, the [TEMP-0425 WE GL Application for duty travel](#) (regions) or [TEMP-0970 WE HO SOP Duty Travel](#) (Head office) shall be used.
- If travelling to a high risk/hostile environment, or whenever instructed by management, the [TEMP-1404 WE GL Risk Assessment in connection with Travels](#) shall be used as well.

- The travel authorisation must be attached to the travel advance request and the travel claim (please refer to articles 3.2 Travel Advances, as well as 3.6 and 3.7 Submission of Travel Claim).

3.2 Travel Advances

- Travel advances for all staff in the regions can be applied for using Xledger (see instruction in: [N-GOV-1606 WE GL XLedger user guide Travel advances and expense claims](#)), accompanied by the travel authorisation (see article 3.1 Travel Authorisation). To apply for travel advances, staff in Head office should use [TEMP-1143 WE HO Travel advance form](#).
- Travel advances can only be received from the office of employment.
- The travel advance request shall be checked by the finance officer and approved by the immediate manager, preferably no later than five working days before the travel takes place.
- The person who requests and receives a travel advance is personally responsible for it. It is not allowed to transfer an advance, or part of it, to a third person.
- Travel advances are accounted for in a travel claim that shall be submitted within 10 (ten) days after completed travel (please refer to articles 3.6 and 3.7 Submission of Travel Claim). Failure to account for the received travel advance can result in the full amount being deducted from salary.
- No travel advances shall be authorised before the earlier advances have been accounted for. The finance officer will verify that there are no unaccounted travel advances and confirm it by her/his signature on the travel advance request.

3.3 Travel Bookings

- All flight bookings and other bookings, requiring the assistance of a travel agent, shall be done by the traveller or appointed officer within each respective office. We Effect Procurement Manual in the respective region applies to purchasing tickets and other travel bookings. Travel authorisation by the immediate manager and, when applicable, the Regional Director, as well as approval of the travel cost by the budget owner of the unit paying for the cost of travel are required before the final booking is made.
- Frequent flyer miles or award programmes for flights or other travel paid for by We Effect must be used for organisational travel. This can be organised through a company frequent flyer card or by asking employees to submit their accumulated mileage on an annual or other basis. The accumulated miles can then be used for other company travel and contribute to decreased travel costs.

3.4 Daily Subsistence Allowance (DSA)

- Daily Subsistence Allowance (DSA) is an allowance intended to compensate for the increased costs of living while on duty trip, such as expenses for meals and incidental expenses (e.g., costs for private telephone calls, laundry, refreshments, newspapers, tips, etc.)
- DSA is paid for the duty trips that include overnight stay.
- DSA rates for different countries are based on the index annually announced by the Swedish Tax Authority (for the current DSA rates, please refer to this [link](#)). For any questions related to DSA rates, please contact the HR Unit at Head office.
- If a trip takes place in several countries during the same day, the DSA rate for the country where the traveller has spent the longest time between 06:00 am and 24:00 pm will apply (the time spent in airplane should be excluded when determining in which country the employee has spent the longest time).
- The DSA rate for in-country travel of the staff with local employment at any of We Effect regional or country offices is 60 per cent of the DSA rate for travelling abroad.
- For employees with Swedish employment contracts, travelling in Sweden, including international staff with Swedish employment contracts who visit Sweden, the Swedish Tax Authority [DSA rate for Sweden](#) applies. For the staff with local employment at any of We Effect regional or country offices, visiting Sweden, the DSA rate is calculated by dividing the Swedish Tax Authority [DSA rate for Sweden](#) by 0,6.
- Full or half DSA may be claimed.

Full DSA (100%) for the departure day can be claimed if the trip starts before 12:00 noon. The same applies for the last day of the trip if the trip is concluded after 7:00 pm.

Half DSA (50 %) can be claimed for the day of departure if the employee leaves the home or duty station at 12:00 noon or later, and for the day of return if the trip is concluded upon arrival at home or the duty station before 7:00 pm.
- If meals are provided by We Effect or any other party, the DSA (half or full as specified above) is reduced by the following percentages:
 - 15 % of half or full DSA if breakfast is provided;
 - 35 % of half or full DSA if lunch is provided;
 - 35 % of half or full DSA if dinner is provided;
 - 85 % of half or full DSA if all meals are provided (breakfast, lunch & dinner).
- DSA deductions must be made in all situations where meals have been paid for or provided by others, even if the traveller did not eat the food available.

3.5 Reimbursable Expenses

In general, incidental expenses should be covered by the DSA. However, other substantial expenses in connection with duty travel, e.g., accommodation and local travel, not covered by the DSA or when no DSA is paid for one-day assignments without an overnight stay, will be reimbursed upon presentation of official receipts.

3.5.1 Accommodation

In case of duty travel requiring an overnight stay, We Effect will pay the costs of accommodation. We Effect staff should be accommodated in reasonably priced hotels/guest houses where We Effect has established and set rates. In case this is not applicable, the cost of hotel accommodation should be approved in advance. When using a non-listed accommodation, the security issue must always be taken into consideration.

When hotel or lodge accommodation is not used during an official duty travel that includes an overnight stay, a lump sum of 15 % of the actual DSA rate can be claimed per night of stay without presenting a receipt, in addition to the DSA referred to in 3.4 Daily Subsistence Allowance. This amount is meant to cover extra costs when staying with friends or relatives.

3.5.2 Taxi and local transport

We Effect will pay the actual costs of local travel, including taxi fares, for the transportation required for the duty travel.

3.5.3 Car rentals

The preferred means of transportation shall be the most economical means consistent with reasonable comfort and safety. Car rental should be an exception, not the rule. When justified and clearly stated in the travel application, car rental expenses will be reimbursed.

3.5.4 Use of private vehicle

For duty travel, private vehicles should be used very restrictively as We Effect requires, due to security reasons, a certain standard. In situations where a business trip is necessary and no We Effect vehicle is available, a private vehicle can be used in case it is authorised by the immediate manager and only if the vehicle is fully insured.

The owner of the vehicle will be compensated through payment of a mileage allowance according to the official mileage rate in the respective country, or in lack of such a rate, according to the [rates set by the Swedish Tax Authority](#). The mileage allowance includes cost of fuel, as well as wear and tear compensation. For any questions related to the mileage allowance, please contact HR in the region or at Head office.

3.5.5 Luggage excess

If the employee is required to carry additional weight on behalf of We Effect, costs for excess luggage will be reimbursed.

3.5.6 Travel related fees

Fees in connection with visas and required travel vaccinations will be reimbursed.

3.5.7 Commission fees

Fees charged by an exchange bureau when changing foreign currency into local currency will be reimbursed.

3.5.8 Internet and telephone

Internet charges and urgent work-related telephone calls will be reimbursed when travelling abroad. For cost savings, internet options such as MS Teams, Workplace chat or WhatsApp shall be used for international communications whenever practically possible.

3.6 Submission of Travel Claim in the Regions

- Travel claims shall be submitted in Xledger (see instruction: [N-GOV-1606 WE GL XLedger user guide Travel advances and expense claims](#)) no later than ten (10) days after completed travel.
- In the regions, the finance officer shall check travel claims before final approval by the immediate manager.
- The Regional Directors' travel claims are also submitted in Xledger and authorised by the International Department Director.
- The currency exchange rate in Xledger should be used for calculation of the cost in other currency than the local currency.
- The following shall be attached to the travel claim form:
 - Travel authorisation (please refer to 3.1 Travel Authorisation);
 - If applicable, a copy of approved travel advance request (please refer to 3.2 Travel Advances);
 - Original supporting documents (boarding cards, receipts and invoices for costs of accommodation, visas, transport, etc.);
 - Proof of the exchange rates applied (receipts of the foreign exchange bureau, bank receipts or credit card statements);
 - Travel report (please refer to 3.8 Travel reports).

3.7 Submission of Travel Claim at Head Office

- Travel claims shall be submitted in the HR salary system at Head office no later than ten (10) days after completed travel.

- The travel claims are checked and signed by the immediate manager and thereafter counter-checked and approved by HR. Signing is done in the HR salary system.
- Currency conversion rates to be applied shall be either the ones proved by a receipt from the bank or the foreign exchange bureau, or by a copy of a credit card statement; alternatively, the OANDA exchange rate (buy) (www.oanda.com) on the day of transaction should be used. A printout from OANDA or other proofs of calculation of the exchange rate need to be attached to the travel claim.
- The following shall be attached to the travel claim form:
 - Travel authorisation (please refer to 3.1 Travel Authorisation);
 - If applicable, a copy of approved travel advance request (please refer to 3.2 Travel Advances);
 - Original supporting documents (boarding cards, receipts and invoices for costs of accommodation, visas, transport, etc.);
 - Proof of the exchange rates applied (OANDA printouts, receipts of the foreign exchange bureau, bank receipts or credit card statements);
 - Travel report (please refer to 3.8 Travel reports).

3.8 Travel Reports

- All We Effect staff are required to submit a travel report after a business trip. The report should include the reason for travel, major findings, conclusions, lessons learnt, experiences, etc.
- If the report is not included in other reporting procedures, the travel report shall be written using the template [TEMP-0475 We Effect Duty Travel Report](#).
- The travel report should be included in the travel claim package (please refer to articles 3.6 and 3.7 Submission of Travel Claim).

3.9 Private Business in Connection with Official Duty Travel

A member of staff may wish to take leave or carry out other private business in connection with official duty travel. The time off shall be approved using the normal leave procedures. For insurance and administration reasons, We Effect will not allow private travel costs and/or private accommodation to be deducted from salaries. Private travel in connection with official duty travel shall be the full and sole responsibility of the staff member. Any extra cost relating to the private business must always be paid by the employee.

3.10 Breastfeeding and Travelling with a Child

A member of staff that is breastfeeding is allowed to travel with the child until the child reaches the age of one year, and a childminder. We Effect will reimburse the cost for a double room to accommodate the child and a child minder. If travelling with a We

Effect vehicle, using a child car seat is mandatory. The member of staff also needs to sign a waiver confirming that the child and childminder have proper insurance and they travel with We Effect vehicle at own risk.