OPM Travel Policy

Project Management Office

March 2024

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Definitions

Term	Definition
CEO	OPML's Chief Executive Officer
CFO	OPML's Chief Financial Officer
COO	OPML's Chief Operating Officer
CIMT	Critical Incident **M**anagement Team - OPM's staff trained to deal with critical incidents, convened as required.
Duty of Care	The assumption of responsibility for the health, safety, security of life and property of people carrying out their duties for OPM as defined in our Duty of Care Policy
FAA	Federal Aviation Administration - Governmental body of the United States with powers to regulate all aspects of civil aviation
MAF	Mission Aviation Fellowship - US-based, Christian organization that provides aviation, communications, and learning technology services to more than Christian and humanitarian agencies
OPM	Oxford Policy Management Limited (our UK parent company), its UK and overseas subsidiaries and our other international offices which operate as branch or representative offices in various parts of the world.
RSA	Regional Security Adviser – OPM's Contracted Private Security Company's contact for the region
Scope of Care	Those to whom OPM's Duty of Care applies as defined in the Duty of Care Policy
SMT	Senior Management Team - OPML's executive leadership team
Staff	All persons working for OPM or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, and agents
Sub-contractor	Any person or organisation contracted directly by OPM to deliver work on a client / donor-funded project
Supplier	All individuals and organisations providing goods and/or services to OPM in connection with our business and/or any of our projects, including contractors and Sub-contractors and enumerators.
Travel	Travelling outside the normal place of work for business purposes. It does not relate to a commute, or travel between a person's normal place of residence and normal place of work
Travel Approval Portal	The web-based portal located on the Global Travel and Security Hub used for booking travel.
TSSM	Travel, Security and Safeguarding Manager – OPM staff member who ensures Duty of Care, safety and safeguarding of travellers
Traveller	A person for whom OPM is booking Travel
VfM	Value for Money - the optimal use of resources to achieve the intended outcomes

1. Document Information

1.1 Purpose

To outline OPM's key principles and procedures for business travel, and to ensure:

- Risks to Travellers are managed appropriately.
- All Travel complies with donor/client rules and requirements.
- All Travel provides Value for Money ("**VfM**").
- Travellers are treated equally.
- All Travellers conduct themselves in line with OPM's Values.

1.2 Scope of Policy

This document outlines OPM's policy and key procedures regarding both corporate and project-related Travel. Unless expressly stated otherwise, the provisions outlined in this policy document apply to both corporate and project-related Travel. "**Travel**" is defined as travelling outside the normal place of work for business purposes. It does not relate to a commute, or travel between a person's normal place of residence and normal place of work.

Unless otherwise stated, this Policy applies to all OPM staff who are required to Travel for business purposes. It also applies to all Sub-contractors working on behalf of OPM where OPM has responsibility for making Travel and logistical arrangements on their behalf, whether they are contracted directly or through an employer.

OPM's travel insurance policy will apply to those who fall within OPM's Scope of Care. The level of cover applicable to external Sub-contractors will be clearly identified within relevant sub-contracts. This Policy only covers periods of Travel relating to official business: should a traveller take a period of personal leave while overseas, their own personal travel insurance will apply.

1.3 Principles

OPM's Travel Policy is based on five key principles:

- Travellers should not take undue risks: travellers should follow safety advice in this policy and provided by the TSSM or our independent security provider,
- All Travel must comply with donor/client rules and requirements.
- All Travel should provide VfM: unless otherwise approved and authorised, Travellers must use the most economical and direct route available.
- All Travellers should be treated equally, and this policy should be applied consistently across OPM.
- All Travellers conduct themselves in line with OPM's Values.

2 Booking Travel

The use of the OPM business account and/or Project funds to book personal travel is strictly prohibited. Any abuse of this will result in disciplinary action, see OPM's Disciplinary Procedure.

Travel requests must be submitted **at least five days prior to Travel**. For Travel to countries indicated as 'High' or 'Critical' risk, longer lead times will be required and formal approval to Travel must be sought via the Travel Approval Portal.

To ensure that the best price/best value for money options are secured for client/donor, travel/logistical arrangements should be booked as far in advance as possible.

All Travel and associated costs must be approved by the relevant Project Manager or Line Manager prior to booking. In cases of urgent travel, please contact the TSSM.

2.1 Project Travel

All necessary project Travel for employees and subcontractors must be booked by OPM Staff in line with our Physical Security and Duty of Care policies and procedures.

Subcontractors must have a valid contract covering the duration of their trip.

All Travellers must check with their Project Manager for any client-facing compliance requirements. For example, all travel undertaken on USAID projects must be approved in writing in advance by the client, either through the prime where OPM is subcontracted, or with the client directly.

2.2 Corporate Travel

Corporate level Travel (e.g. Travel for business development, marketing, attendance at a training seminar etc.) should be arranged through the Office Administrator in line with our Physical Security and Duty of Care policies and procedures.

2.3 Personal Travel

We understand that occasionally employees may wish to combine personal travel with a business trip. Any personal travel arrangements must be made in accordance with this policy. Please find below the guidelines and caveats for incorporating personal travel into a business trip:

2.3.1 Financial Responsibility

No costs associated with personal travel, including but not limited to additional flight costs, accommodation, meals, or transportation, will be reimbursed by our company or the client. All expenses related to personal travel are the sole responsibility of the individual.

2.3.2   Duty of Care and Insurance Cover

Personal travel is not covered by our company's Duty of Care and Insurance policies. It is the responsibility of the employee to obtain and maintain their own travel insurance cover for the duration of the personal travel.

By choosing to incorporate personal travel into a business trip, employees acknowledge and agree to adhere to these guidelines. Any deviation from these stipulations may result in non-reimbursement of associated costs and may be subject to further review.

2.4   Travel Service Providers

Travel bookings should be made via one of OPM's service providers. A full list can be found on the Travel and Security Global Hub page: Global Travel & Security - Home (sharepoint.com).

If you need to book Travel via another provider or other means, please contact the TSSM for approval prior to booking. Unapproved bookings may not be reimbursed by OPM, and Travellers may not be fully covered for insurance and/or Duty of Care purposes.

2.5   Responsibilities

Overall accountability for OPM's Travel Policy rests with the Chief Operating Officer. Delegated accountability and responsibility for both corporate- and project-related Travel are as outlined below.

	Project Travel		Corporate Travel
COO	Overarching Accountability for ensuring this Travel Policy is implemented across corporate and project Travel.		
Practice Lead	Accountable for: 1. Ensuring the project Travel booked is compliant with OPM and client policy and processes. 2. Approving Travel-related spend according to the project level delegation of authority.	Accountable Manager and Project Managers	Accountable for: 1. Ensuring the Programme is compliant with OPM policy and processes. 2. Approving spend according to the corporate level Delegation of Authority.
Project Manager	Responsible for: 1. Ensuring that project Travel is compliant with OPM and client policy and processes. 2. Approving Travel and Travel expenditure according to the project level delegated authority thresholds and records are held for audit purposes.	Line Managers	Responsible for: 1. Ensuring their teams and anyone travelling for non-project purposes (e.g. business development, marketing,) are aware of this Policy and are compliant. 2. Approving Travel requests for their direct reports in line with this Policy 3. Approving Travel and Travel expenditure according to budget

Project Travel	Corporate Travel
3. Escalating Travel risks to the Accountable Manager and for security risks, to TSSM 4. Ensuring Travel risks and related security risks are appropriately examined, and that the Traveller has been appropriately briefed and where necessary, trained prior to departure. 5. Ensuring that any specific security requirements to enable safe deployment in country are in situ prior to Travel taking place (e.g. authority to travel, specific movement plans, appropriate vehicle hire etc.).	level delegated authority thresholds. 4. Ensuring Travel risks and related security risks are appropriately examined and that the Traveller has been appropriately briefed and where necessary, trained prior to departure. 5. Ensuring that any specific security requirements advised by the TSSM to enable safe deployment in country are in situ prior to Travel taking place.

3 General Provisions

3.1 Class of Air Travel / Rate Rules

All flight bookings made will take account of the most cost-effective, direct route available. Where the most direct option available is within budget parameters, this option may be selected over a cheaper less direct route. For Travel between the UK and the EU, Eurostar may present a more optimal route/fare/price, and this should be examined in addition to flights.

OPM's policy is to book flexible economy class flights. Unless expressly permitted by a client contract, or where specific written approval of the client/donor has been received, quotes provided for Travel bookings will be within this class range only. For corporate travel, internal approval will be required from the Chief Financial Officer prior to any bookings in Business or Premium Economy being finalised.

For corporate Travel, the OPM Board and members of the Senior Management Team may be permitted to Travel in a class other than economy, following approval from the COO, CFO, and/or the CEO. Where feasible, the use of Air Miles should be explored for any corporate-related Travel. Should other Staff wish to upgrade their Travel from economy, they may do so, provided that the Staff member reimburses OPM for any additional costs.

3.2 Flight Carriers

Where possible, OPM will only book Travel with carriers that have FAA / EU approval.

For regional Travel / national flights where none of the available airlines have FAA approval or have known risks, our service providers may be able to propose alternative options through the Mission Aviation Fellowship ("**MAF**").

Where an alternative through MAF cannot be sourced, and Travel via other means (e.g. road) may present higher risks, Travel on non-FAA approved airlines must be approved by the TSSM.

For projects funded by USAID, US Flag Carrier Rules apply. The Travel Booker will alert the agency to ensure options adhere to the Fly America Act provisions. Options for the Traveller in such instances may be limited.

OPM does not currently permit international Travel on Pakistan Airlines (PIA). They can be used for internal flights within Pakistan in the absence of other carriers.

3.3   Car Travel

Where it is cost-effective to do so, personal cars may be used to Travel for OPM business, with prior approval from the budget holder. The UK mileage allowance that may be claimed is 45p per mile, unless otherwise contractually stated. Non-UK mileage allowances must be agreed in advance with the relevant project / programme manager. Proof of mileage must be submitted with any expenses claim. OPM will not reimburse penalty fares or fines for parking or driving offences but will reimburse parking costs if a proof of purchase can be provided.

Staff and subcontractors are responsible for their own safety whilst driving including taking regular breaks, and not text messaging or using mobile phones while driving. They are also responsible for having appropriate insurance cover.

OPM vehicles may not be used for personal travel except when they are specifically mandated. Approved personal use would include:

- Responding to a local critical incident or in exceptional circumstances such i.e flooding, earthquakes.
- Use of a company vehicle formally provided as a benefit, and part of your contract of employment (a "company car")

OPM vehicle use must be booked in advance and trips must be logged as per OPM's Vehicle Usage Policy.

3.4   Trains

For Travel in Europe / between the UK and Europe, Travellers should consider the use of Eurostar. Eurostar should be used where costs are cheaper unless the timings of Travel via Eurostar are prohibitive.

Other train bookings may be made directly by the Traveller with the relevant train provider.

3.5   Hotel Bookings

All accommodation must be of a sufficient and appropriate standard to facilitate safe and secure working. It should also be the most cost-effective available within the budget outlined by the client.

To minimise security threats OPM avoids high-profile hotels: though Travellers are advised that in some locations, any hotel where international travellers stay could be targeted. Wherever practicable, hotels / rooms should meet the following standards:

- 24/7 reception desks.

- Room doors with dead bolt locks / door chains.

- Spyhole entry on room doors.

- Safe within rooms.

- Have wi-fi / be wi-fi enabled or offer internet connectivity.

- Have an onsite restaurant or be in a secure / safe location that allows Travellers to safely go to nearby restaurants.

- Offer an airport transfer service (this may be provided by OPM's project / international office or by a taxi service trusted by the hotel)

Where OPM has secured preferential or negotiated rates for OPM Travellers, these hotels will be examined first for availability. Any hotels we have expressly forbidden Staff to stay in (for security / other reasons) will be clearly identifiable.

In locations where there are additional security considerations, Travellers may only stay in hotels that OPM has designated as security checked / approved. For Travel to these locations, hotel bookings may be changed at short notice for security considerations. Please contact the relevant OPM Office for further details. Where OPM does not have an Office, please contact OPM's security provider.

The maximum rates that will apply for room bookings will be determined by project budgets. For corporate bookings, overnight rates and any other Travel-related costs must be agreed prior to a booking being made with the line manager / budget holder.

3.6   Per Diem Rates

Note that per diem rates are often restricted by our clients, through their terms and conditions, for example, the UN agencies and US Federal Government. It is the Traveller's responsibility to confirm per diem rates prior to Travelling. Staff can do this through the relevant Project Manager or Line Manager, and Suppliers should check their engagement contract.

3.7   Travel insurance

OPM Staff and Subcontractors under OPM's Scope of Care, are covered for short-term business-related Travel under OPM's Business Travel Insurance. Further details can be found here: OPM Insurance (sharepoint.com).

Travellers booking Travel for **more than 6 weeks duration** must email James Warton, james.warton@opml.co.uk who will assess whether the Traveller needs to be included on the OPM Overseas Employers Liability Insurance Policy instead of OPM's Business Travel Insurance. Travellers on long-term postings outside their normal country of residence must be named as individuals on the Overseas Employers Liability Insurance Policy and as such are not covered by the Business Travel Insurance.

No OPM Staff member or Contractor under OPM's Scope of Care is permitted to Travel without confirmation that appropriate insurance is in place, including Medical Evacuation coverage. Consultation regarding insurance cover for specific locations, Travel and contracts will need to be made with HR, Legal & Business Governance, and TSSM prior to travel.

3.8   In Case of Emergency

In cases of emergencies, please contact the contracted Private Security Company's RSA, the CIMT, or the TSSM.

If you need to change your Travel requirements, please act immediately and OPM will manage necessary approvals retrospectively. Traveller Responsibilities

3.9   Fitness to Travel / Vaccinations

Travellers are responsible for ensuring that they are fit for travel, have all necessary and appropriate documentation required for travel (in-date passport, appropriate visas etc.).

Each individual Traveller is responsible for ensuring that they have appropriate vaccinations prior to Travel and for carrying a Yellow Fever Certificate with them where appropriate (including where a Traveller is using a country to transit from one location to another). Travellers should note that some countries may refuse entry on arrival to those without appropriate documentary evidence of vaccinations and may only grant entry where Travellers agree to be vaccinated by an airport official.

Please confirm any client specific requirements with the Project Manager. For example, Staff and Suppliers Traveling for USAID-funded project or programme of less than 60 days must provide a written statement from their doctor that the Traveller is physically qualified.

3.10   Security

It is the Traveller's responsibility to ensure that they have read and understood any project-specific security recommendations contained in the Project Security Plan. Travel to some countries may require additional recommendations and approvals. Some projects will also require evidence that HEAT training has been undertaken prior to Travel.

All Travellers must follow the procedures set out in their Project Security Plan throughout the travel process.

All Travellers are required to follow the OPM Staff Tracking Protocol.

All Travel on behalf of OPM must go through the Travel Approval Portal, whether international, national, or local.

3.11   Visas

It is the Traveller's responsibility to ensure that they have the appropriate visas for entry to a country. Business visas must be used for official business in country. If a business visa is not available to purchase upon arrival, the visa must be received, or confirmation received from the visa supplier that it will issue prior to departure before flights and accommodation are booked. The length of the visa must be appropriate to the Travel requirement. Multiple

entry visas should only be requested where future in-country work will be required by the project.

It is also the Traveller's responsibility to ensure that the right passport information (the one containing the appropriate visa) is used when booking a travel ticket.

3.12   Retention of Boarding Passes / Receipts

Travellers are required to keep and submit all boarding passes and hotel receipts as proof of travel for audit purposes.

Note: where travel and accommodation expenses are incurred, they should be made in line with OPM's Expenses Policy and the client contract. Expense claims must be submitted within 90 days of the cost being incurred, or we may be unable to reimburse the costs.

5.0 Further Information

Further information and guidance can be found on the Travel and Security SharePoint hub.

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Policy Overview			
Policy Owner	Chief Operating Officer		
Applies to	All OPM Staff and others whom OPM owes Duty of Care ('OPM Personnel')		
Global or local scope	Global		
Version Number	4.0	Effective from	06.03.2024
Approvals (Dates)	Board		N/A
	Policy Authorisation Committee		11.01.2024
	Other (please state)		N/A