TRAVEL POLICY OF THE WOMEN LEADERS FOR DEVELOPMENT NETWORK (RFLD)

I- PURPOSE OF THIS POLICY

The Network of Women Leaders for Development (RFLD), in the implementation of its action plans, has adopted a travel policy with the following objectives:

1- Establish standard rules applicable to the travel of all members of the Board of Directors, Staff members, Focal Points, Volunteers and other collaborators working on the national territory, in the sub-region (Africa) and anywhere in the world.
2- Control costs.
3- Optimize the booking and payment process via reporting tools, and facilitate the analysis of travel-related costs.
4- Standardize and simplify the booking process for all trips.
5- To guarantee the moral and physical integrity, as well as the safety of the employees during the trips carried out within the framework of their activity.

II- ALTERNATIVES TO TRAVEL

Before opting for a trip, other alternatives such as videoconferences or telephone conferences, such as videoconferencing or telephone conferencing, which are more economical, should be considered.

III- TRAVEL AUTHORIZATIONS

Any travel by a member or an employee must be authorized in advance by his or her superior. A mission request must be submitted for each trip.

Unauthorized requests will not be processed or refunded.

IV- TRAVEL AGENCY

All necessary travel reservations (air/train/subway tickets, hotels, car rentals) must be made through the online reservation tool and/or through a travel agency.
V. EMPLOYEES AUTHORIZED TO MAKE RESERVATIONS

1. Generalities

Only employees dedicated to finance are authorized to make reservations. In exceptional cases, any authorized person or a commissioned person may be designated to make the various reservations (air/train tickets, hotel reservations, car rentals).

2. Role

These authorized employees are the sole point of contact with the travel agency and must ensure that the service offered to the traveler is fast and efficient. They monitor and evaluate the travel agency's quality of service and are responsible for compliance with the RFLD's travel policy. They have additional instructions for this purpose. Only the instructions of these authorized persons will be taken into consideration by the travel agency.

VI. Billing

All business travel by plane, train and car can be paid by the RFLD General Treasury via the bank account .......

For mission expenses and travel time, the General Treasury will make a bank transfer or use Online Pay services. It is important to note that unused tickets must be returned to the authorized staff who will request reimbursement from the agency.

VII. AIR TRAVEL

1. Preferred airlines

As a general rule, RFLD employees are expected to book the affordable ticket in accordance with the authorized class with reliable airlines.

2. Use of the cheapest ticket

Whenever possible, people who have to travel should choose the cheapest flights while the cheapest flight possible, while taking into account the time requirements of their appointments.

For trips of less than 6 hours, travelers are normally required to book the cheapest flight departing no more than one hour before the scheduled time. Of course, any cheaper flight departing earlier may also be considered.

For trips of six hours or more, flights departing no more than two hours earlier than the scheduled departure time should be given priority and used if they have the lowest price. In order to determine the cheapest possible ticket, flights with restrictions such as negotiated tickets at a special rate, non-refundable tickets.
Tickets that include cancellation or exchange fees, advance purchase and tickets offered by low-cost airlines are to be preferred before booking.

3. Reservation in advance
Airline tickets should be booked immediately after approval and preferably 7 days (or more) before and preferably 7 days (or more) before the departure date, in order to ensure the best prices. All travel will be in economy class except in cases of force majeure where the President may travel in business class.
Any exceptions must be approved by the RFLD Board of Directors.

4. Multiple Reservations
Multi-destination travel should be avoided whenever possible because of the significant high costs involved.
A multi-destination trip is any trip that includes at least three one-way trips (e.g. A=>B=>C=>A). Since a round trip (A=>B=>A) is always cheaper than a multi-destination trip, it is strongly recommended to consult the travel agency before ordering in order to find the most advantageous option.

5. Use of low cost companies
Low cost companies are an integral part of the travel policy, but before opting for this type of company, the totality of the costs related to the journey must be taken into consideration.
Indeed, not all low cost airlines are based at major international airports, additional cab costs may be added to the price of the ticket. Also, the increase in travel time or delay should be considered.
In addition, some low cost airlines charge extra fees for check-in, baggage weight and others.

VIII- CAR RENTALS
Employees are permitted to rent a vehicle when it is more convenient and economical than travel by air or rail. When traveling by air or rail, employees may rent a vehicle upon arrival at their destination only when it is less expensive than other available transportation (cab, shuttle, etc.).
Employees who rent cars must have a valid driver's license or they are driven to their or they are driven by the driver provided by the rental company. The RFLD will not be held responsible for any legal action resulting from a failure to comply with this requirement or from a violation of any other traffic law while renting a car for business purposes.