



IHTSDO Travel Policy

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1 Introduction

The International Health Terminology Standards Development Organisation (IHTSDO) is rapidly developing. As a result, the number of people that travel to represent the Organization throughout the world is increasing, clearly demonstrating the need for the IHTSDO Travel Policy that is described in this document.

2 Purpose

The IHTSDO Travel Policy will provide clear guidelines when

- identifying the method for organizing IHTSDO travel arrangements
- ensuring cost-effective travel arrangements for the IHTSDO
- ensuring appropriate and expeditious reimbursement for those who travel on behalf of IHTSDO

This policy is designed to cover everyone who may travel on behalf of IHTSDO, including **IHTSDO staff, Management Board members, or contracted consultants/any other actor. All are required to use the latest version of the IHTSDO Expense Form.** There is a responsibility on all staff of the organization to ensure that external parties who are submitting expenses are aware of this requirement.

The policy will come into effect on November 1, 2008.

3 Travel & Reimbursement Authorization

IHTSDO aims to meet reasonable work-related expenses incurred while conducting official, authorized business, within the context of the approved annual Work Plan and Budget. This may include air travel, road and rail transport, car hire, accommodation, and other expenses. In order for travel costs to be reimbursed, advance authorization and post-travel approval of travel expenses is required as shown in the table below. Travel Authorization and Reimbursement Forms are available on the IHTSDO website (go to “About IHTSDO” and the “Resources and Guides”). **Reimbursement forms should be submitted to the Business Manager within 6 weeks of the return from trip.**

Person Travelling	Authorization Required Before Travel	Authorization Required to Approve Expenses After
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		Travel
IHTSDO staff other than the CEO	Yes by staff member's supervisor	Staff member's supervisor and Business Manager
CEO	No	Business Manager and Management Board Chair
Management Board Members who wish IHTSDO to reimburse some or all expenses	Yes by CEO or Management Board Chair	CEO, Business Manager and Management Board Chair.
Contracted Consultants	Scope of travel specified as part of the contract. Any other travel (or deviation from IHTSDO standard travel conditions) requires approval in advance by the CEO.	By IHTSDO contract authority and Business Manager (if the Business Manager is the contract authority, also requires CEO approval)
Anyone else who wishes IHTSDO to reimburse some or all travel expenses	Yes by CEO	By CEO and Business Manager

4 Types of Expenses Reimbursed

An IHTSDO actor traveling on authorized duty travel on behalf of the Organisation shall be entitled to the reimbursement of travel expenses actually incurred for this purpose, as provided in the present rules.

4.1 Travel Days

IHTSDO will normally only reimburse costs for the days that work-related events take place and for transport to/from any such events by the most expeditious route. The number of days spent on travel shall be calculated in periods of 24 hours from the hour of departure of the IHTSDO actor to the hour of his/her return, in being understood that, in the case of a journey by train or boat, the travel shall begin one hour before the time of departure of the train or boat and, in the case of a journey by air, one hour and a half before the time of take-off. Likewise, such travels shall end respectively one hour after the time of arrival in the station or port and one hour and a half after landing at the airport.



4.1.1 Combination of Official Travel with Personal Travel

IHTSDO assumes no responsibility or obligation with regard to any personal leave, travel arrangements and associated costs made in conjunction with official travel. Specifically, transportation or additional stopover costs to locations that officials may wish to visit for personal reasons in conjunction with a mission are at the expense of the official concerned. If additional destinations are added to an official trip, IHTSDO will only reimburse transport costs that are the lesser of

- 1) Transport costs actually incurred
- 2) Transport costs that would have been incurred had only official travel taken place.

Documentation of these costs must be provided.

If someone travels to a destination in advance for personal reasons and cannot undertake the intended work-related events due to unforeseen circumstances, he/she shall be required to reimburse the expenses incurred by the Organisation unless the CEO agrees to waive all or part of this reimbursement.

4.1.2 Prolongation of Travel that Reduces Costs

In some cases, it may be less expensive for the organization if the time at a destination is extended beyond the scheduled work-related travel period (e.g. because flight costs are cheaper with a Saturday night stay). In this case, expansion of scheduled travel period may be approved by the CEO in advance of any travel arrangement being made. Note that the person travelling will be reimbursed for additional accommodation and/or other expenses only if the total expenditure is shown to be less than it would have been for the originally scheduled period.

4.2 Meals and Related Expenses

For Management Board members, IHTSDO reimburses reasonable meals and sundry expenses for pre-authorized travel based on receipts. (Note: The Danish tax authorities do not allow for the use of tax-exempt allowances for board members.)

To reduce the administrative burden, IHTSDO has decided to provide a per diem allowance to cover meals and sundry expenses for staff and eligible contractors. To claim this allowance, the person travelling must keep a travel diary and check the payment of tax-exempt travel allowances carefully. Tax authorities require that the travel diary must be certified by a person who has enough information to decide whether it is correct. In the case of IHTSDO travel, this person is the person who authorizes reimbursement of work-related travel costs as per section 3 of this policy. The travel diary must include:

- Name, address and CPR-number of the employee.



- Date and, if necessary, time of the travel/transport.
- Destination and stops on the way.
- The purpose of the travel/transport.
- A specification of how the allowance is calculated.

Once a year, IHTSDO must report all tax-exempt allowances received by the employees.

4.2.1 Amount of Per Diem

The level of the allowance is set based on per diem rates for different cities calculated by the United Nations (see Schedule of Daily Subsistence Allowance - International Civil Service Commission of the United Nations) up to a maximum of the allowable tax-exempt allowance in a given jurisdiction (455 DKK for those taxable in Denmark as of January 1st, 2009 according to SKAT).

For periods of less than 24 hours (after the initial 24-hour minimum), the allowance is pro-rated by hour (e.g. up to a maximum of DKK 18.33 per hour for those taxable in Denmark).

If the traveler receives meals at no cost during their trip (e.g. a lunch that is included in a conference fee or provided to participants in a meeting), the allowance for meals should be reduced by the percentages set out below:

Meals	Reduction
Breakfast	15 %
Lunch	30 %
Dinner	30 %

The daily allowance for sundries/incidentals (25% of total or 110 DKK) can only be claimed in the case of overnight stays. It is intended to cover reasonable expenses such as:

- Traveler's bank charges related to reimbursement of expenses
- Accommodation provided by friends or family
- Excess luggage for personal items in case of travel over extended periods of time;
- Foreign currency commissions;
- Maps for the destination;
- Laundry or dry-cleaning if mission period extends beyond 5 days;
- One personal phone call of up to 10 minutes in length per day when on mission (travelers should use their discretion regarding whether phone cards, mobile telephones provided by IHTSDO, hotel phones, or other communications methods are the most cost-effective option).



4.2.2 Group Meals

If multiple actors whose travel is being reimbursed by IHTSDO attend the same event (e.g. dinner), the most senior IHTSDO staff member present may agree to pay the costs of the event for the group. In this case, this staff member should include the cost of the event on their travel reimbursement form, those attending the event should be specified, and the costs are reimbursed on the basis of receipts. Other staff members may not claim a meal allowance for the meal in question. It is expected that the cost of any such event should generally be consistent with or lower than the amount of the per diem that would otherwise have been provided to staff for the meal in question.

4.3 Accommodation Expenses

Reasonable accommodation expenses are reimbursed against the presentation of receipts. Accommodation bookings are generally to be made in the hotel where the activity is being conducted. In general, expenses should be consistent with the guidelines on accommodation stated in the “Current Schedule of DSA Rates” from the International Civil Service Commission of the United Nations. To receive a copy of the guidelines, one should contact the IHTSDO Office.

If accommodation is provided at no cost by friends and/or family, IHTSDO will reimburse the cost of a host/hostess gift up to a maximum of the tax-exempt miscellaneous expenses amount allowed by SKAT (currently up to 110 DKK).

All accommodation at the Organization’s expense shall be by a mode determined by the Organization. If any actor wishes to choose a different mode of accommodation, they may request approval for this deviation in advance on the condition that if costs for this alternative are higher than the one chosen by the Organization, IHTSDO will only be able to reimburse costs up to a maximum of the tax-exempt miscellaneous expenses amount allowed by SKAT (currently up to 110 DKK).

4.4 Air and Rail Transportation Expenses

IHTSDO will reimburse reasonable air and rail transportation expenses to and from approved work-related travel based on receipts. For air travel, original boarding passes should also be submitted (copies are permissible if travel is being partly/completely reimbursed by another organization that requires original boarding passes).

In general, IHTSDO will reimburse the costs of economy class travel to the airport/station closest to the destination. Exceptions to this policy must be approved by the CEO. Exceptions may be considered in circumstances such as:

- medical reasons;



- duration of journey (e.g. for flights of 6 or more hours duration or for night flights of five or more hours where work-related events begin within 24 hours of arrival, travel in economy extra or similar class where available, or occasionally business class, may be considered)
- higher class reimbursed by payer (e.g. where IHTSDO staff travel is being reimbursed by an outside organization that is prepared to pay for a higher class of travel);
- cost-effectiveness; or
- other exceptional circumstances (e.g. where the individual will work during the journey on time-sensitive projects and such work could not be completed in economy class travel or when there is a short time between arrival and critical events at which the individual concerned is representing IHTSDO).

Note: With advance approval, actors covered by the IHTSDO Travel Policies may be permitted to choose a different route or mode of transport on condition that any extra costs are at his/her charge. Salary or leave computations shall be made on the basis of the route and mode of transport designed by the Organization, and tax obligations have to be taken into account.

4.5 Travel by Taxi, Public Transportation, or Private Vehicle

IHTSDO actor authorized in the interest of the Organisation to undertake a journey by taxi or public transport in the area of the permanent duty station or elsewhere shall be entitled to reimbursement of the expenses actually incurred. Receipts are required, with the exception of circumstances where receipts are not issued by public transportation authorities. In this case, all journeys and their costs must be specified on the travel reimbursement form and transportation costs must fall within the tax-exempt level for miscellaneous expenses set by the Danish tax authorities (currently DKK 110).

The use of a private vehicle shall be authorized only in exceptional cases where such mode of transport is indispensable. The Organisation does not provide insurance for the vehicle or third party liability connected with the use of a private vehicle. Actors so authorized to use their private vehicle shall ensure that their insurance legally covers the relevant use in respect of damage to the vehicle and of a third party liability. Actors shall have no claims against the Organisation in respect of any damage caused to their vehicles, its contents or in respect of damages paid to a third party.

When such travel is authorized, actors providing a personal vehicle shall be paid a kilometric allowance, for a direct journey, at rates set by the Danish tax authorities (SKAT). Currently, these are:

- DKK 3.56 for every km from 0 to 20 000 km
- DKK 1.90 for every km over 20 000 km



To claim reimbursement for these costs, the purpose of travel and the precise number of kilometers **not miles** driven in the private car must be specified on the IHTSDO Reimbursement Form.

4.6 Other Expenditures during Travel

Reimbursement may also be claimed for work-related expenses while on duty travel, such as:

- a) Internet, postal, telephone, and fax expenses incurred for official purposes;
- b) Exceptional and unforeseen expenses incurred under force majeure in the interest of the Organization and resulting in disbursement out of reasonable proportion to the allowance normally provided;
- c) Photocopying, printing, and reproduction of official documents;
- d) Vaccinations required or recommended for the country of destination by medical authorities;
- e) Official visa costs required by the country of destination;
- f) Excess baggage charges for the transport of documents or equipment required for official purposes (e.g. booth for a conference);
- g) Interpretation and translation.

Receipts are normally required.

Reasonable additional expenses may also be claimed within the miscellaneous expenses amount set by SKAT (currently a maximum of 110 DKK per travel day), such as:

- i) Excess luggage for personal items in case of travel over extended periods of time;
- ii) Foreign currency commissions;
- iii) Maps for the destination;
- iv) Laundry or dry-cleaning if mission period extends beyond 5 days;
- v) One personal phone call of up to 10 minutes in length per day when on mission (travelers should use their discretion regarding whether phone cards, mobile telephones provided by IHTSDO, hotel phones, or other communications methods are the most cost-effective option).

5 Method of Reimbursement

The method of reimbursement differs depending on who is travelling:

- Management Board Members who have not been issued a corporate credit card should complete an IHTSDO Reimbursement Form. The preferred method of reimbursement (e.g. bank account details) should be specified on the form. Management Board Members who have



been issued a corporate credit card should follow the protocol for Staff Members as outlined below.

- Contracted consultants should include appropriate documentation of travel expenses with an invoice relevant to the contract in question.
- Staff Members should complete an IHTSDO Reimbursement Form and follow the protocol outlined below.

5.1 Reimbursement for Official Travel Undertaken by IHTSDO Staff

5.1.1 Travel Reimbursement Forms

Travel reimbursement forms must be completed for any work-related travel where part or all of the costs of the travel are charged to IHTSDO. Receipts must be included with the travel reimbursement form.

It is important to be consistent when recording the details of expenses on the Travel Reimbursement Form. Except for meals that are to be reimbursed based on tax-exempt allowance, all expenses must either be recorded in DKK or in US dollars on the IHTSDO Reimbursement Form. Travel expenses in any other currencies must thus be converted. When converting any currency to DKK, one should use the exchange rates provided by the Danish National Bank (Danmarks Nationalbank, www.nationalbanken.dk) for the specific travel date or for the relevant monthly average. If the monthly average for the dates of the travel is not available at the time that the reimbursement form is completed, the average from the latest available month may be used to ensure expeditious claim processing.

In addition, it is important to be consistent in the format of information presented on the form (e.g. in the United States one uses a full stop as the decimal separator while in Denmark one uses a comma).

5.1.2 Corporate Credit Cards

In general, significant work-related travel expenses should be charged to an IHTSDO corporate credit card. Where the individual travelling has not been issued with such a card, expenses can be charged to the card of their supervisor, to the card held by the Business Manager, or as otherwise agreed by the CEO. These arrangements should be specified on the Travel Authorization Form.

Payments made using a corporate credit card should be noted on the IHTSDO Reimbursement Form. Any meals charged to the card (or any personal expenses charged in exceptional circumstances) will be deducted from the total owing to the employee. If these charges are higher than the total owed by IHTSDO to the employee, the difference must be repaid to IHTSDO by the employee within 15 days.



5.1.3 Travel Advances

For employees who have not been issued with a corporate credit card, a reasonable travel advance may be paid to employees who request such a payment at least 14 days in advance of the commencement of travel using the Travel Advance Form. Any such travel advance must be approved by the CEO. As a guideline, a travel advance may cover known expenses (e.g. hotel costs) plus no more than 75% of the total meal allowance expected to be due to the employee.

Any travel advance will be deducted from monies owed by IHTSDO to the employee. If the advance was higher than the total owed by IHTSDO to the employee, the difference must be repaid to IHTSDO by the employee within 15 days.

5.1.4 Reimbursement Method and Timing

If monies are owed to the employee, the employee should specify the preferred method of reimbursement (e.g. bank details for a funds transfer) on the reimbursement form. To ensure expeditious processing of travel claims, payment may be made to the staff member when at least one of the individuals listed under the “Authorization Required to Approve Expenses After Travel” column in the table in section 3 of this Travel Policy have authorized the claim. If the second individual subsequently identifies discrepancies in expenses, the employee may be required to repay any difference to IHTSDO. IHTSDO aims to repay staff for travel expenses incurred within 15 days of authorization of the expenses.

6 IHTSDO Insurance

The IHTSDO has taken insurance against certain risks while staff are on duty travel outside of their home country (see Business Travel Insurance, Policy number 2570 563 036, Date 18.12.2007, Insurance Number G 2570 563 036, Danske Forsikring).

This insurance includes certain specific benefits in case of acute illness, sudden injury or death. An information booklet explaining the extent of this coverage can be obtained from IHTSDO Office.

6.1.1 Who is Covered

If the IHTSDO Staff Member works in the IHTSDO Office in Copenhagen and has his/her permanent residence in Denmark the below described Business Travel Insurance covers him/her.

If the IHTSDO Staff Member



- 1) works in the IHTSDO Office in Copenhagen and does not have his/her permanent residence in Denmark or;
- 2) works outside the IHTSDO office in Copenhagen

the below described Business Travel Insurance *only* covers him/her if IHTSDO contacts the insurance company and explicitly asks that that employee be included under the insurance policy.

Confirmation of whether a particular staff member is covered by this insurance can be obtained from the IHTSDO office.

Other individuals whose travel costs may be reimbursed by IHTSDO are not covered by this or any other IHTSDO-provided insurance. Consequently, medical expenses in the case of the Management Board member, Contracted Consultant and Any other Actor will not be reimbursed by the Organisation. They are encouraged to consider obtaining private insurance.

6.1.2 Booklet and Business Travel Insurance card

The IHTSDO Staff Member must take the Business Travel Insurance Card with them on duty travel. They should also take the booklet with them while on travel so as to be able to refer to it in case of need. The Business Travel Insurance card certifies that there is an insurance, which covers expenses connected with acute illness or sudden injury or death, with them while on travel. Other medical coverage to which officials may be entitled may also cover certain medical costs. In general, such costs will not be reimbursed by IHTSDO.

6.1.3 Transport of Remains

The Business Travel Insurance covers the transport cost of the remains of an IHTSDO Staff Member that is covered in the Business Travel Insurance, whose appointment is terminated as a result of his death while on official travel outside of his/her country of residence, from the place of his death to his home.

6.1.4 Travel Diary

Staff eligible to be covered under the Business Travel Insurance must complete the travel diary forms required by the insurance company for each work-related trip. Copies of the forms are available from the IHTSDO office.

6.1.5 Addition information

For further information, please read the relevant section in the Business Travel Insurance or contact the IHTSDO Office.



7 Other Policies

7.1 Travel Costs Paid by Other Organizations

In some cases, organizations other than IHTSDO will reimburse part or all of the travel or other costs incurred by a staff member while on official business. In this case, the staff member can choose to either:

- pay the expenses personally and receive reimbursement directly from the other organization in which case the travel rules of the external authority applies and the staff member is responsible for paying any taxes owing on this reimbursement; or
- ask IHTSDO to pay the expenses according to its normal travel policies and direct reimbursement from the other organization to IHTSDO.

In the latter case, it is the responsibility of the staff member to complete any required documentation required by the other organization and pursue reimbursement from that organization.

7.2 Honoraria

If a staff member travelling on official business is offered an honorarium (e.g. a speaker fee), that honorarium shall be the property of IHTSDO. IHTSDO is responsible for any associated tax payable.

7.3 Gifts

If a staff member travelling on official business receives a token/gift (e.g. a speaker gift), the token /gift shall become the property of the Organization if its value is above 700 DKK (560 excl. VAT). IHTSDO is responsible for any associated tax payable.

7.4 Bonus Points

All bonus points accrued during IHTSDO-related travel accrue to and are the responsibility of the actor for whom the travel arrangements were organized. The actor is responsible for any taxation related to bonus points.

7.5 Hospitality

Any hospitality expenses (e.g. dinner for clients) must be approved, in advance, by the CEO. Receipts are required and those to whom hospitality was provided should be listed. Where a staff member partakes in a meal with guests, they are not entitled to a meal allowance for the meal in question.

