



**Baltic Initiative on European Reform**

**TRAVEL AND SUBSISTENCE POLICY**

***Effective from November 22, 2023***

A Travel and Subsistence Policy outlines the principles and guidelines governing the reimbursement and management of travel-related expenses for employees and stakeholders.

## **1. Purpose and Scope**

The purpose of the Travel and Subsistence Policy for Baltic Initiative on European Reform is to establish clear and comprehensive principles and guidelines that govern the reimbursement and management of travel-related expenses. This policy aims to ensure responsible and cost-effective travel practices, aligning with the organization's objectives.

By providing a framework for the authorization, documentation, and reimbursement of travel expenses, the policy seeks to promote transparency, efficiency, and adherence to ethical standards in all travel-related activities conducted by board members, employees and contractors of Baltic Initiative on European Reform.

## **2. Authorization**

Baltic Initiative on European Reform authorizes its employees and board members to seek travel authorization from the Executive Director (and before the Executive Director is hired, from the Board). The Board or the Executive Director has the authority to approve travel and subsistence costs based on the submitted Travel Request Form. All travels must be approved before the actual travel takes place.

This form, completed by the employee or expert, should include the following information:

- Travel purpose
- Departure date
- Arrival (return) date
- Travel means
- Per diem days
- Travel Insurance

### 3. Expense Categories for travel and subsistence include:

- **Plane Ticket:** Only economy class or ticket equal in price to economy class is allowed.
- **Bus or Train:** For travel between Baltic States, bus ticket of higher comfort category may be purchased instead of plane ticket.
- **Accommodation Costs:** Unless stated otherwise by the respective donor, the NGO Baltic Initiative on European Reform adheres to accommodation rates stipulated in accordance with the [Latvian Cabinet regulations No. 969](#), titled 'Procedures for Reimbursement of Expenses Relating to Official Travels.' Detailed information can be referenced at link to the document.
- **Per Diem:** Unless stated otherwise by the respective donor, the NGO Baltic Initiative on European Reform adheres to per diem rates stipulated in accordance with the [Latvian Cabinet regulations No. 969](#), titled 'Procedures for Reimbursement of Expenses Relating to Official Travels.'
- The reimbursement for **fuel** is based on the submitted route page and paid fuel invoices.

### 4. After trip report

The traveller is responsible for submitting the post-trip financial report to the organization.

The report should include all relevant invoices. If the payment is made in a currency other than EUR, the traveller should use the exchange rates of the Bank of Latvia on the exact date when the payment was made.