

Additional Terms and Conditions of the Travel Grant

1. Transportation

The Centre’s policy requires participants to travel economy class by the most direct and economical routing (taking advantage where possible of “excursion” fares). The participant is free to reroute or upgrade at his or her own expense.

The Centre policy is also that all air travel be prepaid. Participants may obtain their air/rail tickets by contacting the Centre’s designated travel agency which will bill the Centre directly.

Travellers destined to or transiting through the United States of America must provide their passport number, nationality, date of birth and gender. The name on the airline booking file must exactly match the name on the passport. Be ready to provide this information to the travel agent.

Participants will receive their tickets either by courier at the address of this letter, or from a nearby airline office (via a prepaid ticket advice) or via electronic ticketing.

Under no circumstances is the Centre willing to entertain the participant making his or her own reservations and billing the Centre. When the participant travel includes destinations not covered under the scope of this grant, the participant must contact the Centre administrative representative at the number shown on the first page of this notification to exercise one of the following options:

- a) to prepay to the Centre his or her share of the itinerary unrelated to this grant; or
- b) to have the Centre prepay its share of the itinerary directly with the participant’s travel agency.

Participants who find significant fare savings as compared to the fare offered by the Centre travel agency for the same travel parameters are also encouraged to contact the Centre administrative representative to discuss the possibility of making

different arrangements for ticket issuance (but always prepaid by the Centre).

For further information or clarifications, contact the Centre administrative representative identified on the first page of this notification.

2. Allowances and reimbursable expenses

All transit days are included in the calculation on the first page (or in the confirmation notice you will receive later, if the itinerary is not known at the time of this Travel Grant Notification) and no claim will be entertained for unscheduled stopovers and delays, unless the duration of the trip is extended by more than 36 hours.

3. Payment

To guarantee prompt receipt of payments, please ensure the accuracy of your mailing address in the case of cheques and of **your** banking information in the case of a wire transfer. The Centre shall not be liable for any expenses or travel delays incurred as a result of inaccurate information or of delays in submitting the form.

4. Expense Report and Final Payment

If the advance you received was sufficient to cover all your expenses, you do not need to submit a claim to the Centre.

If the expenses you legitimately incurred under the above clauses of this letter are greater than the advance you received, you must complete the attached Travel Claim indicating the actual number of days spent on travel for which subsistence is being claimed as well as indicating the applicable expenses being claimed — this does not apply if the Travel Grant Notification expressly limits the allowances payable. You must return the Travel Claim with your original ticket stubs to the Centre administrative representative. If an electronic air ticket was used you should submit both your boarding pass and

your electronic ticket advice (the fax or letter received from the airline).

You have 30 days after the completion of your travel to submit a claim to the Centre. If your claim is not received by the Centre within that delay, the Centre will deem it does not owe you anything.

The payment for a claim will be issued by the Centre 30 calendar days from the receipt by the Centre of an acceptable claim.

If for any reason you do not undertake this travel or need to shorten your stay, air tickets or unused funds advanced to you must be returned to the Centre. When you owe money to the Centre, the 30-day delay mentioned in the previous paragraph does not apply to you.

If you did not complete the Banking Information form attached to this contract because you did not get an advance, you must do so at the time of your travel claim.

5. National Legislation

During the travel covered under this grant, the participant shall be responsible for complying with all legislation of the country (countries) in which he or she must work (including laws pertaining to immigration, taxation, customs, employment and foreign exchange control).

It is the individual's responsibility to comply with the visa regulations of any country visited or in transit.

The allowances paid under this grant do not include provision for complying with national legislation of the countries the participant may visit (including Canada). The Centre will not entertain any claim for work permits or any other costs relating to compliance with the national legislation of any country in the world.

6. Insurance

During the period of your Centre-supported travel, you may be covered under the following Centre insurance policies:

- Basic Accidental Death and Dismemberment (including Permanent Total Disability Indemnity) up to 30,000 CAD
- Emergency Out of Country Hospital/Medical Coverage up to a lifetime maximum of 250,000 CAD while out of your country of residence.

The above applies only to persons under the age of 70. Other exclusions and limitations may apply and coverage is subject to the terms and conditions of the insurance policy, which may be subject to change from time-to-time.

You will find information on these two policies on the Centre's web site at

<http://web.idrc.ca/insurance>

Travellers who do not have access to the Internet can request a copy of the document from the Centre administrative representative. It is your ultimate responsibility to review all coverage details and exclusions applicable to you prior to each trip. Failure to consult the document shall not constitute grounds for a claim.

It is also your responsibility to obtain any other insurance (e.g. travel and additional medical coverage).

Should you extend your travel, either prior to or after the event, for personal or other business reasons, the Centre's insurance plan will cover your return travel, if from the final Centre destination, but not the additional days.

To make a medical claim: When injuries occur, ensure the Administrative Representative is informed of your emergency within 48 hours of the time of the accident (or as soon as possible if you are incapacitated). This is an insurance requirement. You must pay the health care costs yourself and keep the receipts together with appropriate medical documentation that describe your condition or the treatment received. As soon as you can, but not more than 20 days after you return home, contact the Centre administrative representative to file a claim to the insurance company.

7. Personal Safety and Health

You have the exclusive responsibility for maintaining your personal safety and good health during the period of this grant. The Centre strongly suggests that you consult the diplomatic and consular authorities of the country of your nationality with a view to heed the travel recommendations applicable in the countries to be visited under this grant. It is your responsibility to find out and seek advice from any other reliable sources. Should travel to the destinations of this grant not be advised by the authorities, you must immediately upon making that determination advise the Centre

administrative representative who will, at his or her option, either terminate the agreement, or with your accord, defer performance until such time as the restrictions on travel are removed, or propose an alternative work plan for your accord.

The Centre also strongly suggests you seek guidance from qualified health personnel concerning potential health risks in the areas to be visited. In preparing for a trip to a developing country, you should receive all recommended immunizations and take malaria prophylaxis when travelling to an area where malaria is endemic. The Centre especially recommends that a traveller's clinic be consulted if possible.

Traveller's health information is available in the public domain, including from World Wide Web sites such as <http://www.tripprep.com/> or those maintained by the World Health Organization, Health Canada and the United States Centers for Disease Control.

International Development Research Centre Travel Claim

Expenses				
Dates	Location	Purpose	Location Amount	Amount in CAD
Total:				

Expenses				
Dates	Country	No. of days	Amount in CAD	Total CAD
Total:				

Total Expenses/Subsistence : _____

Amount received : _____

Balance Owing/Refund : _____

Signature

Date