

IDRC-supported travel: A guide to administrative procedures

IDRC-supported travel: A guide to administrative procedures	2
Regulations	2
Travel costs	2
Payments	2
Questions you might have	2
What if I incur costs before my agreement or contract is signed?	2
How does IDRC transmit my advance?	2
What about stopover expenses?	3
Who makes my hotel reservations?	3
My travel agent can give me a better deal on the ticket. Can I use my own agent?	3
I would like to add personal or other business segments to my travel. What do I do?	3

*This document is also available at: http://www.idrc.ca/admin/brochures/Travel_e.htm
http://www.idrc.ca/admin/Pdf/Travel_e.pdf*

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IDRC-supported travel: A guide to administrative procedures

This information sheet was written to help you understand the administrative procedures that must be followed with regard to all IDRC-supported travel. Please read this sheet carefully in conjunction with the agreement you received from IDRC.

The agreement you received from IDRC contains various clauses related to your IDRC-supported travel. Please pay particular attention to the sections that address air travel, per diems, and allowable expenses. Note that only expenses incurred during the period covered by your agreement with IDRC can be reimbursed.

If you have questions that are not addressed here, please ask the IDRC contact person identified in your agreement for help.

Regulations

Your contract or agreement with IDRC includes several clauses that relate directly to travel and related expenses. As you review these clauses, please note that all IDRC-supported air travel, whether included in the recipient-administered (RAP) or Centre-administered (CAP) portion of the budget, must be by economy class and use the most direct and economical routing (taking advantage, where possible, of “excursion” fares). IDRC also requires that all air travel be prepaid. You are free to reroute your ticket or upgrade the class of service, but this must be at your own expense. In Canada and the United States, you will receive your ticket from the Centre’s designated travel agency, likely by electronic ticketing. If you reside outside Canada or the United States, you will receive your air ticket either by courier, or from a nearby airline office via a prepaid ticket ad-

vice. Only under very special circumstances will IDRC allow you to make your own arrangements and bill IDRC.

Travel costs

Your agreement with IDRC provides the details of how your travel costs will be paid. Please read this agreement carefully. Your travel costs are normally covered in one of two ways:

- a lump sum payment to cover all your costs for the entire period of travel;
 - or lump sum payment plus a variable daily allowance that depends on the countries you will be required to visit as part of your IDRC-supported travel.
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Payments

If you live in Canada, or in a city where IDRC has an office, the Centre will send you a cheque to cover your projected allowances and reimbursable expenses. If you live outside Canada, you must complete the banking information form that is attached to your agreement and return it to IDRC. In this case, an advance in Canadian dollars (or its equivalent in the currency of your account) will be wired directly to your bank account. Please allow at least 15 working days between receipt of the complete banking information by IDRC and receipt of funds in your account — the delays may be longer depending on the bank clearing procedures of your country.

In some cases, your advance will be paid to you at a seminar or workshop by an IDRC representative, or you will not receive an advance and will be required to submit a claim after your

travel is completed.

Questions you might have

The IDRC person identified in your agreement is your best source of information. This person is most familiar with the terms and conditions of the agreement and will be best able to deal with your concerns and questions. Here are answers to some questions you may have.

What if I incur costs before my agreement or contract is signed?

IDRC does not provide funds to cover any expenses incurred before the commencement date of your agreement. In no case can the commencement date precede the date on which your agreement or contract is signed.

How does IDRC transmit my advance?

IDRC generally sends funds by either electronic transfers (outside Canada) or cheques (within Canada, or in a city where IDRC has an office). To avoid delays in the receipt of electronic funds it is important that you discuss this issue with your banker and make sure the necessary details are recorded on the banking information form that is included as part of your agreement. The bank identifier code (BIC) is essential to allow electronic fund transfers. Any changes to your banking information must immediately be brought to the attention of the IDRC administrative contact person. A banking information form must be completed for each new agreement or contract.

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What about stopover expenses?

If your travel requires a stopover for which the air carrier will not assume the costs, IDRC will provide you with the daily allowance applicable in the country where you are required to stop. No other claims will be entertained for unscheduled stopovers and delays, unless the duration of the trip is extended by more than 36 hours.

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Who makes my hotel reservations?

Normally, you will be responsible for making your own hotel reservations.

However, IDRC will reserve accommodations for you if you are attending an

IDRC- hosted meeting.

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My travel agent can give me a better deal on the ticket. Can I use my own agent?

The actual costs of air tickets are not necessarily what is printed on the issued tickets. IDRC, like several other organizations, has strategic purchasing alliances with air carriers and gets rebates directly. In addition, because of its corporate status, IDRC gets tax rebates that are unavailable to private individuals. Moreover, you must ensure you are comparing bookings made at the same time, for the same route, and in the same class of travel. If after careful review you believe that the cost of the ticket will be materially less, please

contact the IDRC travel coordinator identified in your travel agreement. Alternative ticketing arrangements can be discussed, but IDRC prefers to arrange and prepay all tickets — no billing to IDRC will be allowed.

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I would like to add personal or other business segments to my travel. What do I do?

In such cases, you must pay the additional cost yourself. Your contract or agreement gives the name, address, and telephone numbers of the IDRC person who can make alternative travel arrangements. IDRC will still prepay its part of the travel, so you need not worry about financing any IDRC travel.