IUNS TRAVEL POLICY

IUNS
INTERNATIONAL UNION OF NUTRITIONAL SCIENCES

IUNS POLICY

Title:

IUNS Travel Policy

Authors:

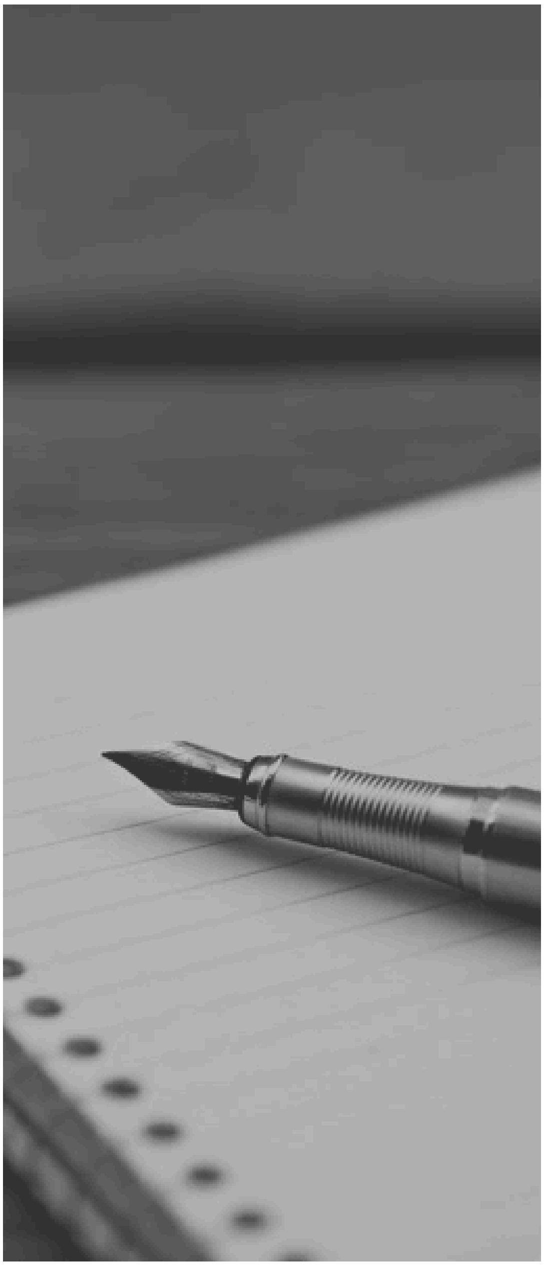
IUNS Council

Purpose:

IUNS Policy Document

Adopted:

2024



TRAVEL POLICY

Introduction

The overarching principles of the International Union of Nutritional Sciences (IUNS) Travel Policy is to:

- ensure that travel is conducted in an economical, reasonable, fair and necessary manner to protect IUNS's financial sustainability, and recognising its status as a charitable organisation;
- ensure travel is conducted with the minimum environmental implications possible;
- ensure that individuals travelling for approved IUNS business or events are not out-of-pocket.

Purpose & Scope

This policy outlines the guidelines and procedures for travelling that require funding from IUNS. All individuals travelling for business or events funded by IUNS must comply to this policy including but not limited to, IUNS Council members, invited speakers, award/grant winners, members of IUNS Task Forces, etc.

Approval of Travel

The Designated Authority (i.e. President, Treasurer, or Task Force Chair, in cases where Task Force-owned funds are used) must approve travel before it occurs.

Eligible Expenses

Eligible expenses include the following expenses incurred from the start to the end of the journey:

- Airfare, train, taxi/ride-share, bus, car mileage or rental
- Accommodation
- Meals
- Other incidental expenses (e.g., parking fees, tolls)

Procuring of travel expenses

Travel expenses may be incurred as follows:

- Individuals paying for travel-related expenses out of pocket and then seeking reimbursement from IUNS, or
- The IUNS Secretariat may procure travel-related expenses on behalf of travellers, for example by making bookings such as flight or hotel bookings.

Reimbursement of travel expenses

- Travellers who have incurred out-of-pocket expenses and are seeking reimbursement must submit a detailed Travel Declaration Form within 30 days after the completion of travel.

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- The IUNS Travel Declaration Form must contain the following information:

o Purpose of travel

o Dates of travel

o Number of meeting / event days

o An itemised list of expenses in the original currency the expense was made and providing the total amount paid.

o Bank details

o Valid tax invoices or itemised receipts for each expense must be attached

o A declaration must be signed that the expenses were incurred while undertaking the IUNS business or event and that the costs have not been covered / or some parts have been covered by other sources.

- If a valid tax invoice or itemised receipt is not possible a declaration must be completed using the IUNS Declaration Form for missing receipts/tax invoices.
- Reimbursements will be made by wire transfer to the traveller's bank account. No cash reimbursement will be made.
- Upon completion of the Travel Declaration Form, a PDF of the form should be submitted to the IUNS Secretariat (office@IUNS.org).
- The Designated Authority i.e. Treasurer/President will review and approve the expense report.

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Reimbursement Rates

The following reimbursement rates apply:

Eligible Expenses	**Description**
Airfare	Domestic / International air travel must be booked Economy class via the most direct route or least amount of travel time. Exceptions to this rule may be requested for medical reasons in which case a medical certificate will be required; or for journeys with excessively long travel times (>30 hours). In these circumstances the lowest cost premium economy / business class may be considered depending on available budget. Approval from the IUNS President and Treasurer must be obtained in cases where premium economy / business class is considered. Flights should be booked as far in advance as possible to secure the best rates, preferably at least 3 months prior when feasible. If booked less than 1 month in advance, approval will be required. Individuals may upgrade their level of travel at their own expense or by using travel points.
Public transportation (Train / Bus)	Train or bus travel can be a cost-effective option, though not always the most economical. Train travel, in particular, is often an environmentally friendly choice. When selecting a mode of travel, consider the balance between cost-effectiveness and environmental impact. Receipts are not always provided for train or bus travel. If the amount is ≤EUR25, no receipt is required. However, for amounts >EUR25, the 'IUNS Declaration Form for Missing Receipts/Tax Invoices' must be completed.

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Eligible Expenses	Description
Car travel using personal vehicle	If a personal vehicle is used a mileage reimbursement rate can be claimed. The mileage reimbursement rate will be based on official rates for the country of travel.
Car rental	If the use of a personal vehicle is not possible, a rental vehicle may be used, with the cost of the rental and fuel reimbursed, subject to prior approval from the Treasurer or President. The renter is responsible for ensuring that the rental is liability-free for IUNS.
Taxi / ridesharing services	Taxi or rideshare fares will be reimbursed for reasonable short distances, for example from individual's homes to the airport or from the airport to the destination. Taxis/ ridesharing will not be accepted for extensive distances without clear justification that it is the most economical (or only) option.
Accommodation	Accommodation should be modest and cost-effective providing a reasonable level of comfort and amenities without being excessively luxurious and within reasonable distance from the events location. Typically, three- to four-star hotels are appropriate or reimbursed up to the official WHO/UN Per Diem Rate. Reimbursement will be for those for whom travel has been approved. Expenses related to accompanying persons are at the traveller's expense. If individuals choose to stay privately with family/friends/colleagues, no reimbursement for accommodation cost will be provided.

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Eligible Expenses	Description
Meals	Meals are often provided at IUNS business or events. In cases where meals are not provided and only for days of the IUNS business or event, meals will be reimbursed up to a value based on the official WHO/UN Per Diem Rates.
Other incidental expenses	Incidental travel-related expenses e.g. parking, and toll fees will be reimbursed.

Note: All expenses require valid tax invoices or itemised receipts

Extended travel / stays

Travellers may wish to extend a trip for personal reasons, for example arriving a few days early or staying a few days after the IUNS business or event is concluded. Expenses related to the extended stay is at the traveller's expense. If such extended stay results in greater travel expenses, it will be at the traveller's expense.

Documentation and Record Keeping

The IUNS Secretariat must retain all travel-related receipts and documentation for a period of 7 years for audit purposes.

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Exceptions and Special Circumstances

The IUNS Travel Policy does not intend to cover every possible travel related permutation. Guidance and approval should be sought from the IUNS Secretariat/President/Treasurer for any travel not covered by this policy.

Non-Reimbursable Expenses

- Personal expenses, entertainment, and non-IUNS-related costs are not eligible for reimbursement.
- Expenses incurred by family members or guests are not reimbursable.

Further Policy Details

This policy will be made available on the IUNS website.

Revision Tracking

Version:	V1.0	**Last updated:**	2015
Approved by:	IUNS Officers	Approved:	10/2024
Responsible:	IUNS Treasurer	Revision due:	10/2027

Related Documents

- IUNS Travel Declaration Form
- IUNS Declaration Form for missing receipts/tax invoices

INTERNATIONAL UNION OF
NUTRITIONAL SCIENCES (IUNS)

C/O BOYD ORR HOUSE
10 CAMBRIDGE COURT
210 SHEPHERDS BUSH ROAD
LONDON
W6 7NJ

EMAIL: OFFICE@IUNS.ORG

WEBSITE: WWW.IUNS.ORG

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INTERNATIONAL
UNION OF
NUTRITIONAL
SCIENCES