

Administrative Manual

Directive on Official Travel

A. OVERRIDING OBJECTIVE

This Directive sets out the rules and instructions of the Asian Infrastructure Investment Bank that are applicable to individuals travelling in their official capacity on behalf of the Bank (Travelers).

These rules and instructions ensure that travel is undertaken in an efficient and cost-effective manner and they provide the conditions under which the Bank will pay or reimburse individuals for their travel-related costs.

The exercise and interpretation of this Directive shall seek to give effect to this overriding objective.

B. GENERAL PRINCIPLES

1. For all official travel outside of Beijing, prior approval must be obtained from the Traveler's Travel Approving Authority (TAA) in accordance with Appendix 1.
2. Travelers shall organize their official travel utilizing the Bank's contractors responsible for booking official travel (Travel Contractor).

C. IMPLEMENTATION

3. TAAs shall be accountable for ensuring that the duration and frequency of missions, the number of Travelers on a given mission and the costs of official travel are consistent with the 'lean, clean and green' core values of the Bank.
4. The Facilities and Administrative Services Department (FAS) shall implement Administrative Guidance under this Directive. The Administrative Guidance shall provide detailed procedures and specifications that support this Directive.
5. Heads of Departments/Offices/Units shall have ultimate responsibility to ensure that the need, number of Travelers involved, scope, timing and appropriate duration of official travel in their respective departments/Offices/Units are fully consistent with the official needs of the Bank.

D. TYPES OF OFFICIAL TRAVEL AND ASSOCIATED ALLOWANCES

D.1 Class of Travel

6. Where the cumulative air flight time is less than 4 hours to a mission destination, or between mission destinations, Travelers shall travel in economy class. Where the cumulative air flight time is equal to or more than 4 hours to a mission destination, or between mission destinations, Travelers shall travel in business class.
7. The President and Vice Presidents may travel by air in business class, regardless of the cumulative air flight time to their mission destinations.
8. For land travel to a mission destination, or between mission destinations, all official travel by train shall be in first class. All other modes of land travel to a mission destination, or between mission destinations, must be authorized by the TAA.
9. All exceptions to allow any Traveler to travel in one class above those specified in this Directive must be authorized in advance by the Vice President, Chief Administration Officer, or in his or her absence his/her designee.
10. Savings accrued from class downgrades or discounts accrue to the Bank, not the Traveler.

D.2 Route of Travel

11. Travelers shall not take an indirect flight where a direct flight is available at a materially lower price. Travelers may otherwise take an indirect flight following the TAA's prior authorization.

D.3 Chartered Air Travel

12. Travelers shall not undertake chartered air travel. Chartered air travel is permitted only to the extent such travel is considered essential by the relevant TAA. All travel by chartered aircraft shall be authorized in advance by the Director-General, FAS, or in his or her absence his/her designee.

D.4 Hotel Accommodation

13. **Approved Hotels.** The Bank shall establish a list of approved hotels and respective corporate rates for official travel. The Travel Contractor shall rely on such list when booking hotels for official travel. Travelers who wish to stay at hotels not on the approved list, shall be allowed to do so as long as the cost of such hotels is no more than the lowest corporate rate of the approved hotels in the city of travel. Travelers may make hotel bookings directly themselves with approved hotels using the Bank's approved corporate rates.
14. **Hotel Standards.** The type of hotel accommodation shall be single occupancy. The President may stay in a junior suite.

D.5 Daily Subsistence Allowance

15. A daily subsistence allowance (DSA) shall be paid for each night following arrival in the first mission destination of a Traveler's official travel and up to and including the night before departure from the last mission destination. The DSA shall be paid depending upon location, in accordance with the Administrative Guidance issued by FAS. The DSA covers the cost of meals, laundry charges, and other minor out-of-pocket expenses. No DSA shall be provided during any period of leave taken by a Traveler before or after official travel.
16. If a Traveler is attending an event for which hotel accommodation is paid by a third party, the Traveler shall be provided a DSA.
17. When Travelers opt not to use hotel accommodation, the Bank shall pay a DSA depending upon location, in accordance with the Administrative Guidance issued by FAS.
18. DSA shall be liquidated without the need for the Travelers to submit supporting documents.
19. FAS shall review the DSA rates on a regular basis.

D.6 Local Surface Transportation Allowance (LSTA) and Travel Costs in Beijing

20. An amount in accordance with the Administrative Guidance issued by FAS is payable to the Traveler for official travel to the airport in Beijing on the departure on mission, and the same amount upon returning to Beijing from the airport on completion of the mission.
21. While on mission outside of Beijing, a fixed lump sum amount for each form of transport used by the Traveler shall be provided in accordance with the Administrative Guidance issued by FAS for official travel between the airport and the hotel and for in-city transportation.
22. If the fixed lump sum amount as specified by the Administrative Guidance issued by FAS is insufficient to cover the reasonable expenses for transportation between the airport and the hotel and for in-city transportation, the Travelers may be reimbursed for the actual expenses with original receipts.
23. Travelers may use local transportation in Beijing for official activities. Travel expenses incurred in Beijing as a result of using a taxi, bus and other means of public in-city transportation shall be reimbursable provided these are reasonable and incurred for the purposes of attending official meetings and activities. Original receipts must be presented to the Controller's Department for reimbursement.
24. FAS shall review the LSTA on a regular basis.

D.7 Allowance for Wi-Fi/Internet and Official Telephone Calls

25. While on mission, a daily allowance in an amount specified by Administrative Guidance issued by FAS shall be payable to the Traveler to cover reasonable Wi-Fi/internet services and overseas official telephone calls.
26. If the fixed lump sum amount as specified by the Administrative Guidance issued by FAS is insufficient to cover the reasonable expenses for Wi-Fi/Internet and official telephone calls, the Travelers may be reimbursed for the actual expenses with original receipts.

E. CHANGES TO TRAVEL PLANS

27. The Travel Contractor shall assist Travelers when there is a change to their itinerary, transportation or accommodation. If a Traveler needs to alter an approved travel plan either before or after departure, prior approval shall be obtained from the TAA.
28. Where a Traveler cannot contact the Travel Contractor within a reasonable time and there is an urgent need to change their approved travel plan, the Traveler may change their hotel bookings and purchase tickets directly from other travel agencies, airline companies or via the internet. Under such circumstances, the Traveler shall report such changes to the TAA at the earliest opportunity.

F: OTHER TRAVEL-RELATED ISSUES

F.1 Leave and Official Travel

29. All accommodation costs incurred when on leave and any travel cost differential arising from combining leave and official travel shall be borne by the Traveler.

F.2 Interval Between Two Missions

30. For consecutive missions with an interval of not more than two calendar days, the Traveler may decide not to return to Beijing during the interval if the associated travel cost is less than the cost of returning to Beijing. The Traveler may instead opt to travel directly from the first mission destination to the second mission destination. The Bank shall provide hotel accommodation and cover other allowance expenses at either of the two mission destinations for these extra days of travel.

G: REIMBURSEMENT OF TRAVEL-RELATED EXPENSES

31. Hotel Accommodation. Hotel costs shall be reimbursed based on actual expenses for each overnight stay during official travel. Additional hotel charges resulting from early check-in or late check-out shall require the approval of the TAA.

32. Airport Departure Taxes and Visa Fees. The Bank shall reimburse actual costs of airport taxes, and costs incurred for obtaining visas, provided these are supported by original documentation.
33. Representation Expenses. Representation expenses during official travel are reimbursable in accordance with the Directive regulating representation. For Travelers who receive reimbursement for representation expenses for meals, the DSA otherwise payable for that day shall be reduced to 70% of the amount of the full DSA.
34. Personal credit card service charges. Personal credit card service charges incurred by the Traveler as a result of official travel shall be reimbursed, provided these are supported by documentation from the credit card provider.
35. Baggage. Reimbursement for additional baggage charges necessary for official purposes shall be approved subject to a reasonable justification and original receipts. Travelers are responsible for the costs of excess personal baggage and the shipment of personal goods.
36. Reasonable incidental expenses shall be reimbursed, provided these are supported by original documentation and are itemized on the Statement of Expenses authorized by the TAA.

H. AUTHORITY

37. The Vice President, Chief Administration Officer shall make all final Administrative Decisions regarding the application of this Directive.

Appendix 1

Travel Approving Authority (TAA)

Official travel must be authorized by the President, an officer to whom the President has delegated his authority, or the following staff:

Traveler	Travel Approving Authority
Vice-Presidents, Heads of Departments/Offices/Units reporting directly to the President	President
Department/Office/Unit Head or equivalent management staff	Respective Vice-President
Division Manager	Department/Office/Unit Head
Other Staff: (1) From same Division (2) Mission member from another Department/Division	(1) Respective Division Manager (2) Respective Division Manager of budget owner(s), but with endorsement of other mission member's Division Manager
Consultants	Supervising Manager