

## **Annex II**

### **Directive on Travel Rules and Procedures**

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## **Article I**

### *Application and purpose*

1. This Directive applies to RYCO Secretariat, composed of Secretary General, Deputy Secretary General, and other RYCO Staff members, when traveling for official purposes.
2. The purpose of this Directive is to set up rules and procedures for official travel for RYCO purposes.

## **Article II**

### *Definitions*

For the purpose of this Directive:

- (a) '*RYCO Secretariat*' shall mean Secretary General, Deputy Secretary General and other RYCO staff;
- (b) '*Travel*' shall mean official travel of immediate relevance to RYCO core program activities and/or RYCO institutional activities;
- (c) '*Accommodation*' shall mean a predefined lump sum for official travel, which covers overnight stay away from base of operations, a;
- (d) '*Daily allowance*' shall mean a predefined lump sum for official travel calculated per day, covering meals, local public transport within the place of travel and sundry expenses;
- (e) '*Costs of official travel by private car*' shall mean travel costs and other expenses like motorway tolls, parking, ferry crossings, etc. made by using private car;
- (f) '*Organizer*' shall mean RYCO, or any other organization/institution/entity or similar authority which is partly or fully hosting, organizing, funding or covering official travel costs.

## **Article III**

### *Rules*

1. Travel shall be organized in the most efficient and economical way for meeting its purpose. Following these rules and procedures, RYCO shall cover travel costs for the Secretariat.

2. Air travel costs will be organized and paid by RYCO directly, while ground travel costs will be paid to Secretariat staff.

3. Costs of travel by using private car, once approved by Secretary General, together with travel request, will be reimbursed on the basis of 0.22 euro per kilometre, using [www.viamicheline.com](http://www.viamicheline.com) official rates only. This rule and procedure may be applied to RYCO contractors.

4. Travel may be organized to third destination, different from event, activity or official travel venue. In case of such need, RYCO staff will individually undertake coverage the price difference. This rule and procedure apply not only to RYCO Staff, but also to RYCO contractors.

5. Per diem is composed of Daily allowance, accommodation and travel costs.

5.1. Daily allowances will be covered per each calculated/listed day in the agenda including travel days, according to following:

- Daily allowance, lump sum of 15 EUR per day, when the travel is over 20km distance from working office for the activity/ies within the contracting party;
- Daily allowance, lump sum of 45 EUR per day, when the travel is within the WB6 region, other than own office;
- Daily allowance, lump sum of 70 EUR per day, when the travel is within Europe, out of WB6 region;
- Daily allowance, lump sum of 120 EUR per day, when the travel is anywhere outside Europe;

5.2. When travel requires overnight stay, following calculation for accommodation shall apply:

- When accommodation costs are covered by any other organizer, RYCO Secretariat is entitled only to daily allowance/s for the days of activity/ies, including travel days;
- For activity/ies within town where office is based and home town, of Head Office RYCO Secretariat member, no accommodation costs will be covered;
  - Lump sum of 60 EUR per night for WB6 region (including the contracting party of the office,
  - Lump sum of 90 EUR per night for Europe, out of WB6 region;
  - Lump sum of 120 EUR per night for anywhere out of Europe.

## **Article IV**

### *Procedures*

1. The approval of travel requests and the subsequent expense reimbursement shall be done by the Secretary General, in accordance with Staff Regulation.
2. Each RYCO Secretariat staff member shall submit official travel request at least one week prior to travel. Exceptions may be granted in exceptional cases.
3. Travel Rules and Procedures shall be fully followed and respected by all RYCO Secretariat and it will not be selectively implemented.
4. In view of the above policy, it is important that:
  - the intended official travel stays within the scope of the RYCO core program activities and RYCO institutional activities, and is not in conflict with other office duties, as well as the overall operability of RYCO Secretariat;
  - Travel Request Form is processed significantly in possible advance, in order to book tickets and accommodation at the most economic prices;
  - every precaution is taken to ensure that the correct information is given at the time of request, to avoid the high costs of cancellation or modification.

**Secretary General**

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Djuro Blanus