

**Directive on Official Travel**  
**December 11, 2020**

**1. Overriding Objective**

- 1.1. This Directive sets out the principles of the Asian Infrastructure Investment Bank that are applicable to individuals traveling in their official capacity on behalf of the Bank.
- 1.2. The interpretation and implementation of this Directive shall seek to give effect to this overriding objective.

**2. Definitions**

- 2.1. "Business Unit" is as defined in the Directive on Business Continuity.
- 2.2. "Official Travel" (OT) means authorized travel on any form of transport, paid for or reimbursed by the Bank, in the pursuit of the business of the Bank, including travel undertaken for training purposes.
- 2.3. "Mission" means an approved activity in furtherance of the objectives of the Bank involving OT.
- 2.4. "Travel Approving Authority" (TAA) means the person authorized to approve OT for each Business Unit as set out in section 4.1.
- 2.5. "Travel Contractor" means the outsourced contractor engaged by the Bank for the purposes of booking OT.
- 2.6. "Travel Security Clearance (TSC)" as defined in the Directive on Security and Safety (Part 7: Travel Security) means the security approval process for OT through which permission for the travel to a specific destination is granted from the point of view of security only, and does not imply authority to undertake the Mission involved in the travel. Permission to undertake the Mission itself shall be obtained from the TAA.
- 2.7. "Traveler" means any person undertaking OT.

**3. General Principles**

- 3.1. OT shall be undertaken in an efficient and cost-effective manner.
- 3.2. Prior approval through the Bank's designated system must be obtained from the Traveler's TAA for all OT outside of Beijing. In cases where the system is unavailable, permission through email must be obtained.
- 3.3. Travelers shall organize their OT utilizing the Travel Contractor.

- 3.4. Tickets shall only be issued after both the Travel Security Clearance (TSC) has been granted and the travel request filed in the Bank's designated system has been approved, in any order.
- 3.5. All OT arrangements shall adhere to the 'Green' core value of the Bank as defined in Section B of the Code of Conduct for Bank Personnel, including by reducing Greenhouse Gas (GHG) emissions and the impact of OT where possible. Sections 4.2.1, 4.2.3, 5.1.1, 5.1.2, and 5.1.3 in this Directive are aimed at enhancing the 'Green' core value of the Bank.
- 3.6. All OT shall also be undertaken in accordance with the Directive on Security and Safety. In the event of conflict between this Directive and the Directive on Security and Safety, to the extent that the issue relates to security, safety and emergency response undertaken by the Bank, the Directive on Security and Safety will prevail.
- 3.7. The Traveler shall bear the cost differential where there are changes to their OT arrangements beyond what is permitted under this Directive unless approved by the TAA.

#### **4. Implementation**

- 4.1. **TAA's.** OT shall be authorized by the President or an officer to whom the President has delegated this authority, as follows:
  - 4.1.1. The President shall be the TAA for Vice Presidents and the Heads of Business Units reporting directly to the President.
  - 4.1.2. The TAA for all other Travelers shall be the person of a minimum grade of Manager to whom the Traveler reports.
  - 4.1.3. Director General of the Human Resources Department (DG HRD) or the delegated Staff Member shall be the TAA for on-boarding and off-boarding OT in accordance with the AG on Staff Rule 5.05.
  - 4.1.4. Prior approval from the TAA, HRD and the Facilities and Administration Services Department (FAS) shall be obtained for all outbound OT related to visa conversion for a new Staff Member. OT for visa conversion shall be in accordance with the AG on Staff Rule 5.05.
  - 4.1.5. HRD shall be consulted and informed when the OT involves outsourced personnel of the Bank.
  - 4.1.6. Where a Traveler is undertaking OT on behalf of another Business Unit, the OT shall be approved by both the Traveler's own TAA and the Budget Holder of the Cost Center, as defined in the AG on Budget Management, of the Business Unit planning the OT.

4.2. **Responsibilities.** The following responsibilities relate to the implementation of OT:

- 4.2.1. 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 OT are consistent with the 'Lean, Clean and Green' core values of the Bank as defined in Section B of the Code of Conduct for Bank Personnel. Whenever feasible and appropriate, videoconferencing should be adopted to replace OT. Otherwise, all reasonable effort shall be made to combine multiple Missions into a single trip.
- 4.2.2. The Vice President and Chief Administration Officer (VP & CAO) shall promulgate further guidance in the form of an AG or Bulletins. The guidance shall provide detailed procedures and specifications that support this Directive.
- 4.2.3. Heads of Business Units shall have ultimate responsibility to ensure that the need, number of Travelers involved, scope, timing and appropriate duration of OT in their respective Business Units are fully consistent with the official needs of the Bank.
- 4.2.4. Travelers shall ensure that the selected itinerary for OT is consistent with the general principles of this Directive.

5. **Mode, Class and Route of Travel**

5.1. **Mode of Travel**

- 5.1.1. Subject to safety considerations and the requirements of the Mission, including travel time sensitivity, the most environmentally friendly mode of travel shall be selected. This means that while the majority of international OT will be the most efficient through the use of air travel, trains or non-air public transport shall be used, bearing safety considerations in mind, for domestic travel of less than five hours unless a faster option is required for the Mission. Short air routes within a country which are legs of the same journey to reach the Mission destination are excluded from this section 5.1.1.
- 5.1.2. In cities with a subway or rail connection from the airport to the city center, Travelers are encouraged to make use of such services, instead of taxis.
- 5.1.3. All other modes of land travel to a Mission destination, or between Mission destinations, must be authorized by the TAA.

5.2. **Class of Travel**

- 5.2.1. Where the cumulative air flight time to a Mission destination or between Mission destinations is less than four hours, Travelers shall travel in economy class. Should a Traveler wish to travel in a class of seat higher than standard economy, any cost differential higher than the standard economy ticket shall be borne by the Traveler. Where the cumulative air

flight time to a Mission destination or between Mission destinations is equal to, or more than, four hours, Travelers shall travel in business class.

- 5.2.2. Notwithstanding the rule in 5.2.1, Travelers attending training courses and programs where they are participants for the purposes of undergoing training shall travel in economy class regardless of cumulative flight time.
- 5.2.3. In cases when OT includes both training and Mission travel, the authorized class of travel is determined by the total trip days for each activity, with the majority defining the class of travel for the entire trip. If the days of training are more than the days of the Mission, Travelers shall travel in economy class. If the days of the Mission are equal to, or more than the days of training, the class of travel for the Mission shall apply.
- 5.2.4. OT for the purposes of visa conversion for a new Staff Member shall be in accordance with the AG on Staff Rule 5.05.
- 5.2.5. Travel by candidates for the purposes of employment or consultant interviews with the Bank shall be in economy class.
- 5.2.6. The President may always travel by air in business class or above and Vice Presidents, other members of the Executive Committee and the head of the Complaints-resolution, Evaluation and Integrity Unit (CEIU) may always travel by air in business class, regardless of the cumulative flight time.
- 5.2.7. For OT by train to a Mission destination, or between Mission destinations, Travelers shall travel in the highest class, except for travel from Beijing to Tianjin when first class on the high-speed rail service shall be selected. For all other modes of land travel to a Mission destination, or between Mission destinations, the class of travel, where applicable, must be authorized by the TAA.
- 5.2.8. Exceptions to allow any Traveler to travel in a class above those specified in this Directive must be authorized in advance by DG FAS.
- 5.2.9. Savings accrued from class downgrades or discounts accrue to the Bank, not the Traveler.

### 5.3. **Route of Travel**

- 5.3.1. Direct route with the lowest fare is preferred. The direct route means the route with the least number of stopovers between the point of origin and the final destination. Travelers who select any other route which fare is higher than that of the lowest fare from the direct route shall obtain prior approval from the TAA.

- 5.4. **Chartered Air Travel.** Travelers shall not arrange or make use of chartered air travel unless pre-authorized by the VP & CAO in accordance with section 5.1.3 of the Directive on Security and Safety (Part 7: Travel Security). Chartered air travel shall only be permitted to the extent that such travel is considered essential by the VP & CAO.
- 5.5. **Donated Flights.** As specified in the Directive on Security and Safety (Part 7: Travel Security), donated flights are permitted under certain circumstances. Donated Flights include the use of publicly owned (i.e., state, government, military) or privately owned (i.e., corporate, personal) aircraft. Such flights shall be approved by DG FAS.
- 5.6. **Group travel of senior managers.** The Directive on Security and Safety (Part 7: Travel Security) specifies the rule with regard to group travel of the President and senior managers of the Bank. Bank Personnel planning such travel shall avoid placing more than two-thirds of the group on the same aircraft, ship, train, bus or other means of transport. Further advice can be obtained from the officer responsible for the management of security and safety at FAS.
- 5.7. **Selection of Air Carrier.** Travelers shall only select air carriers for OT approved according to the Directive on Security and Safety (Part 7: Travel Security) as reflected in the Bulletin on OT and Travel Security.

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

- 6.1. An amount in accordance with the Bulletin on OT and Travel Security is payable to the Traveler for OT to any airport in Beijing on departure on Mission, and the same amount upon returning to Beijing on completion of the Mission.
- 6.2. While on Mission outside of Beijing, or if a trip originates in a city besides Beijing, a fixed lump sum amount for each form of transport used by the Traveler shall be provided in accordance with the Bulletin on OT and Travel Security for OT between the airport and the hotel and for in-city transportation.
- 6.3. If the fixed lump sum amount as specified in the Bulletin on OT and Travel Security is insufficient to cover the reasonable expenses for transportation between the airport and the hotel and for in-city transportation, the Traveler may be reimbursed for actual expenses upon submission of original receipts in lieu of the LSTA.
- 6.4. Car rental costs where necessary and authorized by the TAA in advance, during or after the OT shall be reimbursed. The standard of car rental shall be the small or medium class of standard sedan car offered except where more than four Bank Personnel have to be transported. In such cases the smallest vehicle suitable for the number of passengers shall be selected. Where required due to the nature of the roads to be traversed, all-terrain vehicles may be rented. Rental and associated costs including fuel expenses, parking fees and toll fees shall be reimbursed. Full insurance coverage shall be selected for all vehicle rental.

- 6.5. Travelers may use local transportation in Beijing for official activities. Travel expenses incurred in Beijing as a result of using a taxi, subway, bus or 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 shall be submitted to the Office of the Controller for reimbursement.
- 6.6. DG FAS shall review the LSTA annually.

## 7. **Accommodation**

### 7.1. **Approved Accommodation**

- 7.1.1. The Bank shall establish and make available either through an administrative Bulletin or on the Bank's intranet a list of approved hotels or other forms of accommodation and respective corporate rates for OT. Accommodation booked for OT should primarily be from this approved list. Travelers who wish to stay at accommodation not on the approved list, or where no approved accommodation has been identified, shall be allowed to do so as long as the cost of staying at such accommodation is no more than the ceiling rate for accommodation in the city of travel. FAS shall review the ceiling rates and scope of cities covered annually and make adjustment accordingly. The TAA shall only approve a higher rate for accommodation than the ceiling rate for accommodation in the city of travel on an exceptional basis and on submission of a reasonable justification.
- 7.1.2. Travelers may make accommodation bookings directly themselves with approved hotels and other forms of accommodation not exceeding the Bank's approved ceiling rates.
- 7.1.3. Travelers wishing to stay at any accommodation facility which is more expensive than the ceiling rate for accommodation in the city of travel, shall be responsible for the cost differential incurred.

7.2. **Accommodation Standards.** The standard of hotel and other accommodation shall be single occupancy for all Travelers except the President. The President may stay in a suite of a standard as per business needs.

7.3. **Reimbursement of Accommodation Costs.** Accommodation costs paid by the travelers directly shall be reimbursed based on actual expenses for each overnight stay during OT. Additional accommodation charges resulting from early check-in or late check-out shall be reimbursed upon approval by the TAA.

7.4. **Duration of Reimbursed Stay.** The Bank reimburses the maximum number of days of hotel or other accommodation for a visa conversion trip for a new Staff Member in accordance with the AG on Staff Rule 5.05.

## **8. Daily Subsistence Allowance (DSA)**

- 8.1. DSA shall be paid from the day of arrival at the Mission destination up to, and including, the day on which the return trip to the origin of the OT begins. Actual travel-related costs incurred enroute to a Mission destination, if applicable, shall be reimbursed upon submission of original documentation and approval of the TAA.
- 8.2. 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, during or after OT.
- 8.3. When Travelers opt not to use accommodation paid for by the Bank, the Bank shall still pay DSA depending upon the location, in accordance with the Bulletin on OT and Travel Security.
- 8.4. For OT of one day or shorter DSA shall be paid in full for that day with TAA approval.
- 8.5. DSA shall be paid according to the approved rates in the Bulletin on OT and Travel Security without the need for the Travelers to submit supporting documents.
- 8.6. DG FAS shall review the DSA rates annually and adjust the rates accordingly.

## **9. Expenses Paid by Third Parties**

- 9.1. If a Traveler is attending an event for which airfare, accommodation, meals, etc. are paid by a third party, the TAA may consult with the Ethics Office if needed to avoid potential conflict of interest.
- 9.2. If any meals are provided by the third party, the DSA payable for that day shall be reduced to 70% of the amount of the full DSA.

## **10. Changes to Travel Plans**

- 10.1. The Traveler should inform the Travel Contractor of changes to their itinerary, transportation or accommodation, or the need for such change, within a reasonable time. If a Traveler needs to alter an approved travel plan either before or after departure, prior approval through the Bank's designated system shall be obtained from the TAA. In cases where the system is unavailable or cannot be accessed, or where the change is time sensitive, permission through email must be obtained.
- 10.2. 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, air carrier companies or via the internet. Under such circumstances, the Traveler shall, at the earliest opportunity, (a) amend the travel information in the outsourced travel tracking platform; (b) report the changes to the Travel Contractor; and (c) report the changes to the TAA.

- 10.3. When purchasing flight tickets directly, the Traveler shall determine from the officer responsible for the management of security and safety whether the selected air carrier is approved for use in accordance with the Directive on Security and Safety (Part 7: Travel Security). Where this is not possible, the Traveler shall endeavor to select only known air carriers and report the choice to the officer responsible for the management of security and safety at the earliest opportunity.

## **11. Leave and OT**

- 11.1. All accommodation costs incurred when on leave and any travel cost differential arising from combining leave and OT shall be borne by the Traveler.
- 11.2. Any leave taken before, during, or after OT shall be reflected in the official leave records managed by the HRD.
- 11.3. TAAs shall generally not approve a travel request if the days of leave included (either before, during or after a Mission) exceed the days of the Mission. In exceptional circumstances, DG FAS may waive this rule on the request of the relevant TAA. The leave days used to calculate the differential between working days and leave days on OT shall be the number of days recorded as leave days by the HRD. Weekend days are not counted as leave days for this calculation.
- 11.4. If leave is taken directly after an Annual Meeting held outside of mainland China, the number of leave days does not have to be less than the official working days at the Annual Meeting.
- 11.5. Where leave has already been granted, and the Traveler is requested to participate in an official activity involving travel before, during or after such leave period, DG FAS may authorize the combined leave and OT days irrespective of the differential in days between the leave and the OT activity. In such cases, the OT costs to and from the leave location shall be borne by the Bank. Leave days used for official purposes as authorized by DG FAS under this section shall be deleted from the Traveler's leave record.
- 11.6. Where Travelers are required to work on weekend days while on Mission, the rules relating to overtime and weekend work as set out in the Staff Rules shall apply.

## **12. Interval Between Consecutive Missions**

- 12.1. To avoid unnecessary travel costs and Traveler fatigue when consecutive Missions would normally have involved traveling back to the origin of the OT and then on to the next Mission destination, TAAs may approve that the Traveler stays over at any of the destination cities and conduct remote work while waiting to move to the next Mission destination. TAAs are responsible to ensure that this flexibility in OT is based on reasonable justifications aimed at cost effectiveness and reducing Traveler fatigue and is not abused. The Bank shall provide accommodation and cover other allowable expenses, including DSA, for these extra days of travel.



### 13. Allowance for Wi-Fi/Internet and Official Telephone Calls

- 13.1. While on Mission, a daily allowance in an amount specified by DG FAS, either in the Bulletin on OT and Travel Security, the Bank's intranet, or through administrative Bulletins shall be payable to the Traveler to cover reasonable Wi-Fi/internet and data services and overseas official telephone calls. The days calculated for this allowance shall follow the same calculation as the days for which DSA is paid (see section 8). DG FAS shall review the allowance annually and adjust accordingly.
- 13.2. If the fixed lump sum amount is insufficient to cover the reasonable expenses for Wi-Fi/internet and data services and overseas official telephone calls, Travelers may be reimbursed for the actual expenses on submission of original receipts.

### 14. Reimbursement of Travel-Related Expenses

- 14.1. **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 receipts.
- 14.2. **Emergency and Urgent Travel Documents.** Fees for urgent pickup or delivery of passports and visas, photos or related printing fees for visas are reimbursable upon submission of original receipts.
- 14.3. **Missed Flights and Other Forms of Transportation.** Fees and penalties for missing flights or other forms of transportation are reimbursable upon submission of original receipts and a reasonable and justifiable motivation to the TAA who shall approve the claim for reimbursement at their discretion.
- 14.4. **Cancellation or Alteration of Travel Schedules.** Fees and penalties for cancelling or altering reservations or travel schedules are reimbursable upon submission of original receipts and a reasonable and justifiable motivation to the TAA who shall approve the claim for reimbursement at their discretion.
- 14.5. **Representation Expenses.** Representation expenses during OT are reimbursable in accordance with the Bank's guidance 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. This applies to all Travelers who attend the representational event. DSA shall not be reduced for reasonable representation costs for casual occasions when snacks and beverages are offered to interlocutors, when such costs are lower than what would normally be paid for a full meal in the place where the representation is offered.
- 14.6. **Personal Credit Card Service Charges.** Personal credit card service charges incurred by the Traveler for costs directly arising from or as a result of OT during OT shall be reimbursed, provided these are supported by documentation from the credit card provider.

14.7. **Baggage.** Additional baggage charges necessary for OT are reimbursable upon submission of original receipts and a reasonable and justifiable motivation to the TAA who shall approve the claim for reimbursement at their discretion. Travelers are responsible for the costs of excess personal baggage and the shipment of personal goods.

14.8. **Other Incidental Expenses.** Reasonable other incidental expenses are reimbursable upon submission of original receipts, a Statement of Expenses itemizing such expenses, and a reasonable and justifiable motivation to the TAA who shall approve the claim for reimbursement at their discretion.

**15. Authority**

15.1. The VP & CAO shall make all final administrative decisions regarding the application of this Directive. The authority to set the standards for the activities included in this Directive is delegated to DG FAS.

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