



DIRECTIVE ON OFFICIAL TRAVEL

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Summary of Content: Principles applicable to individuals traveling in their official capacity on behalf of the Bank

Related Documents: Guideline on Official Travel and Travel Security

Directive on Official Travel

1. Overriding Objective

- 1.1. This Directive sets out the principles of the Asian Infrastructure Investment Bank (AIIB or the 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. “Budget Holder” shall have the meaning as defined under Section 2.1 of Administrative Guidance on Budget Management.
- 2.2. “Business Unit” is as defined in the Directive on Business Continuity.
- 2.3. “In/Out Expenses” refer to the cost of transportation between the airport/railway station and the traveler’s departure/destination point in the city (e.g., office, residence, or hotel).
- 2.4. “Mission” means an approved activity in furtherance of the objectives of AIIB involving OT.
- 2.5. “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.
- 2.6. “Remote Working” shall have the meaning as defined under the Administrative Guidance on Staff Rule 2.01— Work Schedules and Arrangements.
- 2.7. “Scheduled Working Location” (SWL) is as defined in Staff Rule 2.01/1.3, referring to Bank Headquarters, Beijing, or as otherwise assigned by AIIB.
- 2.8. “Staff Member” shall have the meaning as defined under Article 2 of the Staff Regulations.
- 2.9. “Travel Approving Authority” (TAA) means the person authorized to approve OT for each Business Unit as set out in Section 4.1.
- 2.10. “Travel Contractor” means one or more outsourced contractors engaged by AIIB for the purposes of booking and providing other support for OT.
- 2.11. “Travel Security Clearance (TSC)” as defined in the Directive on Security and Safety (Part 7: Travel Security) means the security clearance 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.

2.12. "Traveler" means any person undertaking OT.

3. General Principles

- 3.1. OT shall be undertaken in an efficient and cost-effective manner. Whenever feasible and appropriate, conducting business for the Bank by videoconferencing should be adopted to replace OT. Otherwise, all reasonable effort shall be made to combine multiple Missions into a single trip.
- 3.2. Prior approval through the Bank's designated system must be obtained from the Traveler's TAA for all OT outside the city of Traveler's SWL. In cases where the system is unavailable, permission through email must be obtained.
- 3.3. Travelers shall organize and book 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. Unless otherwise approved in accordance with Sections 5.2.8 or 5.3.1 below, the Traveler shall bear the cost differential for deviations from what is permitted under this Directive to accommodate personal preferences.

4. Implementation

- 4.1. **TAAs.** 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 Administrative Guidance on Relocation Benefit and Resettlement Allowance.

- 4.1.4. Prior approval from the TAA, Human Resources Department (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 Administrative Guidance on Relocation Benefit and Resettlement Allowance.
- 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 Administrative Guidance 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.
 - 4.2.2. The Vice President and Chief Administration Officer (VPCAO) or Director General, FAS (DG, FAS) shall promulgate further guidance in the form of instructions, guidelines or bulletins as applicable, where detailed procedures and specifications that supplement this Directive shall be provided.
 - 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 through the use of air travel will be the most efficient, 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. This Section 5.1.1 does not apply to short air routes within

a country which are legs of the same journey to reach the Mission destination.

- 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 seats 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 may 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 Administrative Guidance on Relocation Benefit and Resettlement Allowance.
- 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. The 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 may travel in the highest class, except for travel between Headquarters and the Tianjin Office when the 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 the TAA in consultation with the head of the Traveler's Business Unit or above as appropriate.

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. The direct route with the lowest fare is preferred and forms the benchmark for each OT. 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 with a fare higher than the lowest fare for 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 VPCAO 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 VPCAO.

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 in consultation with the Ethics Office in line with Section 9.1 of this Directive.

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 Guideline on Official Travel and Travel Security.

6. **Local Surface Transportation Allowance (LSTA) and Travel Costs in Scheduled Working Location**

6.1. Travelers are provided with lump sum LSTA in accordance with the Guideline on Official Travel and Travel Security for In/Out Expenses and for in-city transportation.

6.2. If the fixed lump sum amount as specified in the Guideline on Official Travel and Travel Security is insufficient to cover the reasonable expenses for In/Out Expenses or for in-city transportation, the Traveler may be reimbursed for actual expenses upon submission of receipts in lieu of the LSTA.

- 6.3. Car rental costs, where necessary and authorized by the TAA in advance, during or after the OT, shall be reimbursed. The standard for car rentals 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 rentals.
- 6.4. Travelers may use local transportation in their SWL for official activities. Travel expenses incurred in SWL 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. Receipts shall be submitted to the Office of the Controller for reimbursement.
- 6.5. 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 a 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 accommodations that are 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 adjustments 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 upon 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 that is more expensive than the ceiling rate for accommodation in the city of travel shall be responsible for the cost differential incurred unless otherwise approved in accordance with Section 7.1.1 above.

- 7.2. **Accommodation Standards.** The standard for hotel and other accommodations 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 number of days of hotel or other accommodation required for a visa conversion trip for a new Staff Member in accordance with the Administrative Guidance on Relocation Benefit and Resettlement Allowance.

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 en route to a Mission destination, if applicable, shall be reimbursed upon submission of 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 or Remote Working (except in situations stipulated in Section 12.1 of this Directive) taken by a Traveler before, during, or after OT.
- 8.3. If the Travelers participate in Bank events including training, retreats, workshops, meetings, and/or conferences, etc. where the meals are offered to the participants, the Budget Holders could decide, at their discretion, to reduce the DSA payable for the concerned days by 30% or more or to take out the full DSA. Travelers should ensure that the DSA is properly adjusted in this regard when submitting the expense claim. For certain large events funded by the Bank, DSA may be subject to specific guidance issued through a memorandum from the President or VPCAO.
- 8.4. 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 Guideline on Official Travel and Travel Security.
- 8.5. For OT of one day or shorter, DSA shall be paid in full for that day with TAA approval.
- 8.6. DSA shall be paid according to the approved rates in the Guideline on Official Travel and Travel Security without the need for the Travelers to submit supporting documents.
- 8.7. 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 a potential conflict of interest.

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, the approving procedure set forth in the Guideline on Official Travel and Travel Security will apply.
- 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, Remote Working, and OT

- 11.1. All accommodation costs incurred while 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. Where leave has already been granted, and the Traveler is requested by the TAA to participate in an official activity involving travel before, during, or after such a leave period, the OT costs to and from the leave location shall be borne by the Bank. Leave days used for official purposes under this Section shall be deleted from the Traveler's leave record.
- 11.4. 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 and its relevant internal legal framework documents shall apply.
- 11.5. The TAA should authorize a Traveler to conduct a Mission during or overlapping an already approved period of Remote Working only if the OT is considered essential. In such a situation, the Bank shall fund OT costs between the Remote Working place (RWP) and the Mission destination, and the days spent on the Mission should not be counted toward as Remote Working days.
- 11.6. Except for the situation provided under Section 11.5, if a Traveler wishes to combine the Mission with travel to or from RWP, the OT costs between the Scheduled Working Location and the Mission destination will be covered by the

Bank and any additional travel cost resulting from combining the Mission with travel for Remote Working purpose shall be borne by the Traveler.

- 11.7. The TAA may consult with FAS in the application of Sections 11.5 and 11.6 of this Directive.

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 Working while waiting to move to the next Mission destination. TAAs are responsible for ensuring 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 Guideline on Official Travel and Travel Security, the Bank's intranet, or through 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 shall be reimbursed for the actual expenses upon submission of receipts.

14. Reimbursement of Other 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 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 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 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 canceling or altering reservations or travel schedules are reimbursable upon submission of 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.
- 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 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 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 VPCAO shall make all final 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.
