

TRAVEL

Only Projects and AWG personnel travel costs are permitted.

In all cases, personnel must travel in **jet economy class**. Business and First class fares are not permitted. For travel by **surface** carriers (train, bus, etc...), the **lowest first-class fare** is permitted, provided it does not exceed the cost of **jet economy class fare** for the same trip.

Lodging and subsistence costs are permitted during RHOI related travel, but these costs should be reasonable and justifiable. Alcoholic beverages are **NEVER** permitted.

In all cases, daily costs **MUST** remain moderate and economical in relation to the respective country, and **MUST** remain consistent with the respective Project's record of spending.

Daily costs for lodging and subsistence **MUST NEVER** exceed the US State Department's **MAXIMUM** per diem. The following links provide per diem rates by country and city:

Non-US countries: <http://www.dtic.mil/perdiem/opdrform.html>

USA: <http://www.dtic.mil/perdiem/pdrform.html>

Taxes encountered during RHOI-related travel, such as airport taxes, are allowable.

All travel **MUST** be performed through a **US air carrier** or its **code-sharing partner** whenever possible. In code-sharing arrangements, tickets identify the US air carrier's code and flight number.

In some circumstances, neither a US air carrier nor a code-sharing partner can be used, in which case a non-US air carrier may be used so long as you specify why the non-US carrier was used.

Further **conditions under which a non-US air carrier may be used** are presented below in table form with examples following.

CONDITIONS UNDER WHICH A NON-US AIR CARRIER MAY BE USED

T = time in travel status

W = waiting time during a connection point outside USA

C = number of connections (aircraft changes) outside USA

US = US air carrier

N = Non-US air carrier

small numbers (¹) refer to examples below.

	To or from the USA	100 % outside the USA	Short travels - T ≤ 3 h - Can be anywhere
No connections outside the USA	$T_{US} \geq T_N + 24 h^1$	$T_{US} \geq T_N + 4 h^5$	$T_{US} \geq 2 \cdot T_N^6$
With at least one connection outside the USA	$T_{US} \geq T_N + 6 h^2$		
	$C_{US} \geq C_N + 2^3$		
	$W_{US} \geq 4 h^4$		