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:
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.

<table>
<thead>
<tr>
<th>No connections outside the USA</th>
<th>To or from the USA</th>
<th>100 % outside the USA</th>
<th>Short travels - ( T \leq 3 \text{ h} ) - Can be anywhere</th>
</tr>
</thead>
<tbody>
<tr>
<td>( T_{US} \geq T_N + 24 \text{ h} )(^1)</td>
<td>( T_{US} \geq T_N + 4 \text{ h} )(^5)</td>
<td>( T_{US} \geq 2 - T_N )(^6)</td>
<td></td>
</tr>
<tr>
<td>With at least one connection outside the USA</td>
<td>( T_{US} \geq T_N + 6 \text{ h} )(^2)</td>
<td>( C_{US} \geq C_N + 2 )(^3)</td>
<td></td>
</tr>
<tr>
<td>( W_{US} \geq 4 \text{ h} )(^4)</td>
<td></td>
<td></td>
<td></td>
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</tbody>
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