



WSAVA Travel Code of Conduct and Travel Policy

World Small Animal Veterinary Association (WSAVA)

Last Review: January 2019

WSAVA Vision: *Companion animals worldwide receive veterinary care that ensures their optimal health and welfare*

WSAVA Mission: *To advance the health and welfare of companion animals worldwide through an educated, committed and collaborative global community of veterinary peers*

The WSAVA is beholden to its volunteers, and others who travel on behalf of the WSAVA to accomplish and/or participate in various WSAVA initiatives in different regions of the World. As much of this travel occurs in developing countries, it is critical that the WSAVA, individual(s) travelling on behalf of the WSAVA, and the local host/association take all appropriate precautions to manage any risk(s) that travel may encumber. Critical issues involve proper travel preparation, familiarization with regional customs and realistic travel expectations, ensuring a local contact, and planning for the unexpected. The person travelling on behalf of the WSAVA must recognize that they do so both to accomplish the reason for their travel but also as a representative/ambassador of the WSAVA; as such they should behave accordingly and with respect to local custom.

The following are intended as guidelines for all people travelling on behalf of WSAVA and are not intended to be an exhaustive overview of proper trip planning as different destinations may have unique requirements, which should be identified by following these guidelines and/or through the regional liaison.

1. General

- 1.1. Confirmation** - While travelling on behalf of the WSAVA entitles the traveller to be compensated for costs incurred, confirmation should be received ahead of travel regarding budgetary allowance that may impact on trip expense allowances (e.g., travel, hotel, meals, internal travel, etc).
- 1.2. Insurance** - WSAVA does not have insurance coverage for individuals travelling on behalf of the association. As such, it is our stipulation that all travellers on WSAVA business must acquire adequate insurance for both personal & travel coverage prior to travelling on behalf of the WSAVA. Travel insurance costs for the duration of travel on WSAVA business can be claimed from WSAVA.
- 1.3. Safety** - For countries deemed at-risk due to travel alerts and warnings as per the volunteer's [government advice](#) or a schedule needs to be developed and shared that would minimize risk (e.g., known safe speaking venue in a safe region and always under the guidance of a national liaison from sponsoring association; staying in safe hotel; minimal to no sight-seeing; caution on photo taking; etc.). Itinerary should be provided to the WSAVA Secretariat prior to travel (admin@wsava.org)



2. Travel

2.1. Travel Expenses - All travel on behalf of WSAVA will be reimbursed through lowest fare (economy) point-to-point routing. WSAVA will use google flights and multiple airline flight websites to quote flights. A fee for extra legroom or comfort zone may be bought if your flight is over 5 hours or if the cost of such an arrangement fits within the daily per diem maximum. The amount claimed can be up to 15% higher than this base fare based on traveller's airline of preference, altering routing for personal reasons, or an upgradable fare. For claims greater than the base fare + 15%, the difference will be the responsibility of the traveller. Exceptions to these rules may be made when requested for medical reasons or other justified causes, but only if preapproval is requested and obtained from the Honorary Treasurer. It is recommended that all air travel be preapproved by treasury to ensure complete reimbursement may be made, and any air travel which will cost over 2500 USD prior approval from treasury is required.

2.2. Airlines - Airlines on the [EU list of banned airlines](#) are to be avoided.

2.3. Luggage - One piece of checked personal baggage can be claimed, when using an airline that charges for checked baggage. Extra bags and excess baggage charges will not be reimbursed.

2.4. Other Requirements - The procurement of any/all required travel documents (e.g., passport, VISA, vaccinations, etc.) and prophylactic health care are the traveller's/volunteers responsibility to meet (+/- assistance local host association) Costs of VISAs may be claimed back from WSAVA.

2.5. WSAVA traveller/volunteer needs to understand that agreeing to travel on behalf of the WSAVA is the ultimate decision of the traveller/volunteer and entails the assumption of all the risks associated with travel.

2.6. Regional Travel - When travelling regionally, it is preferred to be done via local transportation services. Car rental on behalf of WSAVA business is discouraged; where/when required, the individual should ensure that all applicable insurance has been acquired.

2.7. Travel to and from the Airport

2.7.1. Home Airport - If the traveller's own car is used for travel to and from the home airport, long-term parking should be used for any parking over 24 hour's duration. The transfer/mileage rate of reimbursement is \$0.50 per km to and from airport. The traveller should choose between driving and parking at the airport or taking a taxi, based on cost and choose whichever option is less expensive.

2.7.2. Destination Airport - If a shuttle bus service is readily available between the destination airport and the traveller's hotel or business venue, this should be used. If several people are travelling together, a taxi may be more economical and can be used.

2.8. Risk Assessment - It is up to the traveller to monitor and respect any travel restrictions and/or risk associated with the region of travel.

2.9. It is recommended that the traveller have a sufficient amount of local currency to ensure ease of acquiring local services that might be needed upon arrival (e.g., taxi, meal, etc.)

3. Hotels and other Expenses during the trip

3.1. Hotel - WSAVA will reimburse hotels of 3 star quality or up to 150USD/night. However, if it is necessary to be at a (congress) hotel which costs more this will be reimbursed if approved by Committee chair or Honorary Treasurer. The amount of nights covered will depend on the amount of days necessary for the purpose of the travel, and the time of travel. For travel under 3 hours one way,



and commitments of half a day or less, no hotel nights will be covered unless transportation is unavailable. For commitments of more than a half day one night per day of commitments will be paid. For travel over 3 hours one way, an additional night will be paid to allow for arrival before the first and leaving after the last day of commitments.

3.2. Travel over 20 hours - For travel of over 20 hours, or necessary lay overs of more than 6 hours WSAVA can reimburse, with prior approval, a hotel night at or near the connecting airport. Also, if your home is more than 2 hours away from the airport and you need to be at the airport before 6am, a hotel near the airport may be used the night before travelling.

3.3. Other Expenses - For expenses during your stay, such as taxi's and meals, a maximum of 100 USD/day can be claimed by sending in scanned copies of invoices. Your committee may decide on a per diem of max. 100USD/ per day to be requested according to amount of money spent. In this case add up all your meal and non-air travel expenses made while on WSAVA business and round off to nearest hundred, this will be your per diem claim. In the per diem system you do not need to send the receipts and invoices. Receipts must still be kept by the traveller for 7 years to be available for checking by auditor and treasurer where warranted.

3.4. Alcoholic Beverages - WSAVA does not reimburse alcoholic beverages except when taken in combination with a meal and up to a maximum of two glasses per meal. WSAVA will not reimburse expenses related to hotel minibars, laundry and personal telephone calls.

3.5. Contractors - WSAVA recognizes that our contractors will also often travel on Association Business. The same general principles for travel should apply to contractors as apply to volunteers as outlined in this document. One exception to this is that per diem payments (as outlined in Section 3.3) will not apply to contractors. Instead, contractors should submit receipted claims for all travel expenses.

4. Medical

4.1. Medical Insurance - The person travelling on behalf of the WSAVA should purchase, ahead of travel, appropriate medical insurance coverage for the duration of the trip. . This can be expensed to the WSAVA.

4.2. Health Risk Assessment - The traveller should be familiar with and assess any health risks well ahead of travel (CDC resource: <http://wwwnc.cdc.gov/travel>) It is the responsibility of the traveller to ensure they acquire/receive any preventative health care required/recommended for travel destination (e.g., vaccination, infectious disease preventative medication [malaria, etc.], insecticides, etc.) well ahead of travel.

4.3. Medical Conditions - Travellers with medical conditions, should ensure an appropriate supply of any required medication for the duration of their travel. Ideally this should be accompanied by a physician's note.

4.4. In regions where "travellers' diarrhea is a potential affliction, appropriate therapy should be acquired via a physician ahead of travel.

5. Regional Customs and Liaison

5.1. Laws - Traveller must obey all laws regarding travel to designated countries, both applicable laws from origin (i.e., from his/her country of citizenship) and destination of travel.

5.2. Illegal Activities - WSAVA has zero tolerance towards the commission of a



criminal act or the possession of substances deemed illegal in the country of volunteer activity.

- 5.3.** It is recommended that the traveller make themselves aware of and respect any regional customs (religious, ethnic, political, appropriate dress/attire, expected behaviours between men & women, etc.) to ensure safe travel and that they act as a good ambassador of the WSAVA.

6. Expense Claims

6.1. General - All up-front costs of travel are to be assumed by the individual travelling on behalf of the WSAVA. Costs assumed by the individual while working on behalf of the WSAVA will be reimbursed via an appropriate expense claim.

6.2. Expense Claim Form - Expense claim forms are available via the WSAVA Secretariat (finance@wsava.org). Once complete, and returned to same for processing with scanned invoices/receipts, they will be considered for reimbursement.

6.3. Claim Deadline - Claims must be received within 90 days of the event. Claims received more than 3 months after an event may not be honoured.

6.4. Payment - Payment options include **cheque** (USD, CAD funds), **bank draft** (USD, GBP, EURO, AUS, SGD, YEN), and **wire transfer**.

6.5. Bank Fees - Bank Fees for services related to payments are the responsibility of the WSAVA, unless incorrect or incomplete information was provided by claimant causing extra costs which will be the responsibility of the claimant.

6.6. Non-Receipt Items - Claims that include non-receipted items must also include a signed declaration by the claimant (form available from WSAVA secretariat (finance@wsava.org)). In these cases the WSAVA Treasurer will decide whether payment is to be made for expenses up to 100USD. For larger amounts without receipt, the executive board (and if appropriate the relevant committee chair) will be consulted as to whether reimbursement should be made.

6.6.1. Cash Payments - Claims requiring cash payments are the exception, but if deemed necessary by the WSAVA Treasurer, must include a signed receipt from claimant with witness or notary along with any other documentary requirements as stipulated by the WSAVA auditors.

6.6.2. High-Risk Countries - Claims submitted from countries considered high-risk by the Canadian Government or the WSAVA bank must include:

- 🐾 Two pieces of identification with photo and signature (ideally originals from which WSAVA directly makes photocopies, but the logistics of distance may preclude)
- 🐾 Personal information and contact details (whilst complying with Canadian privacy laws) stating funds will not be transferred to third-parties unless legally required.
- 🐾 Verification of funding use to include receipts, reports, and pictures of the event

6.7. Exchange rates and expense remuneration.

6.7.1. Within 90 days - Foreign exchange to be calculated: for claims received within 90 days of event: Receipts in a currency traded by Scotia Bank in the home currency of the claimant will be paid as actual. Claims with receipts in currencies not traded by Scotia Bank, or other than that of the claimant home currency, or in multiple currencies, will be calculated in USD, or CAD funds. Exchange amounts will be honoured as actual on credit card



statements if provided.

6.7.2. **After 90 days** - Foreign exchange to be calculated: for claims received after 90 days of the event in case of positive decision for reimbursement: will be calculated at best rate for WSAVA during the period between the event and approval of the claim.

6.8. Every attempt will be made to ensure timely payment of funds while minimising costs including bank fees to both WSAVA and the claimant. Whenever possible, and with agreement of the claimant, either cheque or bank draft to be used as the preferred method of payment.

6.9. Bank Fees

6.9.1. Responsibility of WSAVA - Bank fees for services related to payments are the responsibility of the WSAVA.

6.9.2. Responsibility of Claimant - Bank fees related to incorrect information provided by the claimant to be charged to the claimant, and subtracted from the payment, unless deemed to be the error of the bank.

6.9.2.1. Bank fees by the recipient bank for wire transfers are the responsibility of the claimant, unless a request is made to the WSAVA secretariat (admin@wsava.org) and/or financial office (finance@wsava.org) for an additional verified amount of fees to be added to the claim prior to the payment of funds.

6.9.2.2. Fees related to the replacement of received, but lost or un-cashed cheques or bank drafts will be the responsibility of the claimant.

This document has been shared with all WSAVA volunteers through the respective committee chairs, as well as being made available on the WSAVA website. As all volunteers would have been made actively aware of this document, and recognizing that the document clearly states that the final decision, preparation, and responsibility for travel rests with the volunteer, by choosing to travel on behalf of the WSAVA the traveller thereby chooses to waive any/all rights to take action against the WSAVA stemming from any consequence occurring as a result of this travel.