

Smoke-Free Dialogues Travel Policy & Reimbursement Guidelines

For participants booking their own transportation or lodging, and for meals or other travel-related charges incurred, the following guidelines should be adhered to, in line with the Foundation for a Smoke-Free World's travel and expense policy.

General Principles

1. All reasonable expenses associated with travel to and from the Listening Seminar will be covered by the Foundation for a Smoke-Free World. Any applicable reimbursements will be administered by SustainAbility.
2. Our event partner, BI Worldwide, should be the first point of contact for booking air, sea, or rail transport, and for hotels. This will enable direct billing to us, so that delegates do not need to front the cost of travel and await reimbursement after the event.
3. If necessary or preferred, delegates may book their own travel. Reasonable expenses, using the below as a guideline, will be reimbursed after the event. Delegates wishing to claim expenses should fill out an expense claim form and send to ofloinn@sustainability.com within 7 days after the event has finished. A blank claim form is included below.
4. All claims for expense reimbursement, including partial reimbursement, must be supported by proof of payment (e.g. copies of receipts and/or tickets). SustainAbility reserves the right to reject, in whole or in part, any claims for reimbursement of expenses that do not comply with these guidelines.
5. Delegates who book their own travel do so at their own risk. Delegates who book their own travel must arrange their own appropriate travel insurance. SustainAbility is not responsible, and disclaims all liability, for, any claims, loss, liability, or damage associated with such Delegates' travel to or from the Seminar.
6. Delegates are solely responsible for compliance with all applicable immigration requirements, such as passport and visa documentation and other entry requirements.

Expense Guidelines

1. Air Travel

All domestic air travel must be booked "coach/Economy" class. Participants are authorized to travel "business" class (or "first" class if "business" class is not available) on international flight legs that are more than four hours long.

2. Taxis/Car Service/Train

The cost of transportation to and from places of business, hotels, or airports in connection with the dialogues is reimbursable and receipts should be obtained. In general, a taxi or taxi-like service should be used for all travel including between an airport and hotel as well as between all metropolitan locations (e.g. intra-city travel). If the use of a taxi or taxi-like service is not practical and a car service is used, wait time should be reasonable and show good judgment.

3. Mileage & Parking

The cost of dialogue-related mileage and parking is reimbursable. Standard mileage rates as determined for your country/region will be used. For assistance arranging parking, please contact the Event Team at smokefreedialogues@gms-team.com.

4. Lodging

Lodging will be reserved for you via the Smoke-Free Dialogues team with a single room/standard. Where rooms are not available at the convening site, or if required for other reasons, you may opt to book your own accommodation subject to the following rate caps:

- NYC: \$400 USD/night.
- London: \$450 USD/night
- All other international locations: \$300 USD/night

The maximum number of nights reimbursed is 2, unless otherwise agreed with SustainAbility beforehand.

5. Travel Meals

Lunch and snacks are provided at the event. For those staying overnight, reasonable evening meal expenses will be reimbursed for each night's stay. Expenses are expected to be reasonable and appropriate. Lavish and extravagant meals should be avoided. Tips should not exceed 20%. Daily maximums per person (inclusive of all meals, snacks, mini-bar, beverages, taxes and tip):

- Beijing, London, and Tokyo: \$125 USD
- All other locations: \$100 USD

Reimbursements

All receipts and supporting documentation should be included with each claim.

Bank Account details required include:

- Bank and branch name
- SWIFT code
- Account number or IBAN
- Recipient's account name
- Recipient's physical address
- IFSC code* (for residents of India)
- Bank address including PIN code

Alternatively, please forward details of:

- Paypal account, including full Account Name and email address
- OFX account

Smoke-Free Dialogue Travel Reimbursement Claim Form

Delegate Name _____

Organisation _____

Dialogue City _____

Expense Type	Reason/Notes	Amount	Currency	Date Incurred
TOTAL:				

Bank Details

Signature

Date