



# ASI TRAVEL POLICY

MARCH 2024

Certified



Corporation

This company meets the  
highest standards of social  
and environmental impact





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## Introduction

International travel is often a core requirement of work at ASI, but it has implications for staff health & safety, business efficiency, the environment and our finances which need to be considered and governed responsibly. This policy is designed to act as a guideline for business travel and aims to ensure that it takes place in a safe, cost-effective and environmentally friendly way. It should be read in conjunction with [ASI's Expenses Policy](#).

## Travel and the environment

ASI is committed to reducing its environmental impact and has set a target to be a net positive contributor to the environment. Our approach to business travel is an important aspect of reducing our carbon emissions. To reduce the impact of business travel, where appropriate please:

- join meetings remotely (e.g. video conference);
- take public transport instead of taxis; and
- travel by rail instead of air.

## Approval for travel

Authorisation for travel must be secured from the person who manages the budget that will finance it.

In the case of **project funded travel**, this will be the project manager/director. They will provide details of any project specific rules applicable, eg cost ceilings, client approval to fund business class travel etc. The project manager will be expected to confirm that the client is willing to accept the cost associated with the proposed travel and that the person who is travelling is aware of the country risk, operations and DoC framework for the project.

In the case of **corporately funded travel**, the traveller must seek authorisation from the relevant budget holder. This will typically be the Head of Business Development for travel to be funded from the business development fund, or the Director of Operations & Risk for travel to be funded from the central pooled travel fund. The Asia Pacific team maintains its own corporate travel budget and use of this should be authorised by the Director of Asia Pacific. All corporately funded travel is expected to be booked in economy class, unless a Board member authorises business class travel.

## Booking travel

ASI maintains relationships with a number of travel management companies. Use of these companies allows ASI to access preferential rates and contractual terms, reduces the administrative burden for bookers and travellers, and ensures the ASI's Duty of Care (DOC) team is aware of itineraries.

Principles applicable to flight bookings:

- Flights must be booked through one of ASI's travel providers, unless it is necessary to arrange a flight out of hours or unless there is a substantial cost saving in booking a flight outside of the ASI travel provider. This requires the written approval of line management before booking.
- Flights must be booked as soon as possible to take advantage of early booking discounts. Flight charges for change of flight / extra luggage will generally not be reimbursable unless there is written approval of an Executive Team member.
- Employees are expected to plan their journeys thoroughly to ensure flight changes are kept to a minimum.
- Upgrades: You may upgrade a flight (for example, extra leg room, a different class of travel) if you personally pay the difference in price between the class specified under this policy and the one booked. Reservation of an exit seats on long-haul flights (6 hours +) for a fee is however allowable.
- Airmiles: You may accrue promotional benefits (such as air-miles or frequent flyer benefits) for your own personal use; however, the availability of such benefits must not influence your choice of airline or flight.
- Compensation: You must not volunteer for denied-boarding compensation.
- You must not seek to benefit personally from financial compensation awarded for delayed or cancelled flights. You can accept vouchers, arrangements for refreshments, meals and accommodation during a disrupted journey.
- All corporately funded travel is expected to be booked in economy class, unless a Board member authorises business class travel. All project funded travel is expected to be booked in economy class, unless the client authorises business class travel.
- Anyone using flights to travel internationally on ASI business is prohibited from using airlines that have been [banned by the EU](#) and that are not [International Air Transport Association \(IATA\)](#) registered. Exceptions to this may be made for domestic flights where all other alternative methods of transport (e.g. travel by road) are assessed as being more hazardous.

## Entry requirements

It is the responsibility of travellers to arrange necessary entry visas and related documentation (eg health certificates) before departure. Local project and operations managers will be able to advise on these requirements in most cases.

For employees travelling internationally on a long-term secondment or deployment (i.e. greater than 3 months), a work permit may need to be obtained in advance of departure.

## Hotels and accommodation

Any accommodation that is routinely used by project staff in countries where ASI has a permanent presence must be vetted by the host country in accordance with ASI minimum standards: Refer to the [Hotel-Venue Health, Safety and Security Checklist](#).

Use of any Airbnb properties (or any other companies offering private lodging or homestays) is not permitted during any international travel, unless for exceptional reasons and with approval from Project Director in the country where the Airbnb property is located and in consultation with the Global Security Manager. This is for the following reasons:

- Health, Safety and Security Standards at the property cannot be guaranteed or vetted by ASI.
- The host will not provide 24/7 emergency support.
- In some locations, there are concerns over the legality of rented rooms.
- Hosts can cancel reservations at any time without notice.

## Communication Equipment

Anyone travelling internationally on ASI business must have a reliable form of communication that enables them to make or receive domestic and international telephone calls at all times throughout their trip, and across all locations they will be visiting.

Prior to travel, it is the responsibility of the traveller to check what reliable and cost effective communications arrangements are likely to be most effective. In some jurisdictions international roaming is exorbitantly expensive and in such places the use of esim is more appropriate. Where esim or roaming is unlikely to provide reliable communications coverage, the hosting country team must either provide a local phone or advise the traveller what other options are applicable.

ASI teams in the host country are expected to have the contact number of all international visitors and ensure they are included in any emergency communications mechanisms (e.g. instant messaging group, communications tree etc) in case they need to be alerted to incidents or accounted for.

## Health and safety

Travellers are responsible for seeking appropriate advice from a medical professional prior to travel regarding any vaccinations or medications recommended for travel to countries that they are visiting.

All ASI staff have access to the International SOS security health and wellbeing assistance service which is available 24/7 from any location. We recommend all travellers instal the [International SOS assistance app](#) on their phones. ASI's account number is 14AGDA1024157.

## Emergency contact details

Up-to-date next-of-kin or alternative emergency contact details for anyone travelling internationally must be recorded within the OS system and be accessible to those that would normally be notified of any incident or emergency.

For travel to high risk countries (as defined in the [ASI Duty of Care framework](#)) travellers are required to complete a proof of life form on the OS system in advance of departure.

For non-staff who are contracted from another organisation or employer, the ASI Project Manager must ensure they have an out-of-hours emergency contact number for their employer prior to departure. For non-staff who are independent from an employer, the Project Manager must ensure that the emergency contact details of the next of kin has been recorded and shared with appropriate managers.

## Insurance

ASI provides comprehensive travel / personal accident insurance for anyone who is travelling internationally on ASI business. This insurance will provide medical and security support following any incident or emergency, including being hospitalised due to infection disease and cover any financial losses incurred from medical treatment or travel-related issues.

For the traveller to be covered by our insurance they need to be covered by a valid contract covering the period of travel or otherwise sign a duty of care memorandum of understanding (discuss this with the Global Operations and Security Manager if required).

Where it is not possible to bring non-employees under ASI travel / personal insurance policy, the Project Manager must make sure the non-employee member has their own travel / personal accident insurance which is equivalent to what ASI would normally provide to its own employees.

Details of ASI's travel and personal accident insurance policies are available on the [insurance SharePoint site](#).

# ASI

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