

DUTY TRAVEL POLICY AND PROCEDURE

Code: P071

Policy owner: Board of Governors

Procedure owner: COO – Corporate Services

Definitions:

Accounting Officer	Public officer who are responsible for managing the Ministry/ Department travel arrangements.
Business Class	Flight seating of type “Business”
Class A	Classification of per diem allowance provided to public officers with a Scale of 1 to 5, or senior management level employees within public sector organisations
Class B	Classification of per diem allowance provided to public officers with a Scale of 6 or below.
Conferences	The reference should be taken to include congresses, meetings of experts and symposia organised by international or national bodies.
Contingency Allowance	A monetary allowance which may be provided as a contingency upon the delegate’s request when travelling on official duties, mainly for travelling to and from home/hotel and destination airports.
Employee or Employees	all staff of the Institute of Tourism Studies, whether academics or non-academics.

A. Introduction

This Policy for Travel issued by the Institute of Tourism Studies explains travel entitlements and provides guidelines, administrative requirements and operational procedures for processing official business or duty travel (such as attendance in meetings and conferences, participation in training courses, official briefings/debriefings, official consultations, project site visits and project/programme-related missions). Travel entitlements are derived from the Transport and Travel Policies and Procedures of the Public Service Management Code.

B. Scope

This policy for travel is provided to explain who is eligible to undertake duty travel on the Institute of Tourism Studies expense and the administrative requirements for travel.

This policy does not cover the procedure for non-duty travel.

Issues or questions not covered by this policy shall be referred to the PAs' to the CEO office, who in turn will review, make recommendations and refer the matter to the CEO and/or Chief Operating Officer - Corporate Services for decision on a case-by-case basis. In making the decision, one will take into account past practices of the employees and be guided by the policies and procedures.

C. Travelling to Gozo

1. Actual board and lodging expenses incurred by employees proceeding on ITS business to Malta and Gozo shall be remunerated as follows:

		Low Season	Mid-season	High Season
		Nov - Mar	Apr- May	Jun - October
a)	Breakfast	€3.49	€3.49	€3.49
b)	Lunch	€8.15	€8.15	€8.15
c)	Bed & Breakfast	€13.98	€21.55	€29.70
d)	Half-board	€22.13	€29.70	€37.85
e)	Full Board	€31.45	€39.02	€47.17

2. Employees in Manager 1 and above are entitled to the below allowance:

a)	Lunch	(Departure in the morning & afternoon return)	€27.95
b)	Bed & Breakfast	(Overnight stay & morning return)	€60.56
c)	Half-board	(Overnight stay & afternoon return)	€83.86
d)	Full Board	(full day and overnight stay)	€107.15

3. The above rates shall apply as follows:

3.1 employees required to travel from Malta to Gozo or vice versa for a single day visit by taking the first morning trip and returning by an afternoon boat-trip are entitled to breakfast and lunch at the rates stipulated at (a) and (b) of paragraph 1., above;

3.2 employees required to travel from Malta to Gozo or vice versa by an afternoon boat trip and return on the following day will be entitled to half-pension rates stipulated at (d) of paragraph 1. Full board at the rates stipulated at (e) of paragraph 1. above will apply if the officer is required to return to base by an afternoon boat trip the following day; and

3.3 officers required to travel from Malta to Gozo or vice versa for a stay which is longer than one night and day will be entitled to full board rates as at (e) of paragraph 1 above for each complete night and day and to supplementary amounts for each uncompleted day of such a stay in accordance with (a), (b), (c) and (d) of paragraph 1.

4. The rates at paragraph 1 apply subject to the conditions enumerated below:

4.1 all claims for reimbursement of expenses incurred must be supported by receipted bills;

4.2 under no circumstances should the applicable rates stipulated respectively for “low”, “mid” and “high” season be exceeded during the applicable period;

4.3 subject to the limit at (b) above, no reimbursement of board and lodging expenses will be effected without a prior check on the grades of the hotel/ establishment appearing on related bills and that the rate charged conforms to the maximum charges laid down for that particular category of hotel/restaurant. Reference to the Hotels and Catering Establishments Board should be made in case of any difficulty; and

4.4 the subsistence allowance in terms of paragraph 1 is allowed up to a maximum of thirty (30) days. Reimbursement for a maximum period of thirty (30) days may also be allowed for second and subsequent tours of duty provided that these duties are required in the interests of the relevant directorate and should preferably be carried out by different officers.

5. When an employee is entitled to board and lodging expenses but does not incur any, he/she shall be entitled to an allowance at the rate of €3.38 for each full day and night.

6. A subsistence allowance at the rate of €1.98 per day is payable when:

6.1 An employee is required to travel on duty outside a radius of 5km from his/her normal place of work;

6.2 the period of the necessary absence from the normal place of work exceeds five (5) hours; and

6.3 there are no facilities for quick and cheap transport

7. Refund of actual board and lodging expenses, in accordance with paragraphs 1. and 4, may be made to officers permanently resident in Malta or Gozo who are transferred or posted on first appointment to Gozo or Malta respectively, for a period of thirty (30) days, or till they find accommodation, whichever occurs the earlier. For the purpose of this paragraph, permanent residence is taken to mean continued residence in either island for a period of not less than one year before the appointment or transfer.

8. The provisions of paragraph 6 do not apply:

8.1 in the case of first appointment to a post the location of which is specifically advertised; and

8.2 in the case of transfer at the request of the officer himself, on arrangement between officers, or on disciplinary grounds.

D. Travelling Abroad

1. Obligations

1.1 Employees should be told that, if they are in doubt about their entitlements, they should seek written advice before committing themselves to any expenditure.

1.2 Employees are obliged to avail themselves of any facilities and amenities being provided as complimentary by the hosts. In addition, officials travelling are to declare all amenities being offered complimentary by the organiser of the event being attended to abroad.

1.3 An employee travelling may only receive in total the allowance established in government travel regulations as at 4th October 2021, and is obliged to reimburse to ITS, any amounts received by way of host organiser which are additional to what they were entitled to.

1.4 An employee travelling shall be responsible for enquiring whether the meeting they are qualify for reimbursements and communicate the correct information to accounting officers handling their travel bookings.

1.5 Employees with outstanding accounts, who provide incorrect or incomplete information, or who persistently fail to meet the set deadlines for providing the necessary reports from previous travel events, are to be precluded from going abroad.

1.6 Maltese Public officers who will be travelling on official duty to non-EU countries may require a visa for travel. It is imperative that officials travelling on duty abroad take note that visa requirements may differ subject to the type of passport used and the reasons for travel. Furthermore, employees should consider it their prime responsibility to apply for a visa for travel abroad in time and according to the procedures stipulated by the receiving country.

2. Approval

2.1 Duty travelling incorporates all travel abroad on official duty such as conferences include also congresses, meetings of experts and symposia organised by international bodies, meetings with partners.

2.2 Employees may, subject to the Institute of Tourism Studies procedures, be authorised in writing by the CEO to travel abroad on official ITS business. A copy of the authorisation to be presented for the eligibility to the Per Diem

2.3 The Finance Officer reserves the right to refuse payment or refund of any expenses that are not fully justified by the individual concerned and that are not properly authorised, documented or accounted for in accordance with this Policy.

2.4 Academic staff who are utilising their allocation of Academic Work Resources Funds (AWRF) are to finance their travel requirements should follow the AWRF Policy and Procedure Guidelines and the relevant clauses in this policy.

2.5 Academic staff who upon their own initiative travel to conference utilising their academic work resources fund must still obtain approval from the Chief Executive Officer to travel during the academic year.

2.6 Except for instances where the Employee is utilising the AWRF, a request has to be sent through the PAs of the CEO office with the agenda, justification and a copy of the approval from the CEO, a copy of the invitation, agenda, training programme or other relevant communication have to be attached to the request, in order to enable validation of the expense being incurred.

3. Flight Arrangements

3.1 Bookings for air travel are to be made in good time through the office of the PAs of the CEO, so that the cheapest class of travel is obtained.

3.2 Three quotations, one of which from Air Malta (where applicable), should be procured for all travel arrangements.

3.3 Low cost tickets or special fares must be used as far as possible. Air travel costs higher than those associated with economy class are not allowed. However, in the case of non-stop transcontinental flights involving durations of at least ten hours flights, employees travelling on an economy class basis are entitled to travel on business/club class basis on such type of flights.

4. Subsistence Allowance

4.1 The standard daily rates of subsistence allowance (per diem allowances) cover complete periods of 24 hours and are fixed for countries to which ITS employees may be sent for duty visits. The per diem allowance covers accommodation costs and subsistence allowance in respect of breakfast and two main meals, local travel, telecommunications, and all other incidental and sundry expenses.

4.2 Public officials travelling abroad fall into two classes:

Class A - Employees who hold the position of Manager 1 and above

Class B - All other employees.

4.3 Per diem allowances payable to Class B officers are equivalent to 90% of the relative amount payable at Class A. The applicable per diem allowances are pegged to standard rates applied within the EU. The latest per diem rates are available here (<https://finance.gov.mt/resources/per-diem-rates/>).

4.4 The per diem allowance is all-inclusive, except for:

4.4.1 hospitality expenses;

4.4.2 expenses relating to hotel/airport transfers and local transportation to/from airport, although, in such cases use of taxis should be justified and, where practical, no effort should be spared to utilise the most economic means of transportation available;

4.4.3 expenses relating to the administration of obligatory vaccines for the immunisation of officers in correspondence with the country being visited.

All claims for re-imbusement of such expenses should invariably be supported by receipts.

4.5 The total per diem allowance entitlement for travel abroad is calculated on the number of nights spent abroad multiplied by the per diem allowance, irrespective of the time of departure from Malta.

4.6 Class A or B allowance can cover the following types of expenses in the indicated ratios:

Accommodation	50%
Breakfast	10%
Lunch	10%
Dinner	10%
Sundry expenses	20%

4.7 When accommodation and breakfast are provided, the per diem allowance shall be reduced by 60%. However, if breakfast is against payment the reduction shall be only 50%. For every meal provided during the stay, the per diem allowance shall be reduced by 10% for each meal up to two meals per day.

4.8 An employee travelling qualifies for an early departure/ late arrival allowance of 20% of the per diem daily allowance when the following conditions are met:

4.8.1 The difference between the time of departure from country of residence and the time of departure from the country of destination back to the country of residence exceeds six (6) hours; and

4.8.2 The departure from country of residence and return back are not on the same day (i.e. the duration of the trip including flight time must exceeds 24 hours); and

4.8.3 In case of multiple flights on return, the time of departure on the last leg of the return trip is taken; and

4.8.4 When the whole stay abroad is work related, i.e. there is no extension to staying abroad which is requested by the delegate for personal reasons.

4.9 The per diem allowance is not paid for ocean voyages during which employees are provided with meals.

4.10 In the case of long-haul air voyages involving overnight flights, 50% of the diem rate applicable to the country of destination is payable for such a night.

4.11 Employees who travel abroad on official duty and return on the same day are entitled to 50% of the applicable per diem daily subsistence.

4.12 In the event of an employee having to spend additional days abroad due to unforeseen circumstances beyond his/her control the following will apply:

4.12.1 Expenses incurred during the first additional 24 hours are to be reimbursed on the presentation of receipts only;

4.12.2 For an extended stay abroad (i.e. exceeding 24 hours) the necessary arrangements should be made with ITS for the employee to be provided with a contingency and/or the official travel per diem.

4.13 An expense incurred abroad should only be reimbursed if all these conditions are met:

4.13.1 it is represented by a receipt accompanied by an explanation of the cost and a justification for reimbursement;

4.13.2 it has not been covered by an official per diem allowance;

4.13.3 it approved by the Chief Executive Officer or Chief Operating Officer – Corporate services.

4.14 The Chief Executive Officer Services is required to endorse a request to stay abroad for additional nights for attending consecutive meetings, provided a) the requested arrangements are financially justified and b) consecutive meetings are not further than 2 days apart.

4.15 Upon an employee's request for a travel contingency, the Chief Executive Officer, or a person with designated authority, may consider issuing a contingency allowance in advance. Contingency money issued shall be calculated on 20% of the per diem allowance which should not be less than €100 and shall not exceed €230. Expenses actually incurred must be justified and supported by receipts.

5. Travelling Arrangements

5.1 Bookings for air travel are to be made in good time, even provisionally, so that the cheapest for flights of comparable quality and convenience is obtained for the employee and for officers posted abroad.

5.2 As long as flight arrangements can be made, an employee travelling is not to arrive at destination earlier than a day before the meeting and is not to leave later than the day of the meeting. Any arrangements requested for personal reasons

by the employee travelling to extend the period of stay abroad should only be considered if the following conditions are met:

5.2.1 the employee travelling will cover any additional expenses incurred;

5.2.2 the employee will not receive any additional subsistence for the extended period;

5.2.3 that this will not impinge on the government's claim for reimbursement of expenses from the meeting organizer.

5.3 Only Manager, Senior Managers, Chief Operating Officers and the CEO are entitled to travel on Business/Club Class basis at the discretion of the CEO. This may be extended to an accompanying delegate for short haul direct flights, provided it is approved by the CEO. In all other cases, travelling on Business/ Club Class should only be considered in exceptional cases, when there is clear justification for additional expenditure which is presented to and endorsed by the CEO.

5.4 Flight arrangements must be requested through three quotations (one of which ideally be from Air Malta). Notwithstanding in cases of urgency, and when the estimated value of the flights does not exceed five thousand euro (€5,000), the flights may be procured departmentally through a direct contract at the discretion of the CEO, taking into consideration the amount involved, the urgency attached to the procurement or restrictions of choice and availability.

6. Accommodation Abroad

6.1 Bookings for accommodation should be done as soon as possible, i.e. immediately on confirmation of attendance, or on receipt of meeting schedule, or on invitation for periodic meetings. Booking for accommodation must include the 'free cancellation option'. The free cancellation option should allow free cancellation within 48 hours of the departure date and should be availed of immediately if the trip abroad is cancelled. The 'non-cancellation' option should only be used when it is the only option available, or when economically feasible to do so. Prior to booking accommodation on a non-cancellation option, this must be endorsed by the CEO and/or Chief Operating Officer – Corporate Services.

6.2 In the event that part/ all of the accommodation fee needs to be refunded back to the officer, and this is not covered by insurance, the Chief Operating Officer – Corporate Services should only approve such refunding when instructions in 6.1 have been followed.

6.3 If, for proper performance of official duty, it is necessary for employees to travel with senior officers and to stay at the same hotel, they may receive the same

subsistence allowance as their senior if prior approval by the Chief Operating Officer – Corporate Services is obtained. Proof of stay in same hotel must be submitted on return

7. Pre-Travel

7.1 Employees travelling abroad are to be made aware of travel regulations, including their entitlements; this will avoid difficulties when accounting for the advancement of allowances for travelling.

7.2 No accounting officer may commit to expenditure on visits abroad, without the prior approval of the Chief Operating Officer – Corporate Services.

7.3 Proposals for official travel submitted through CEO and Chief Operating Officer should state the following:

7.3.1 Purpose of Visit: Full reasons as to why the visit is necessary, indicating also whether the visit is EU-related business or otherwise.

7.3.2 Whether attendance is at the expense of the ITS or not: Where attendance is at ITS expense the anticipated cost should be given;

7.3.3 Details of the tangible benefits which are expected to be achieved which directly or indirectly affect the interests of the Institute;

7.3.4 A detailed programme of the work which is expected to be done abroad by the delegation as a whole and the duties which each member is expected to perform during the duration of the entire visit;

7.3.5 Duration Abroad: The actual dates of the full visit are to be provided;

7.3.6 Names and status of employees: All employees names forming part of the delegation and their status and designation;

7.3.7 Breakdown of Estimated Expenditure: A detailed breakdown of all estimated costs is also to be drawn up.

7.4 The official invite or agenda relating to the visit should be made available to employees administering travel, CEO and Chief Operating Officer– Corporate Services. The employee travelling should also be made aware that any updated literature or relevant correspondence needs to be sent electronically through email for necessary verifications by whoever is processing or approving travel. If the documentation cannot be presented, a written justification from the employee travelling and approval from Chief Operating Officer – Corporate Services needs

to be provided to the employee administering travel prior to the purchase of flight tickets.

7.5 employee administering travel and the Chief Operating Officer- Corporate Services shall not issue and endorse any form of advance for an employee who has pending expenses from previous visit abroad dating back more than one month (1) which have not been settled.

7.6 Chief Operating Officer- Corporate Services and employee administering travel should request the official literature relating to the visit and ensure that in the event that amenities are stated as provided for free by the organiser, any necessary deductions in subsistence are effected, as per regulations.

8. Transfer of Funds

8.1 The Employee is to present, a copy of the relevant agenda or training programme and approval of travel from the CEO to be eligible for allowances.

8.2 In all other instances, the employee requesting subsistence allowance prior to departure shall request for a claim, in person or through an email, to the office of the PAs of the CEO on: claire.mallia@its.edu.mt or sharon.farrugia@its.edu.mt.

9. Post Travel

9.1 A report on each visit (Specimen at Appendix II) is to be submitted by the delegate to the Chief Executive Officer and Chief Operating Officer- Corporate Services by not later than one (1) month after the visit. The report shall include a short explanation about the purpose of the visit, including the aims/goals of the visit, the benefits achieved from such a visit, the employee's personal remarks, the officials to be alerted about the outcome of the visit and the issues to be followed up in Malta.

Appendix I

Statement of expenses for visits abroad on official duty

Department _____

Visits abroad on official duty

Statement of expenses

Duration Abroad	Dates		Destination
	From	To	
Names and grade of Employees			

i. ADVANCE RECEIVED Foreign Currency € Rate of Exchange

Cash
Travellers Cheques

ii. EXPENSES

OPTION A

a. Full Subsistence Allowance*
..... Days x

b. Other Expenses
(Details to be given)

OPTION B

a. Hotel Expenses
Bed/Breakfast

b. ½ Subsistence Allowance*
..... days x

c. Other Expenses
(Details to be given)

TOTAL EXPENSES

iii. REFUND

Cash
Travellers Cheques

Date _____ Signature of Employee _____

* If meals are provided free or claimed as hospitality a deduction of 1/3 of standard rate is made.

Appendix II

NAME OF UNIT

Report of the (Title of Meeting) held on (Date)

Purpose of the Meeting: Short explanation about the purpose of the meeting.

Calibri 11pt (Body)

Participant/s: Name/s of participant/s and Title. (If person who normally attends could not attend, state reason for non-attendance).

Calibri 11pt (Body)

Report drawn up by: Name of author and Title.

Calibri 11pt (Body)

Time: Meeting commenced at 0000hrs and ended at 0000hrs.

Calibri 11pt (Body)

Abbreviations used: AT – Austria; BE – Belgium; BG – Bulgaria; CZ – Czech Republic; CY- Cyprus; DK – Denmark; EE – Estonia; FI – Finland; FR – France; DE – Germany; EL –Greece; IE – Ireland; HU – Hungary; IT – Italy; LV – Latvia; LT – Lithuania; LU – Luxemburg; MT – Malta; NL – Netherlands; PL – Poland; PT – Portugal; RO – Romania; ES – Spain; SI – Slovenia; SK – Slovakia; SE – Sweden; UK – United Kingdom;

Introduction

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Agenda Item number and Agenda Item title (Heading3 Calibri 12pt Bold)

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Heading4 Calibri 11pt Italic

Body text in Calibri 11pt.

Only one style of bullet (Bullet) should be used. You have to manually insert the bullet.

Where a second level is required use a dash (Bullet2).

Personal Remarks

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Issues to be followed up in Malta

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Date of Next Meeting

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