



ANNEX A - UFMS TRAVEL POLICIES

The UfMS will share with the contractor the comprehensive chapter of mission management of the Manuel of Internal Procedures but for the purpose of getting a basic understanding of the travel policy a summary is presented below:

Length and cost of business travel

- Travel must be organised so that the business trip lasts as short as possible given the means of transport used and is as cost-effective as possible

Economy, business or first-class air travel

- In general, no business class tickets are to be purchased for any trips. Special circumstances such as very long flights or other could change this policy
- Economy class tickets shall include as a minimum the possibility to select a seat on the plane, the *speedy boarding* service and the inclusion of a checked-in luggage

Departure (from Barcelona), arrival (at destination) and arrival (at Barcelona) times

- Staff going on business travel will not be obliged to:
 - Leave place of employment, i.e. departure from Barcelona airport, before 8:00 hr
 - Arrive at destination after 23:00 hr
 - Arrive at place of employment, i.e. arrive at Barcelona airport, after 23:00 hr

1

The policy on these points is flexible, in the sense that UFMS staff may decide themselves to leave earlier or arrive later, a choice that often is made (for example, the morning flight from Barcelona to Brussels leaves at 6:50, many staff members will prefer this early departure to an anticipated departure the evening before). If the staff member so wishes, then there is no policy problem. In this case, the policy is there to “protect” the staff member, not to force the staff member

Travel by rail

- Travel by rail shall be booked in first class or equivalent

Price comparison

- When combining a business trip with holidays or with personal time, two quotations will be needed from the agency: A flight or travel option according to the actual agenda of meetings and the quotation from the real flight selected by the passenger. These two options will be used to compare extra costs due to holidays or personal weekend or personal detour.