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## WFME Travel Policy

This policy applies to WFME staff and advisers, and for all purposes. It is for travel paid out of WFME funds, and for travel paid by another agency at the behest of WFME: in particular, travel in the Recognition of Accreditation Programme.

### Air Travel

Flights under three hours – Economy

Flights between three and five hours – Premium Economy, if available

Flights of more than five hours – Business, if available

If Premium Economy is not available for a flight between three and five hours, then Business class may be used for a flight of more than three hours.

First class air travel is not supported.

- The price for any given journey should be based on the best direct option where applicable, or most logical routing if indirect.
- If the passenger decides to take an indirect flight (say Business via Middle East to Central Africa from Europe instead of Economy direct) but is able to obtain a better class of travel for the same fare as the direct flight – then upgraded travel is permitted.
- For overnight flights of up to five hours duration, then upgrade from Economy is permitted if the extra cost is less than 50% more than the Economy fare.
- Likewise, if a traveller wishes to travel earlier and is able to obtain a higher class of travel for the same Economy fare as quoted within the original travel policy then this is permitted, provided the total costs including extra accommodation (where relevant) is not more than the Economy fare as quoted.

### Rail Travel

Journeys under two hours – second class

Journeys of more than two hours – first class

## **Hotel accommodation**

Hotels should be the cheapest available providing a good level of comfort, security and convenience.

Comfort includes en-suite bathing facilities for each bedroom, good quality wireless internet facilities, air conditioning or heating or both (where relevant), dining facilities, night portorage.

Security includes security in the hotel and outside the hotel perimeter, to the highest available local standards. Security in the hotel must include night portorage, and security screening of hotel visitors at an appropriate level.

Convenience includes proximity to the workplace, to transport (including transport to and from the airport) and to relevant outside facilities such as restaurants. Early check-in and late check-out should be available and are a permitted expense, where charged for.

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Note: In 2017 the WFME document design was updated. The content remains unchanged.