

SECTION 10 TRAVEL ON DUTY

- References:**
- A. NATO Civilian Personnel Regulations (NCPR)
 - B. ACT Directive 60-1 Status and Funding Criteria
 - C. Annex II to MBC-BR(89)44
 - D. MBC-R(82)19
 - E. MBC-M(82)185
 - F. MBC-R(77)3
 - G. C-M(92)75
 - H. ON(2005)0041

1. **Applicability.** This Section applies to all travel on international duty performed by personnel of internationally funded military headquarters and organisations of Allied Command Transformation (ACT).

2. Purpose

- a. To promulgate the policy and outline the procedures for travel on international duty.
- b. To establish standards and entitlements for personnel required to perform travel on international duty.
- c. To implement the relevant parts of the NATO Civilian Personnel Regulations (NCPR), in accordance with the provisions of this Directive.

3. **Explanation of Terms.** As appropriate, the following should be substituted in this Directive:

- a. For Headquarters read NATO Body.
- b. For Commander read Head of NATO Body.
- c. For Financial Controller read Head of Administration and Finance or the equivalent.

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CHAPTER 1

RESPONSIBILITIES

1-1 Responsibilities

- a. The Commander will ensure that all travel is achieved in the most cost-effective manner possible and will ensure that the provisions of this Directive are applied.
- b. The Commander will establish and publish detailed procedures for staff travel unique to their activity. Their local travel instructions must comply with this manual and the relevant parts of the NATO Civilian Personnel Regulations (NCPR) and be approved by the ACT Financial Controller.
- c. The Commander has a moral and legal obligation to transport NATO civilians travelling or deploying on official orders and to provide any special care required for their health and safety enroute in both directions. In that regard, the organisation fulfils the same role as a nation does for its military personnel. The Commander is authorized to take necessary measures to support NATO civilian members of his staff during emergency situations and this will be charged to the headquarters or mission budget as appropriate.
- d. The travel approval authority for ACT is as follows:
 - (1) COS for DCOSs & ACOSs
 - (2) ACOSs for DACOSs and Branch Heads
 - (3) Branch Heads for remainder of all staff
- e. The Financial Controller shall maintain strict financial control over international funds approved for the purpose of travel. This control shall include, but not be limited to the following:
 - (1) Ensuring that all journeys are in accordance with the criteria of this Directive and that necessary funds are available for the journey.
 - (2) Authorizing commitment of funds and annotating travel orders accordingly.
 - (3) Verifying and paying travel expenditures.
- f. Travel Officer
 - (1) Ensure travel is selected in accordance with para 2-1a.
 - (2) Be responsible for arranging the journey, the procurement and issue of,

tickets, etc., necessary for the mission.

(3) Define the local travel area in accordance with para 2-5. based on local demographics and geography, determines in consultation with the Financial Controller distances and locations which should be included in the local travel area.

(4) Approve exceptional use of Personally Owned Motor Vehicle (POMV) for personal convenience and in headquarters interest.

g. Travel Approval Authority

(1) Review and approve individual travel requirements against the approved travel plan.

(2) Assess necessity of travel requirement (is physical presence required, can a VTC or phone conference accomplish this requirement).

(3) Establish internal procedures for travel review and approval.

h. Fund Manager

(1) Approves individual travel requests.

(2) Submits and monitors the travel plan and ensures that travel is in accordance with travel plan.

(3) Ensures that travel is in accordance with the requirements of this Directive.

(4) Ensures that sufficient funds are available.

(5) Applies the correct Chart of Account classification.

i. ACT Traveller

(1) Comply with all relevant and applicable local, ACT, NCPR and/or national rules and regulations.

(2) Must obtain travel approval prior to the event and attach supporting documentation to the Travel Request in CNAFS (Appendix A).

(3) NATO Civilians must obtain approval for excess per diem from the Travel Officer prior to the event and attach supporting documentation to the Travel Request in CNAFS. (Appendix B)

(4) Make appropriate travelling arrangements with the Travel Section as early as possible before the journey is undertaken.

(5) Make personal arrangements to obtain any currency required for the mission/journey.

(6) Make arrangements, assisted by the HQ if required, for accommodation during the mission.

(7) Submit a claim for travel allowances and expenses chargeable to the international budget upon completion of the journey in CNAFS by filing a Travel Claim. All Travel Claims will be supported by the following:

(a) The original NATO Travel Order or a copy when the original is required for national purposes

(b) All approved amendments authorizing deviation from the NATO Travel Order.

(c) All Receipts supporting actual reimbursable expenditures.

(d) A copy of the rental car agreement if a rental car was approved on the Travel Order.

(e) CNAFS Confirmation Page

(f) NATO Civilians need to submit, in addition to the above:

(1) The hotel bill with a statement whether breakfast is included or not. The default will be breakfast included.

(2) The approval of the excess per diem if excess per diem was approved in advance of the travel order and claimed.

(8) For military personnel, submit a claim for per diem allowance and expenses chargeable to the national budget concerned, as required by national authorities.

(9) NATO civilians accepting appointments to positions in which official travel or deployment is indicated in the job description as part of official duties are responsible for obtaining all individual national documentation (e.g.- passports, national ID cards, etc.) which is required for the person to fulfil such duties.

(10) Military personnel are responsible for arranging/obtaining individual national documentation in accordance with procedures established by their national authorities.

CHAPTER 2

TRAVEL POLICY

2-1 General Policies

- a. Travel will normally be approved for journeys essential to the mission of Allied Command, Transformation (ACT) when all other means of communication (letters, messages, telephone calls, facsimile transmission, VTC, etc.) will not suffice. Travel will be performed by the most expedient and cost-effective mode, commensurate with the nature and urgency of the mission. Mission accomplishment, costs (including national per diem and NATO subsistence allowance), loss of duty time for the traveller, i.e., lost productivity, should be considered when determining cost effectiveness of the travel arrangements.
- b. The acceptable mode of travel will be determined or approved by the Financial Controller, unless the Commander specifically directs the mode.
- c. Funding of official travel is an organisational responsibility and travellers shall be adequately reimbursed for costs authorised in connection with travel on official duty. Travel is subject to funds availability.
- d. NATO personnel traveling under NATO travel orders fall under the authority of the Commander during the entire period covered by those orders and fall under applicable status provisions of Status of Forces Agreements, agreements, protocols and related implementing arrangements for the entire duration covered by those orders.
- e. All staff members traveling on NATO business will be placed on Temporary Additional Duty (TAD) for the period of their absence from the activity, excluding any periods of authorized leaves.
- f. Frequent Flyer points may be redeemed by individuals to obtain upgrades during official travel. Traveller participation in frequent flyer programs will not dictate airline selection; cost effectiveness is the primary selection criteria.
- g. Travel by all commercial means (see section 3-2) shall be ticketed through the official travel agency/office of the ACT activity. Commercial tickets or vouchers for such travel shall state that they are not redeemable to or convertible by any party other than the issuing activity.

2-2 Authorized Travellers

- a. Personnel on the approved International Peace Establishment (PE) of ACT activities and Voluntary National Contributions are authorized to travel at international expense when performing ACT official duties. Exceptions such as family members of NATO

International Civilians on Home Leave or candidates invited for interviews for NATO International Civilian positions are specifically authorized within this document.

b. Specific guidance on Contractor travel is contained in ACT DIR 60-1 Section 24.

c. Personnel not on the International PE are generally not authorized to travel at international expense; however, authorization may be granted as discussed below:

(1) The COS is the approving authority for travel requests for personnel not on the ACT PE when the requestor is within the Command Section or from a DCOS or equivalent.

(2) DCOS or equivalent is the approving authority for travel requests for personnel not on the ACT PE when the requestor is within his division. Such travel will meet the following criteria:

(a) The travel request must be initiated in writing by an ACT staff member who is not the traveler.

(b) The travel must be on behalf of ACT to accomplish a mission that cannot be performed by a member of the ACT PE.

(c) The ACT sponsor will route the travel request through normal processing channels.

(d) If approved, a copy of the written approval will be provided to the Financial Controller with the travel request. The Financial Controller will ensure that a copy of the written approval and all related correspondence is filed with the travel request and that the actual travel conforms to ACT and NATO policies and regulations.

d. Reimbursement for direct travel costs for accompanying spouses is limited to the SACT, DSACT, and ACT COS when the spouse's presence is deemed necessary and essential to the NATO mission by the SACT. For the purpose of this Directive, these individuals are defined as Authorized Flag Officer. ACT COS may approve exceptions for other personnel on a case-by-case basis. These occasions are by definition rare, such as when specifically invited by a head of state. Attendance at a conference, whether or not there is a spouse program, does not warrant NATO paying for the spouse's travel. Reimbursement for subsistence, if applicable, is a national responsibility. It is permissible for spouses to accompany the duty traveller on a mission in HQ vehicles, military carriers and POMVs if no additional cost or legal responsibility is incurred by the organization and NATO is appropriately indemnified from liability by the accompanying spouse. The spouse may be permitted to travel the same class as the authorised flag officer as specified above up to business class when travelling together. When travelling separately, economy class spouse travel is authorised for common funding.

2-3 Unauthorized Travellers

The Financial Controller will not normally approve the use of international funds for:

- a. Travel of national military personnel, fulfilling national responsibilities, to participate in NATO called or sponsored conferences, meetings or events.
- b. Travel of NATO personnel from a separately budgeted, non-ACT activity, except as regards unscheduled assistance from another NATO activity as set forth in MBC-R(80)30.
- c. Travel of staff personnel in connection with primarily national matters.
- d. Travel to attend meetings of professional societies or organizations that do not fill a clear NATO need.
- e. Travel for training that is a national responsibility (e.g. training needed to qualify military personnel to fill a NATO PE post) as stipulated in Reference C.
- f. Per diem/subsistence allowance for military personnel. MBC-R(82)19 reaffirmed this policy and its principle set out in paragraph 4(b) of MBC-M(82)185.
- g. Travel for non-ACT NATO organizations (“costs lie where they fall” principle).
- h. Travel of personnel not assigned to an ACT International Staff PE position. This includes interns, due to the temporary nature of their employment.

2-4 Travel and Per Diem Expenses

- a. Civilian Travel and Subsistence Allowance. All reasonable transportation costs, travel expenses to and from TAD site and subsistence allowances for civilian staff personnel authorized by this section will be paid from international funds.
- b. Military Travel and Per Diem. Transportation costs and travel expenses authorized by this section will be paid from international funds. Per diem allowance will be calculated and paid by the appropriate national authority in accordance with governing national rules and regulations IAW MBC-R(77)3. Advances on national per diem from international funds are normally prohibited. Exceptions must be based on extreme hardship and must be authorized by the COS of an ACT activity on a case-by-case basis.
- c. Personal Leave/Travel. Personal travel in conjunction with TAD may be authorized. However, per diem and travel related expenses will be calculated based on the approved duty period. There will be no reimbursement for unforeseen circumstances.

2-5 Local Area Travel

a. The local travel area is defined as destinations in the vicinity of the normal duty station or habitual residence where personnel routinely travel in the conduct of official business. In ACT, this is defined as no more than one hour's average travel time, or a distance of 60 miles (most direct route), whichever is greater. It is considered same-day travel for which lodging does not have to be arranged.

b. The starting point of the TAD will be from the normal duty station or habitual residence, whichever is shorter in time or distance. Generally, for these missions, no subsistence allowance will be reimbursed from the international budget except as stated below. Local directives should specify locations and distances within their area. Local Travel must be approved prior to the event and the supporting documentation must be attached to the Travel Request in CNAFS

c. NATO civilians will receive 20% of daily subsistence rate after 8 hours.

d. Military personnel will be reimbursed per their national per diem rules for the minimum time necessary to complete the duty and travel. No subsistence allowance will be provided for non-authorized, personal administrative time.

e. Travellers are required to make the maximum use of regular transportation runs and vehicles as directed by the HQ SACT Transportation Pool. If NATO-provided transportation is not available, the Travel Office will determine the most cost-effective means between a rental vehicle and the traveller's personal vehicle. No traveller will be required to involuntarily use his/her personal vehicle. In addition, the traveller may choose to use his/her motor vehicle when a rental car is deemed more cost effective. Reimbursement will be limited to the cost of a rental car plus notional fuel charges.

CHAPTER 3

PROCEDURES

3-1 Management, Processing and Approval Procedures

Detailed procedures for travel as required by local conditions can be established and published by each HQ. International funds shall be expended for all ordinary and necessary costs of travelling to and from the traveller's residence and the TAD site at the start and end of a journey. As a minimum these procedures should cover the following:

a. Allocation and Management of International Travel Funds.

(1) Allocation of international funds for travel is to be made based on an annual travel plan.

(2) This plan is to be updated as required and reviewed in full at least quarterly.

(3) The travel plan will contain details of proposed journeys (destination(s), duration, order of priority, justification/ purpose, name and/or appointment of traveller(s)).

(4) Resource Managers will establish internal controls through their Fund Managers to manage allocated travel funds in accordance with the approved travel plan and in close coordination with the Budget Officer of the ACT activity.

b. Processing and Approval for Travel and Travel Orders.

(1) All travel outside the local commuting area must be authorized on a NATO Travel Order in conformity with these published procedures.

(2) Senior staff authorised to approve NATO Travel Orders will be communicated in writing to the Financial Controller by the appropriate Resource Manager. Travellers cannot approve their own travel.

(3) Travellers will process travel requests promptly using the Centralized NATO Automated Financial System (CNAFS). For organizations without CNAFS, local procedures are authorized.

(4) Leave in connection with official travel must be approved at a minimum by the Branch Head and processed as an internal function.

(5) Travel/Transportation Officer arranging travel will take into account costs, nature and urgency of the mission, standard of accommodation, loss of duty time, together with a reasonable degree of convenience for the traveller. In calculating the most cost effective mode of travel, subsistence/per diem costs are to be

considered. Maximum use will be made of available military air transport and commercial low cost fares. Whenever feasible, advantage is to be taken of special reductions offered. Approval of POMV in headquarters interest should be on an exceptional basis, primarily in uses where the HQ is unable to provide transport support and must be approved in advance by the Travel Approval Authority.

(6) Journeys requested by other than the most cost effective mode of travel require approval as a minimum by the ACOS or equivalent level division chief, or by COS for travellers holding positions of ACOS. Commanders may delegate this approval to the Financial Controller.

(7) Authorised travel in the local area does not require advance commitment of funds or travel orders unless specified by Commanders in local guidance.

3-2 Mode of Travel

a. General guidance

(1) Mode of travel should be determined based on the most cost effective mode available and best support to mission accomplishment. Each respective mode of travel is discussed in greater detail below.

(2) Commands should also consider the implications of individuals being absent from their offices for additional periods. The DCOS or ACOS of the individual concerned is responsible for determining when the mission begins and when the individual must be back in the office. The DCOS or ACOS should be judicious in establishing return dates, which arbitrarily preclude the use of restricted airfares. The DCOS or ACOS is responsible for considering the personal requirements/ convenience of the traveller in establishing return dates and whether these factors should justify the additional expense of unrestricted airfares.

(3) Cases in which the requested mode of travel is other than the lowest possible fare are to be specifically endorsed/approved in accordance with procedures to be developed at each Command. Commanders may delegate approval authority to Command Group designees, Assistant Chiefs of Staff Branch Heads or to Financial Controllers, as they deem appropriate. The reasons for not using the lowest possible fares (i.e. APEX/excursion/restricted fares) should be documented in the record of the commitment of funds.

(4) In exceptional circumstances (i.e. when directed by higher authority or in a bona-fide emergency) and on duly justified grounds, a member may be authorized to change current travel arrangements. The traveler is responsible for attempting to contact the office of his ACT activity responsible for travel prior to changing his own arrangements. To permit reimbursement or to avoid being charged for excess costs incurred, the traveler shall, on his return, provide a detailed statement to the Financial Controller of the conditions under which his journey was performed.

b. Travel by Air

(1) First class air travel is authorized for SACT only in accordance with C-M(92)75.

(2) Business class air travel is authorized for 3-star and above officers, and civilian equivalent IAW C-M(92)75.

(3) All other personnel, military and civilian, will travel by the most cost-effective economy class fare.

(4) Medical reasons do not constitute upgrades to higher class of air travel in accordance with ON(2005)0041.

(5) When booking travel arrangements, the lowest applicable fare is to be used for the class of service authorized.

(6) Travel shall normally be on carriers of NATO member nations only. Any deviations to this policy must have the prior written approval of the ACT Financial Controller.

(7) It is recognised that the national regulations for senior staff from some nations provide for travel by business class or first class air transport. In such cases, Financial Controllers are authorised to establish arrangements in which any additional costs of such upgraded transportation are paid for in advance by the nation of the traveller concerned.

c. Travel by Rail

(1) All military officers, unclassified NATO civilians, and civilians in NATO grades A and L are entitled to first class train travel.

(2) Enlisted military personnel and civilian personnel in NATO categories B and C are entitled to second class train travel.

(3) For journeys involving night travel (i.e. travel between the hours of 2300 and 0600 local time) of a minimum of four hours:

(a) Officers OF5 and above and NATO Civilian A5 and L5 grades and above are entitled to a single first class sleeping compartment.

(b) Officers and NATO civilian A-grades, and L-grades are entitled to a double first class sleeping compartment.

(c) Enlisted military personnel and NATO civilians in grades B and C are entitled to a double second class sleeping compartment.

d. Travel by Sea

- (1) Officers of the rank of OF-5 (or equivalent) and above and NATO civilians in grades A-5, and above, and L-5 are entitled to first class accommodations.
- (2) Other military officers and NATO civilians in other A and L grades are entitled to second (cabin) class accommodations.
- (3) Enlisted military personnel and NATO civilians in grades B and C are entitled to third (tourist) class accommodations.

e. Travel by Bus.

When a group of travellers from the same ACT activity or the same general geographic area travel to one location, the Financial Controller may decide to authorize travel for the group by chartered bus as the most cost-effective mode of travel. In this case the Financial Controller will coordinate his decision with the appropriate Branch Heads of the travellers concerned to ensure that the excess travel time involved is acceptable to the branch. The civilian staff travellers will be paid appropriate subsistence allowance for the excess travel time involved. Military staff travellers will be paid in accordance with their national policy.

f. Travel by Privately Owned Motor Vehicle (POMV)

- (1) In the interest of an ACT activity or when no other satisfactory means of transport is available, members of ACT may be authorized to use their POMV. However, the approval of the use of a POMV is deemed exceptional. The organisation has no right to impose the use of a POMV and as such is not authorized to direct the use of a POMV in the interests of the headquarters.
- (2) The use of POMV in the interest of the command is authorized when there is no organisational motor vehicle available. The traveller is required to provide a non-availability letter from the transportation office. This non-availability letter needs to be attached to the CNAFS Travel Request.
- (3) For personnel wishing to use their POMV for personal convenience, permission must be requested through their chain of command prior to TAD.
- (4) The authorization to use POMV in the interest of an ACT activity or for personal convenience must be specifically stated in the member's orders.
- (5) A traveller electing to use his POMV in the interest of an ACT activity or for personal convenience must hold full and valid third party insurance, which must also cover any passengers carried. The traveller will have no claim on

the organisation in respect to material damage or injury to himself, passengers, or to third parties sustained while travelling on duty.

(6) The cost of POMV at the start and end of a journey (e.g. to the airline terminal or railway station) will be considered as in the interest of an ACT activity. The start and end date of the TAD will be from the normal duty station.

(7) POMV in HQ Interest.

(a) Reimbursement for POMV in HQ interest will be based on the average mileage/kilometric cost of operating the international sedan fleet when a headquarters vehicle is the normal mode of travel. Rates will be updated and published annually in appropriate NATO currencies by ACT BUDFIN.

(b) Reimbursable mileage/kilometric for POMV in HQ interest shall be calculated on the actual distance travelled using the quickest usual route, or the distance from the HQ using the quickest usual route, whichever is less.

(c) Travellers authorized use of POMV in HQ interest are entitled to reimbursement of ferry, toll, parking at the working or accommodation location and similar charges actually and necessarily incurred and to the approved allowance for each authorized passenger as stated in annex IIIB of the NCPR.

(d) The payment of the passenger allowance to the owner/driver of the POMV precludes reimbursement of any travelling expenses, other than subsistence allowance to authorized civilian staff passengers.

(8) POMV for personal convenience.

(a) Travel time in excess of that which would have been incurred had a different mode of transport been used, will be counted as leave in case POMV for personal convenience is used. If subsistence allowance is paid from the international budget, there will be no entitlement to additional subsistence allowance for days counted as leave. Leave, pass, non-duty dates should be annotated on the travel order and on the travel claim.

(b) When a command vehicle is available for use during travel but the traveller decides to use their POMV, reimbursement will be limited to the incremental cost that would have been attributable had a command vehicle been used such as tolls and gas (mileage allowance will not be paid) or the costs which would have been incurred had the travel officer arranged the travel, whichever is less.

g. Travel by Rental Vehicle.

(1) When it is in the interest of an ACT activity or when no other satisfactory means of transport is available, travellers may be authorized commercial rental vehicles. Some examples where a rental vehicle may be authorized are as follows:

(a) For local commuting during TAD performed in a locality where no other form of more economical, authorized transport is available.

(b) For transportation or local commuting when large quantities of official documents or material are being carried.

(c) For the most cost-effective mode of transportation, particularly in group travel.

(2) Vehicle rental will be specifically authorized in advance on the NATO Travel Order.

(3) The ACT activity will pay only the proportionate cost of vehicle rental that is attributable to the official TAD period. The traveller is responsible for the incremental costs, including insurance, associated with personal use (e.g. additional GPS charges, fuel costs for personal travel, upgrade costs).

(4) For members of an ACT activity who are involved in an accident resulting in damage or injury (to themselves or third parties) while driving or riding in an authorized rental vehicle during an official mission, once an official duty certificate has been issued, a claim may be processed using NATO Status-of-Forces Agreement (SOFA) procedures. The processing of such claims sometimes involves issues of insurance subrogation, in which a member's private insurance may become a factor. During any non-official use of rental vehicles, members will be entirely liable for accidents and should carry appropriate levels of private insurance.

(5) The driver of a rental vehicle is entitled to gas, oil, ferry, toll, parking at the working or accommodation location and similar charges necessarily and actually incurred. Travellers authorized rental vehicles are required to fill the vehicle with gas just prior to turn in if this is required by the rental agreement.

(6) Insurance for rental vehicles will be limited to the following:

(a) Collision Damage/Loss Damage Waiver (CDW/ LDW).

(b) Theft protection when not included in the CDW/LDW.

(c) What is required by local law.

(d) Liability insurance for travel in or through certain countries may be necessary. Financial Controllers can authorize the purchase of additional insurance not allowed above, to protect travellers from risks unique to a particular country or trip. Travellers are to seek approval for additional insurance prior to the TAD from Travel Officer.

h. Self Arrangement - Means or Route of Travel Chosen for Personal Convenience.

(1) Staff members of ACT activities may elect to travel on a NATO mission at their convenience via a mode of transport or route of their choosing subject to reimbursement as provided below. Leave must be taken for any period in excess of the time required for the most direct and rapid mode of transport. The total payment to a traveller will be the lesser of actual expenses incurred, or the cost which would otherwise have been incurred via official NATO routing (quickest usual route).

(a) When using POMV travel for see, 3.2.f.

(b) If the traveller travels at his own convenience by mode other than automobile, he shall be entitled to a payment equivalent to the cost of the appropriate ticket as defined above or his actual documented cost, whichever is less. The traveller shall not be entitled to reimbursement of a travel service fee or travel insurance even if the traveller has not reached the cost ceiling that would have been incurred via official NATO routing.

(c) If arrangements to travel through a mode of transport or route chosen for personal convenience are made through the travel contractor and the cost exceeds the official fare, the traveller must pay the travel contractor directly for any cost above the official fare. Noting that any costs incurred other than those of the traveller is a personal matter between the traveller and the travel contractor and on no account will NATO incur any cost or liability.

(d) Any additional working time taken to complete the journey will be deducted from the traveller's annual leave. Travellers are responsible for ensuring any leave taken in conjunction with TAD is reflected in their leave records.

(e) When travelling by a mode or route for personal convenience, the traveller is not entitled to reimbursement for any expenses incurred in conjunction with non-mission essential delays resulting from his travel by that means or route.

3-3 Subsistence Allowance and Per Diem

Subsistence allowance and per diem (for civilians) and per diem (for military) cover the costs of lodging, meals and incidental expenses incurred by an individual travelling on a duly authorized NATO Travel Order.

- a. Subsistence allowance is paid by the ACT activity directly to civilian staff members under the provisions of and at the rates specified in Article 41 of the NCPR.
- b. Per diem for military personnel assigned to ACT will be paid by their national governments subject to the regulations and at the rates prescribed by such governments. No payments of subsistence allowance to military personnel will be authorized from international funds.
- c. Incidental expenses covered by the Civilian Personnel Subsistence Allowance are the expenses incurred by the staff member travelling on duty.
- d. For conversion of currency, HQ Financial Controllers are to ensure that rates of exchange applied to claims for travelling costs reflect either the official exchange rates or are otherwise sufficient to reimburse actual out-of-pocket costs of the traveller.
- e. The following are subject to reimbursement from international funds to NATO military and civilian staff members when actually and necessarily incurred.
 - (1) Visa fees for entering a country (but not passport or credit card fees).
 - (2) Airport taxes and similar charges.
 - (3) Taxi fares will normally only be reimbursed at the start and end of each journey and between airports/train stations and duty/accommodation locations in each direction of travel. Public transport is to be used to travel from an airport/train station to the nearest reasonable location to the duty/accommodation point. The Financial Controller reserves the right to challenge excessive taxi fares, i.e. those outside the normal distance/fare previously seen by Travel Office.
 - (4) Additional taxi fares incurred during the course of a TAD will only be reimbursed when public/military transport is deemed inadequate, unreliable, unsafe or unavailable and evidence is provided to the appropriate financial authority that the charges were incurred necessarily.
 - (5) Excess luggage charges in respect of air travel when required for official purposes or when on an extended mission of two weeks or more within the limits specifically authorised on the NATO Travel Order. For NATO Civilians excess

luggage on transatlantic flights will be authorized in accordance with NCPR article 40.2.2 (d).

(6) Baggage handling charges for official material (unclassified) carried by the traveller but not including his personal luggage within the limits specifically authorised on the NATO Travel Order.

(7) Postal, telephone, mobile telephones (only when a command issued mobile telephone is not available), and internet charges incurred for official purposes. When meetings are held at NATO facilities every effort must be made to use existing NATO communication systems.

(8) International driver's license, if required, (except for travel by POMV for personal convenience).

(9) The cost of POMV or taxi at the start and end of a journey (e.g. to the airline terminal or railway station). The start and end of the TAD will be from the normal duty station on official ACT workdays and/or home on non work days, whichever is the shorter.

(10) Conference and registration fees will be reimbursed provided that:

- (a) The fee is clearly delineated and mandatory for the event.
- (b) Attendance of the event has been approved as part of the mission.
- (c) The fee does not include any food, beverages, or accommodations for which the member is receiving subsistence allowance. If the fee includes these costs, the traveller must make a certification regarding the applicable amount.
- (d) The fee is certified by the traveller as not reimbursable by national authorities.

NOTE: Tuition fees and similar costs of participating in courses or seminars are not considered a travel expense. Funds must be approved in advance of the journey by national authorities or committed separately against the international budget (for example for NATO Civilians through HQ SACT Directive 50-9). For administrative expediency, when authorized on the travel order, such costs may be reimbursed via the travel claim as a reimbursable expense. Above 200 USD (or the equivalent) prior authorization must be provided in accordance with local procedures and the fee must be paid through a previously approved Purchase Order, with normal VAT exemptions.

(11) The cost of insurance when required by national authorities in order to obtain transport on a government/military airplane or other vehicle.

(12) Compensation for unavoidable Out-of-Pocket Expenses may be exceptionally approved by the Financial Controller. These expenses must be fully justified and supported by receipts.

f. The following expenses are non reimbursable expenses from international funds to NATO military and civilian staff members. These expenses are considered to be covered under either the full daily per diem rate or the incidental portion of the per diem allowance:

- (1) Hospitality fees such as: entertainment, social events, memberships, meals, coffee messes, and other personal expenses are not reimbursable even when done as a group within a programme of events.
- (2) Laundry, dry cleaning, toiletry items, etc.
- (3) Tips for any type of service received whether for transportation, accommodation, meals, personal luggage handling, etc. (e.g. valet service, room service, tips,...) Charges for handling excess official luggage is reimbursed by NATO subject to paragraph 3-3 e.5. above.
- (4) Fuel for personal travel, rental car upgrades and parking fees for locations other than the working or accommodation location will not be reimbursed.
- (5) Taxi fares, motor vehicle rental and other transportation costs to or from places of entertainment and other non-official locations.
- (6) Taxi fares will not be reimbursed to or from the TAD site if public/military transportation is deemed to be available. However, when public/military transport is deemed inadequate, unreliable, unsafe or unavailable and evidence is provided to the appropriate financial authority that the charges incurred necessarily, reimbursement may be authorized.
- (7) Fines for parking tickets, citations or infractions received while operating a vehicle on TAD. Payment of fines and citations under these circumstances is the sole obligation and responsibility of the traveller and is NOT to be reimbursed or paid by NATO.
- (8) Out of pocket charges for vehicle service calls caused by the negligence of the traveller. Examples include service charges for the delivery of fuel or retrieval of keys from locked vehicles,
- (9) Costs of personal trip insurance (such as personal accident

insurance, personal effects insurance, extended liability insurance) and medical and hospital services.

- (10) Losses or theft of private property (e.g. cell phones, cash, luggage).
- (11) Loss or delay of luggage is an issue between the traveller and the airline and is not a cost reimbursed by NATO (e.g. replacement clothes, toiletry items,...).
- (12) Travel insurance and travel service fees where traveller elects to travel on a NATO mission at their convenience via a mode of transport or route of their Choosing.
- (13) ATM, travellers' cheques, currency exchange and foreign currency transaction fees
- (14) Notional travel expenses e.g. theoretical taxi fare, train fare, parking fee.

g. NATO International Civilian Subsistence Allowance is addressed in Chapter 4.

3-4 Travel Claim Process

a. NATO travel claims will be submitted through the CNAFS travel module within 30 days of concluding travel. The Financial Controller of the ACT activity may disallow travel claims filed later than 30 days after return, unless the traveller gives advance notice of their inability to file within the prescribed time frames. Organizations without CNAFS will use a local method which meets the minimum level detail required to validate the period, location and cost of the NATO official travel.

b. Staff members authorized rental vehicles as a part of their travel are required to submit a copy of the rental agreement with the travel claim.

c. Where fees for training courses, seminars, etc. include the cost of accommodation and/or meals, the subsistence allowance payable shall be reduced. For Civilian Personnel this reduction will be as follows:

- (1) Where accommodation is provided: 50%
- (2) Where accommodation plus breakfast is provided: 60%
- (3) For each main meal (midday or dinner): 15% per meal
- (4) If the course fee includes accommodation and full board, only 10% of the subsistence (to cover incidentals) will be payable.

For Military personnel this reduction will be based on their certification regarding the applicable amount.

d. Travellers are expected to obtain receipts for all non-meal expenses claimed and must attach them to their travel claim. The only exception will be for certain small value expenses i.e. local journey bus and tube train tickets as these are sometimes retained by the operating company.

e. Travel claims will be reimbursed at the official NATO exchange rate pertaining on the actual date of the expense incurred.

CHAPTER 4

NATO INTERNATIONAL CIVILIAN SUBSISTENCE ALLOWANCES

4-1 NATO Civilian Subsistence Allowance

a. Subsistence allowance is to ensure that individuals are appropriately reimbursed for the costs of accommodation, meals and incidentals that are incurred in the course of performing official duties away from the individual's designated normal place of work. It is payable only to NATO civilian personnel when authorised on a NATO Travel Order.

b. Civilian personnel authorized to travel on international duty may obtain an advance on the subsistence allowance by application to the Financial Controller of the activity. Advances will only be issued when the calculated subsistence allowance for the TAD period exceeds 800 USD (or the equivalent). Furthermore only 80% of the calculated total subsistence allowance will be advanced.

c. The rates of subsistence allowance shall be deemed to cover expenditure (including taxes), credited as follows:

| Cost Factor | Portion of Daily Rate | Basis for Reimbursement |
|-----------------------------------|-----------------------|-----------------------------|
| Accommodation | Up to 50% | Actual expense per receipts |
| Breakfast | 10% | Lump sum |
| Midday meal | 15% | Lump sum |
| Evening meal | 15% | Lump sum |
| Incidental expenditure | 10% | Lump sum |
| <i>Maximum per 24 hour period</i> | 100% | As calculated above |

d. If the traveller takes a breakfast included in the basic room price, the combined accommodation and breakfast ceilings will be 60% of the daily rate. Staff must provide evidence of expenditure actually incurred for accommodation and a self-certification of any meals provided through official hospitality. Deductions for accommodation or meals provided free of charge by the organisation through official hospitality or included in organized events, conferences, courses or seminars will be made in accordance with the above rates. Staff must provide official programmes or timetables if applicable.

e. There is one NATO rate established for each country or major city.

f. Non-NATO graded civilian personnel authorised to travel on international duty will be entitled to the rates most appropriate to their NATO function as decided by the Financial Controller. However, where local tariff labour agreements contain provisions to cover compensation for travel on duty, such provisions will govern.

- g. Exceptionally, Heads of NATO bodies may authorize the reimbursement of expenditure actually incurred in excess of the full approved rate of subsistence allowance, when this will facilitate the transaction of official business.
- h. If under certain circumstances the expenditure for accommodation and breakfast exceeds 60% of the full-approved rate of daily subsistence allowance, it is at the discretion of the Head of the NATO body to reimburse the excess amount partially or totally on presentation of vouchers and sufficient proof that additional expenditure was unavoidable. This reimbursement should normally not exceed 30% of the daily subsistence allowance.
- i. No reimbursement for accommodation is payable for overnight transportation where there is no opportunity to encounter accommodation expense.
- j. Food or beverages offered on aircraft vary in levels of quality, sufficiency, and cost, and therefore shall not be considered meals provided by the organisation. Headquarters' shall not make deductions from subsistence allowances for such food or beverages. Food or refreshments paid for in transit on aircraft or during stops enroute are considered reimbursed via the normal lump sum allowances per para 1.b. (above) covering that period of travel.
- k. When a staff member is forced to stay overnight in transit due to unscheduled delays, it is usual for the airline to accommodate the traveler in a transit hotel at its own expense. If the airline pays for the unscheduled stopover, the staff member can claim 50% (or 40% if breakfast is included) of the subsistence for the country concerned as per NCPR 41.56. If the airline does not pay for the unscheduled stopover, 100% of the appropriate subsistence may be claimed. In this case hotel receipts are to be produced to support the claim. However, if the stay overnight in transit is due to the fact that the traveller added personal leave to his TAD or because of a route chosen for personal convenience, the traveller will not be entitled to receive subsistence allowance.
- l. Tables of daily rates of subsistence allowance will be posted on the ACT BUDFIN web page.

4-2 Method of Calculation

- a. The period of absence (POA) giving entitlement to the payment of subsistence allowance is the total time a traveller is required to be absent from his normal place of duty for the accomplishment of a mission involving authorised travel on international duty.
- b. Travel is deemed to start and end at the duty station on normal workdays and/or home on non work days, whichever is the shorter.
- c. No subsistence allowance shall be payable for periods of less than 4 hours.

- d. The incidental portion of the daily subsistence allowance will be creditable for travel in excess of 4 hours away, outside the local area of the duty station.
- e. When the period of travel outside the local area of the duty station exceeds 4 hours, a meal will be creditable for each period of 4 hours away from the duty station, for a maximum of the 3 meals, not to exceed 40% of the subsistence allowance in a 24-hour period.
- f. When official travel requires overnight accommodation, members of the staff will be reimbursed the actual amounts of accommodation expenditure in accordance with the provisions and ceilings detailed in Para 4-1c.
- g. Except as provided in Para 4-1 g and h, they shall not receive more than the full daily allowance for each complete 24-hour period of duty.
- h. Where members of the staff choose to stay in non-commercial accommodation, a lump sum equivalent to 15% of the full-approved rate of the daily subsistence allowance shall be paid to cover notional accommodation expenditure.
- i. Where the staff member is required for operational reasons to stay in specific accommodation provided free of charge and the Head of the NATO body considers that such accommodation is not of an acceptable standard, a lump sum equivalent to 15% of the daily subsistence allowance shall be paid as compensation.
- j. Modes of Travel authorised for the personal convenience of the traveller. The POA will be the time which would have been required had the "normal mode of travel" been used or the actual travel time, whichever is less.
- k. Subsistence allowance calculated in accordance with the above will be reduced for meals as per 4-1c.
- l. Travellers must provide receipts documenting all accommodation costs.
- m. Travel in the local area is in accordance with paragraph 2.5.

4-3 Special Provisions

- a. Unless the Head of the NATO body rules otherwise, the full-approved rate of subsistence allowance shall be reduced by 25% for a stay of any period in excess of 30 continuous days in any one locality, as specified in Article 41.4.1 of the NCPR. A stay shall be considered broken if interrupted for more than seven consecutive days and provided that the members of the staff concerned could not know in advance that they would necessarily have to return to the same locality.
- b. A member of the staff who is placed on sick leave while travelling on official duty shall continue to receive subsistence allowance. Incidentals eligible for reimbursement are outlined in para 3-3.

c. Notwithstanding the rules above, when staff members travel to another NATO installation with canteen or restaurant facilities, and where this duty does not require them to be absent overnight from their normal place of residence, the amount of subsistence allowance payable shall be **reduced to 20%** of the full approved rate.

CHAPTER 5

SPECIAL CLASSIFICATION OF TRAVEL AND TRAVELLERS

5-1 Special Types of Travellers

- a. NATO Committee representatives' travel to a Supreme Headquarters is a national responsibility, but travel required from the Supreme Headquarters to subordinate commands is an international responsibility.
- b. Military Personnel and dependents. Cost of transportation of military personnel, dependants and personal effects is an international charge in cases where there is a change in the permanent location of a NATO military headquarters. The transportation expenses on first posting are a national charge.
- c. Training for Military Personnel for NATO Post. Travel related to national training requirements of military personnel for posts or while serving in posts on NATO PE is a national funding responsibility as determined by the Military Committee, MC 216/1, and Annex II to MBC-BR(89)44. Any requests for deviation from this policy should be submitted to the ACT Financial Controller.
- d. Costs of services rendered by one NATO body to another are stated and approved at MBC-R(80)30 as follows:
 - (1) "Each Headquarters/Agency should request funds required for its personnel to accomplish the authorized mission and for cost of assistance from other agencies where such assistance is outside the authorized mission of the assisting agency."
 - (2) "Budgeting of travel for regular recurring functions, such as security inspections and Satellite Communications terminal inspections, should be a responsibility of the travelling activity because that activity is in a better position to establish the schedule and determine travel requirements."
 - (3) "Travel on a non-recurring basis of an unscheduled nature, such as interpretation/translation services, should be budgeted for by the requiring activity since the irregular nature precludes accurate forecasting of requirements".
 - (4) "VIP's exceptional activities remain chargeable to the budget applicable to the person, not the beneficiary agency."
 - (5) "For services reimbursed by the benefiting agency according to agreements, there is no need to change the procedures."

(6) Headquarters are responsible for the costs of staff providing lectures at NATO Defence College, NATO School or other NATO entities. Training and public relations requirements for commanders and senior officers are within their authorized mission.

5-2 Civilian Staff Association (CSA) Official Travel

- a. Funds for CSA travel to Plenary and Executive Committee meetings are to be financed out of the ACT share of the appropriate account line in the NATO IS budget. The Liaison Committee (LC) constitution permits only one representative from each CSA to attend the plenary meeting. Therefore, travel and per diem expenses will only be covered for one CSA member from HQ SACT, JWC, JFTC, JALLC, and NURC to attend the annual plenary meeting. No ACT budget submission is required for this type of funding. The Chairman SACT CSA is normally the representative of Regional Group K (North America) and as such attends the meetings of the LC Executive.
- b. In the event ACT CSA members are elected as members of official committees such as the Joint Consultative Board etc., official travel to fulfil such memberships will be funded with proper justification from the Staff Liaison Committee as to the necessity of the CSA member's attendance, and within overall budget constraints, by the individual headquarters concerned. Budget input is the responsibility of the local CSA. The Head, Administrative and Personnel Branch will administer funds approved. Travel request is to be approved by the Chief of Staff or equivalent of an ACT activity.

5-3 Travel of Candidates to Attend Interviews

- a. Candidates invited for an interview for a NATO IC Position shall be entitled to reimbursement of reasonable travel expenses incurred for their journey in accordance with these instructions, commensurate with the grade of the position for which they are being interviewed. However, serving staff members being interviewed for a higher grade post will be entitled to reimbursement of reasonable travel expenses at their current grade. If candidates make their own travel arrangements, reimbursement will be limited to actual expenses not to exceed the official NATO rate.
- b. Candidates are entitled to subsistence at the NATO subsistence per diem rate.
- c. To the extent possible, tickets will be provided in advance, and travel claims will be settled during the interview period.

5-4 Home Leave Travel

- a. NATO civilians eligible for home leave are entitled to reimbursement under the provisions of the NCPR Articles 38.1(b) and 44. No subsistence allowance will be paid

for travel on home leave. Reimbursement to members for home leave travel will be based on actual expenses incurred not to exceed the authorized amount in the Home Leave Ceiling Letter as discussed below. The following amplifying guidelines apply to home leave travel:

(1) Home leave travel requests and approved home leave authorizations are to reach the Financial Controller Branch at least 30 days prior to home leave departure date. Within 7 working days, the member will be provided with a Home Leave Ceiling Letter which stipulates the maximum amount that will be allowed for reimbursement based on official NATO routing (quickest usual route from place of employment to official home address), a nominal estimated amount for travel to/from the public transport terminal, and the number of family members travelling. The ceiling will be established based on the date that the travel is to take place. Regardless of the mode of travel ultimately used by the staff member for home leave, reimbursement will be the lesser of actual expenses incurred from place of employment to official home address or the amount indicated in the Home Leave Ceiling Letter.

Examples of costs that can be claimed against the cost ceiling are: 1 day of rental car charges at each end of the Home Leave, fuel costs to get from airport to Home Leave location, toll charges and parking at the airport.

The Home Leave Ceiling Letter can be adjusted upon completion of travel, but only to account for actual costs of travel to/from the public transport terminal if the actual costs exceeded amounts originally estimated.

(2) Staff members who choose to use POMV are authorized only one POMV travel per family. When family members are travelling separately only one member may be authorized POMV travel. Other members will still be eligible for paid travel by authorized commercial means.

(3) When POMV is authorized for home leave travel the staff member will be reimbursed based on actual expenses for travel from place of employment to official home address (quickest route), not to exceed the amount indicated in the Home Leave Ceiling Letter.

APPENDIX A – SUPERVISOR APPROVAL VIA E-MAIL

Send an e-mail to your Branch Head to request the approval of your travel request, ensuring it provides the following information:

Destination.

Travel Dates.

Purpose.

Other ACT Attendees.

Justification (Why do you need to go?).

Rental Car.

Rental Car Justification.

By approving your Travel Request in writing (by return of e-mail), your Branch Head confirms that from an operational perspective, the travel is required to support our organization's mission and that this requirement cannot be accomplished via VTC or other less expensive means.

Make sure that you attach the approval e-mail chain to your Travel Request in CNAFS.

APPENDIX B - AUTHORIZATION FOR CIVILIAN EXCESS PER DIEM

TO: ACT Travel Officer / ACT Financial Controller
THRU: (Supervisor – Name and Billet Code)
THRU: (Fund Manager - Name and Billet Code)

I am requesting your approval of excess per diem for the following travel:

Traveller's Name & Billet Code:
Purpose of Travel:

Destination #1 _____ Date of Travel: _____
Destination #2: _____ Dates of Travel: _____

Hotel # 1 (Name): _____
Daily Rate: _____
Authorized Per Diem Rate: _____
Breakfast included: Yes/No

Hotel # 2 (Name): _____
Daily Rate: _____
Authorized Per Diem Rate: _____
Breakfast included: Yes/No

When were you informed about the TDY?

When did you make the hotel reservations?

Is this a last minute booking? If yes, why?

Why do you need to stay in a hotel costing more than 60 % of the daily per diem rates?

Did you check suitable hotel accommodation nearby costing less that 60 % of the daily per diem rates? If not, why?

If you did not receive prior approval to exceed authorized per diem before your TDY, explain why!

FROM: SUPERVISOR: (Name and Billet Code)

I endorse the attached request for excess per diem from an operational perspective.

FROM: FUND MANAGER: (Name and Billet Code)

As Fund Manager _____ I confirm that funds are available as estimated above for payment. I approve the expenditure for excess per diem. Excess per diem reimbursement should not exceed 30 % of the daily subsistence allowance. The traveller and I understand that requests for excess per diem up to 30% require the approval of the Travel Officer. Requests over 30 % require the Financial Controller's prior approval.

BELOW TO BE COMPLETED BY TRAVEL OFFICER AND / OR FINANCIAL CONTROLLER

FROM ACT TRAVEL OFFICER / ACT FINANCIAL CONTROLLER: (Name and Billet Code)

I approve this excess per diem request which exceeds the NATO authorized per diem rate by more than 30%.

Based on the information provided by the traveller in this document and the Fund Manager's confirmation, the request for excess per diem for the amount of _____(USD)/(EUR) has been (Approved)/(Rejected) by the Travel Office according to NCPA Article 41.3.2. This request does / does not exceed the NATO authorized per diem rate by more than 30%.