



Travel Policy

POLICY NO.

004

Centre de Recherche sur l'Anti-Corruption (CERC)

CERC policies and procedures

Updated 29 July 2022

Purpose and scope



This policy has been drawn up to ensure the safety of all staff members, interns, consultants and volunteers (“representatives”) who travel in the course of their work with the Centre de Recherche sur l’Anti-Corruption (“CERC”).

1

Purpose

Although the work of supporting our partner communities living in risk areas inherently involves certain risks, CERC is committed to providing a safe working environment and safe systems of work, adequate equipment and appropriate training to all its employees and collaborators when they travel on CERC’s behalf.

2

Scope

This policy sets out CERC’s guidelines and processes for ensuring the safety of its representatives when they travel outside Kinshasa for programme-related work or to attend international meetings or conferences. It also describes the duty of CERC employees to behave with diligence and care, and not to expose themselves or others to unnecessary additional risk when travelling.

CERC and its employees are responsible for assessing risks and for safeguarding their own health and safety, and that of others, when travelling in connection with work with CERC. Likewise, all CERC partners and affiliates have responsibilities towards their own employees, consultants and volunteers, and must establish and apply comprehensive travel and security processes and policies suited to their local context.

Travel safety

3

Travel risk assessment

All travel by employees within the country or abroad must be approved by the Management of the Centre de Recherche sur l’Anti-Corruption.

Before any employee travels outside Kinshasa, CERC must coordinate with the person concerned as early as possible in order 1) to plan carefully the places that will be visited and the activities that will be carried out during the trip, and 2) to carry out a travel risk assessment, including the following information on the place and activities concerned:

- whether there is active conflict or political instability in the region, or any other serious warning issued by the Congolese Government or the international community;
- whether communication channels are in place to communicate effectively with CERC and emergency services if a problem arises;
- whether safe and appropriate local transport and accommodation are available to the employee;
- whether the person or persons can obtain the visa and vaccinations needed to enter the country;
- whether the region is covered by CERC’s insurance policies;
- whether CERC has enough information about the place to train the person or persons properly on the health and safety risks involved in the trip.

CERC’s management must use the information from this assessment to judge whether the trip abroad or within the country is appropriate on safety grounds. CERC reserves the right to ask an employee not to undertake a proposed trip. The decision to authorise an individual trip will be based on an assessment of the balance between the perceived risks, the precautions that can be taken and the inherent value of the trip.

4

Refusing to travel

CERC understands that each individual has their own risk threshold. In the first instance, all risks must be discussed with the Management and efforts must be made to mitigate them. If this does not reduce the risks sufficiently, all employees have the right to refuse to travel on the grounds that they reasonably believe the destination, the activities or the arrangements are too dangerous for them to feel comfortable.

5

Travel insurance

All employees, interns, consultants, fellows and volunteers of the Centre de Recherche sur l'Anti-Corruption (who are Congolese citizens) are covered by a comprehensive national insurance policy. This policy includes pre-travel security information, emergency assistance and emergency medical and political evacuation.

It is the traveller's responsibility to make sure that the insurance cover provided meets their needs. Prospective travellers should contact the Administrative and Financial Director if they have any concerns or questions about the insurance arrangements. Travellers must declare any special or unusual circumstances that may affect their insurance cover, including pre-existing medical conditions. If insurance cannot be obtained to cover a particular trip, the trip will not be authorised.

All travellers must carry their insurance details with them at all times when travelling and working abroad. In addition, all CERC employees who travel must take a small first-aid kit with them, the cost of which will be reimbursed by CERC.

6

Training and information sharing

Everyone travelling on CERC's behalf must receive adequate travel security awareness training from the management before travelling abroad or within the country. When travelling to a high-risk area, external training may be needed, and employees are encouraged to include it as a budget line in proposals.

All travellers must provide CERC's management with their travel itineraries, risk assessments and travel details, which will be kept in case of emergency.

7

Communication when travelling abroad

All travellers must make sure they can be reached when working abroad, and provide CERC's management with their contact details and those of a person to contact in an emergency. The means and frequency of communication will depend on the task and on the risk level of the province in which they are working. They must agree in advance with the management on the telephone and internet options available to them.

8

Booking accommodation

Employees of the Centre de Recherche sur l'Anti-Corruption must, wherever possible, stay in trusted accommodation suggested by CERC. Every reasonable effort must be made to balance distance from the office against cost.

Allowances and travel expenses

9

Daily allowances

The daily allowance (per diem) is an allowance paid to employees of the Centre de Recherche sur l'Anti-Corruption for accommodation, meals and incidental expenses incurred while travelling. Accommodation cannot be claimed if the employee stays with friends or family; however, they may claim up to 10% of the amount allowed per night as a contribution to household expenses.

9.1 Daily allowance rates (2021 rates)

City, country	Meals and incidentals	Accommodation	Total
Kinshasa, DRC	\$60 per day, \$30 on travel days	\$100 per night	\$160
South Kivu, North Kivu and Tanganyika, DRC	\$40 per day, \$20 on travel days	\$50 per night	\$90
Europe	\$80 per day, \$40 on travel days	\$150 per night	\$230
North America	\$80 per day, \$40 on travel days	\$150 per night	\$230
West and North Africa	\$80 per day, \$40 on travel days	\$100 per night	\$180
East Africa	\$40 per day, \$20 on travel days	\$60 per night	\$100
Southern Africa	\$60 per day, \$30 on travel days	\$100 per night	\$160

9.2 What does the rate cover?

The daily allowance covers the following:

- all meals;
- room service, laundry, dry cleaning and pressing of clothes;
- fees and tips for people who provide services, such as waiters and porters.

We understand that the internet is an essential tool for doing our work: additional payments for Wi-Fi will be accepted on top of the normal rate if they are necessary and justified.

9.3 How should daily allowances be spent and what records should be kept?

The report must include:

- the business purpose of the trip;
- the date and place of the trip;
- receipts for accommodation (if you use the daily allowance rate for meals only).

10

Travel within the country

All travel abroad is accounted for separately from meals, incidentals and accommodation. When travelling in a region in which we work, employees must, wherever possible, use local office vehicles and public transport. Taxis and ride-hailing services will be allowed only to and from the airport with luggage, except where there is a legitimate security concern. All journeys must be itemised and include the reason for the trip.

11

Submitting expense claims

The employee must submit the expense claim to CERC's Finance Officer within a reasonable time (30 days). If any of these requirements is not met, the payment becomes taxable for the employee.



CENTRE DE RECHERCHE SUR L'ANTI-CORRUPTION

 [cerccongo](https://www.facebook.com/cerccongo)

 [cerccongo](https://twitter.com/cerccongo)

 [cerccongo](https://www.linkedin.com/company/cerccongo)

 [cerccongo](https://www.instagram.com/cerccongo)

www.cerc.cd

32, Avenue CPA, Quartier CPA Mushi, Commune de Mont-Ngafula, Kinshasa, DRC

info@cerc.cd · +243 977 757 227

CERC is a registered non-governmental organisation (NGO) (Registration number: F.92/42579) and given Legal Personality by the Ministry of Justice: JUST/SG/20/21311/2021.

CERC holds Special Consultative Status with the United Nations Economic and Social Council (ECOSOC).