

IPPF General Assembly Air Travel Policy

i) Preferred mode of travel would always be economy class. IPPF defines economy class travel as “the cheapest possible option that meets the itinerary (most direct routing) of the traveller”. A full economy ticket is not regarded as being the cheapest means of travel.

NB: The lowest logical airfare for the most direct routing of travel, is a priority.

ii) Individuals, who make journeys on IPPF business, where a flight is eight 8 hours or more, are entitled to travel in premium economy. In the event of premium economy not being 3 available, economy class will be used.

‘Continuous’ means the individual segments of a flight where the individual is on the same aircraft for eight (8) hours or more. Where a flight includes stopovers, with the option of disembarking the aircraft, this is interpreted as continuous provided the stopover is no greater than six (6) hours and the duration of the combined flight-time, on the aircraft (i.e., time spent on a moving aircraft) still exceeds eight (8) hours.

iii) Travellers who are living with a disability and/ or who have a medical condition due to which they would require to travel on a class higher than economy class, will need to submit a medical certificate to support their request. If the disability relates to a permanent medical condition that has been determined and will not be subject to improvement, then a one-off certificate can be provided.

The medical certificate must contain the medical practitioners name, contact details, qualification, copy of certificate of qualification and date when the assessment was undertaken.

IPPF may request travellers to be referred to IPPF’s nominated health assessor. In any such cases, the assessment of the nominated health assessor will be final.

The approval for a higher class of travel, must be approved in the case of

- Board and/or its committee members by the Chairperson in consultation with the Director General and,
- staff and/ or consultants, by the Director General, subject to availability of budget.

iv) If the traveller wants to purchase a higher-class ticket than what is permissible within IPPF travel policy. The traveller must pay the difference between the quote (of the class of travel permissible within IPPF travel policy) and the class of ticket preferred by the traveller.

v) For all international travel, travellers are encouraged to use an authorised travel agent as approved by the concerned secretariat office, and verify the rates being provided through any of the recognised ticket booking sites. Some of these include:

- www.skyscanner.com (for comparison purpose)
- www.kayak.ie
- www.expedia.co.uk
- www.ebookers.com

- www.go-voyages.com
- www.travelocity.com
- www.travelselect.com
- www.cheapflights.com
- www.virgin.com
- www.opodo.co.uk

In some cases, the dedicated panel of travel agents (as approved by the office), are able to offer competitive fares for charity organizations as well as discounts due to bulk booking. These panel of travel agents will often be able to obtain discounts which are only provided to a charity, keep a flight on hold for longer and be able to deal with trips involving complex itineraries, which the internet options do not provide.

However, as mentioned above, it is strongly advised that in order to obtain the best value for money, at least one (1) internet quote must be obtained.

vi) Two (2) fare quotes must be obtained for all travel requests and submitted with the expense claim.