



Travel Policy - ISSM Executive Committee

- air travel costs should and will be minimized as much as possible;
- if air travel will be sponsored (e.g. by a pharmaceutical company), then only the non-sponsored amount (if any) will be covered by ISSM;
- if air travel will be covered by a 3rd party, then only the amount that is not paid for (if any) by this 3rd party will be covered by ISSM;
- if your primary aim for travel is not related to your function as ISSM Executive Committee Member (e.g. attending a scientific meeting or attending other ISSM meetings), ISSM will only reimburse the additional air travel costs for your additional travel as ISSM Executive Committee Member;
- economy tickets are provided if the total flight duration (excluding stop over time) is 6 hours or less;
- business class ticket are provided if the flight duration (excluding stop over time) is more than 6 hours;
- if possible a preferred airline will be booked, but only if the ticket rate is competitive to the cheapest alternative;
- restricted tickets will be booked unless circumstances require otherwise;
- untrustworthy and blacklisted airlines will and should not be booked;
- if applicable, the number of stopovers should be minimized and the stop over time should preferably be less than 4 hours;
- all bookings should be made by or in agreement with the ISSM Executive Office in order to avoid excessive ticket costs;
- if the ISSM Executive Office confirmed that you may book your own flight, please provide full ticket details (e-ticket numbers and booking confirmation codes) and (if applicable) your travel agent's documents (e.g. original invoice) to the ISSM Executive Office for reimbursement;
- if the above mentioned conditions are not met, one will be reimbursed for his/her ticket costs based on the real costs (only if original ticket is provided) but with a maximum amount as stipulated in the ISSM Travel Grid (see attachment: ISSM Travel Grid 2010);
- the ISSM EC may decide to allow exceptions on this policy.



Travel Policy - ISSM Board of Directors

- air travel costs should and will be minimized as much as possible;
- if air travel will be sponsored (e.g. by a pharmaceutical company), then only the non-sponsored amount (if any) will be covered by ISSM;
- if air travel will be covered by a 3rd party, then only the amount that is not paid for (if any) by this 3rd party will be covered by ISSM;
- if your primary aim for travel is not related to your function as ISSM Executive Committee Member/Director (e.g. visiting an ISSM committee meeting), ISSM will only reimburse the additional air travel costs for your additional travel as ISSM Executive Committee Member/Director;
- economy tickets are provided if the total flight duration (excluding stop over time) is 6 hours or less;
- business class ticket are provided if the flight duration (excluding stop over time) is more than 6 hours;
- if possible a preferred airline will be booked, but only if the ticket rate is competitive to the cheapest alternative;
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- the ISSM EC may decide to allow exceptions on this policy.