

ISSM Air Travel Policy

1. Purpose and scope

This policy governs the reimbursement of air travel and related transportation expenses for individuals traveling on behalf of the International Society for Sexual Medicine (ISSM), specifically members of the Executive Committee, Board of Directors, and other approved representatives.

Its purpose is to ensure cost-efficient, transparent, and consistent travel practices, while aligning with ISSM's financial responsibilities and strategic operations.

2. General principles (applies to all travellers)

- **Cost Minimization:** Air travel costs **should and will be minimized as much as reasonably possible**, while maintaining a manageable and safe travel itinerary.
- **Cost Responsibility:** ISSM will reimburse travel costs only if incurred for approved ISSM business. All other expenses remain the traveller's own responsibility.
- **Sponsorship and Third-Party Coverage:** If travel is partially or fully covered by a third party (e.g. sponsor, local organizer, institution or partner organization), ISSM will only cover the remaining cost not reimbursed by the third party.
- **Combined Travel Purposes:** When combining ISSM duties with other activities (e.g. personal travel, external meetings), ISSM will only reimburse the portion directly related to the ISSM engagement.
- **Documentation Requirements:** Reimbursement claims must include complete documentation - e-ticket and itinerary, invoice, proof of payments.
- **Booking Process:**
 - All travel should be arranged through or in consultation with the ISSM Executive Office.
 - If self-booking is approved, it must be confirmed in advance, and booking details and proof of payment must be submitted for reimbursement.

3. Eligibility and Scope of Reimbursed Travel

- **Executive Committee (EC) Members:** EC members are eligible for travel reimbursement for:
 - Two in-person Executive Committee meetings per year
 - Other ISSM business travel that has been pre-approved (e.g. representation at partner events)
- **ISSM President:** In addition to EC meeting travel, the ISSM President receives travel support for attending:
 - The **annual meetings of ISSM's Affiliated Societies**
 - Other international or regional meetings **specifically approved** by the ISSM Executive Committee as part of the President's representative role.
- **Board of Directors:** Travel expenses for ISSM Board of Directors members are **not reimbursed** unless explicitly approved by the ISSM Executive Committee in advance. Board members are expected to cover their own travel costs to attend regular Board meetings.
- **Other Representatives or Delegates:** Travel reimbursement may be extended to other individuals representing ISSM upon **case-by-case approval** by the EC.

4. Air Travel Class and Booking Guidelines

Flight Duration*	Class Allowed	Notes
≤ 6 hours	Economy Class	Standard
> 6 hours	Business or Premium Economy	Based on cost-effectiveness and travel context (e.g. overnight flight)

* *Flight Duration refers to the duration of a single, continuous flight segment, not the total trip including stopovers or layovers.*

- **Upgrade at Traveller's Own Expense:** Travellers may choose to upgrade their ticket beyond the class permitted by this policy by paying the fare difference themselves. The ISSM will reimburse only up to the maximum fare allowed under this policy, as outlined in the Travel Grid.
- **Restricted Tickets:** Should be booked when possible; more flexible tickets may be approved when justified (e.g. schedule uncertainty).
- **Stopovers:** Should be minimized. Stopover time should preferably not exceed 4 hours unless no reasonable alternative is available.
- **Preferred Airlines:** Can be chosen if rates are competitive with the cheapest available fare.
- **Airline Safety:** Blacklisted or untrustworthy airlines must not be booked.
- **Booking Process:**
 - All tickets should be arranged or approved by the ISSM Executive Office.
 - If booking is delegated to the traveller, prior written approval is required, and all documentation must be provided with the claim.

5. **Reimbursement & Limitations**

- **Standard Reimbursement:** Travel costs will be reimbursed only when aligned with this policy and supported by complete documentation, including:
 - E-ticket or passenger itinerary
 - Proof of payment (credit card statement or invoice)
 - Boarding passes (where applicable)
 - Original invoices (not photocopies)
- **Shared Rides:** When sharing transport (e.g. taxi or ride-share) with other ISSM travellers, **one person may submit the full expense**, provided the names of the fellow ISSM travellers are clearly noted in the claim.
- **Non-Compliance and Capped Reimbursement:** If the conditions outlined in this policy are not fully met (e.g. ticket class exceeds policy, no prior approval, incomplete documents), reimbursement will:
 - Be based on **actual costs incurred**, only if original documentation is provided, and
 - Be **capped** at the amount specified in the **ISSM Travel Grid**.
- **Ineligible Expenses:** The following expenses are **not reimbursable** under any circumstances:
 - First-class ticket upgrades or luxury fares
 - Travel or accommodation expenses for spouses, family, or guests
 - Alcohol, minibar charges, in-room movies
 - Fines, penalties, or parking violations
 - Personal travel insurance or frequent flyer program fees
 - Lost or stolen items, including baggage or electronics
 - Passport or visa renewal costs (unless for ISSM travel)
 - Dry cleaning or laundry (unless on extended trips >7 days)
 - Entertainment or personal expenses
 - Any cost reimbursed or reimbursable by a third party
- **Discretion for Exceptions:** The **ISSM Executive Committee reserves the right** to approve **exceptions** to this policy in special cases, based on reasonable justification and organizational needs.

6. **Claims and Deadlines**

- Travel expense claims must be submitted within 14 days following completion of travel.
- Claims must be approved by the ISSM Executive Director or Treasurer.
- One individual may not claim for another's travel; each traveller must submit their own expense claim.
- Claims without the required documentation or submitted late may be denied or reimbursed only partially.
- All claims remain subject to audit and possible adjustment.



Attachment A. Travel Grid

This table outlines the maximum reimbursable airfare amounts (in USD) between major world regions. It serves as a reference cap when travel is booked outside of ISSM policy or without prior approval.

All rates in: USD
Report date: June 2025

	USA East	USA West	Europe	North Africa / Middle East	South Africa	Asia	Austr. East	Austr. West	Latin America
USA East	USD 500	USD 500	USD 1.500	USD 1.500	USD 2.000	USD 2.500	USD 2.500	USD 3.000	USD 2.000
USA West	USD 500	USD 500	USD 2.000	USD 2.500	USD 2.500	USD 2.000	USD 2.000	USD 2.500	USD 2.000
Europe	USD 1.500	USD 2.000	USD 500	USD 1.000	USD 2.000	USD 2.000	USD 2.500	USD 2.000	USD 2.500
North Africa / Middle East	USD 1.500	USD 2.500	USD 1.000	USD 500	USD 500	USD 2.000	USD 2.500	USD 2.000	USD 2.000
South Africa	USD 2.000	USD 2.500	USD 2.000	USD 500	USD 500	USD 2.000	USD 2.500	USD 2.000	USD 2.000
Asia	USD 2.500	USD 2.000	USD 2.000	USD 2.000	USD 2.000	USD 500	USD 2.000	USD 2.000	USD 2.500
Austr. East	USD 2.500	USD 2.000	USD 2.500	USD 2.500	USD 2.500	USD 2.000	USD 500	USD 500	USD 2.000
Austr. West	USD 3.000	USD 2.500	USD 2.000	USD 2.000	USD 2.000	USD 2.000	USD 500	USD 500	USD 2.500
Latin America	USD 2.000	USD 2.000	USD 2.500	USD 2.000	USD 2.000	USD 2.500	USD 2.000	USD 2.500	USD 500

Note on Rate Validity

The rates outlined in this Travel Grid have been reviewed against mid-2025 global airfare trends. They remain appropriate and reflect typical upper-end economy and low-end business class fares for the specified routes. Short-haul caps (e.g. intra-Europe, intra-USA) provide ample flexibility for regular and last-minute bookings. Long-haul intercontinental caps (ranging from \$1,500 to \$3,000) are still in line with industry averages. Given current market conditions and projected airfare increases of 10-20% through 2025, this grid continues to offer a fair and cost-conscious framework for travel reimbursement. It is recommended that the grid be reviewed annually to ensure ongoing accuracy.