



ENSE

EUROPEAN NETWORK
OF SPORT EDUCATION

ENSE Travel Policy

Travel Cost and Green Travel Guidelines

Purpose and Scope

ENSE firmly believes in the benefit of exchange and cooperation to not only develop the field of sport education, but to build bridges between people of different backgrounds. Travel is an essential part of this exchange and cooperation. However, we are also not blind to the negative environmental impact caused by travel. Thus, the purpose of this policy is two-fold: (1) to ensure consistent and fair treatment of people required to travel on behalf ENSE; (2) to establish clear guidelines to ensure sustainable, green travel. This policy applies to travelers whose expenses are being paid by ENSE and does not apply to travelers whose expenses are being paid by another organization, or by the traveler him or herself. The guiding principles of this policy are:

- ENSE travel should endeavor to travel in a green and sustainable manner
- ENSE travelers will be reimbursed for legitimate, reasonable travel expenses when directly connected with or pertaining to ENSE business based on established allowances in this policy.
- ENSE travelers are expected to be conscientious in their use of ENSE funds, and to travel by economical and efficient means

1. GENERAL

1.1. Travel arrangements must be approved in advance by the ENSE Secretariat.

1.2. All travel arrangements (air, rail, vehicle rental and lodging) are made by the traveler him or herself.

1.3. Travelers can receive an advance payment for their bookings (e.g. travel, accommodation) upon provision of necessary documents.

2. GREEN TRAVEL

2.1. All travel that can be completed in 6 hours or less will be done by train or road.

2.1.1. Exceptionally, and after consultation with the President and Secretariat, air travel can be used if no train or road connection exists, or if that connection includes an unfeasible amount of train/bus changes.

2.2. When available at competitive, reasonable costs, travelers will endeavor to book recognized, sustainable accommodation (e.g. TripAdvisor GreenLeader Certified¹)

2.3. ENSE will donate 10 EUR per return flight to a recognized carbon offset provider².

3. AIR TRAVEL

3.1. The lowest available fares shall be sought when making bookings. All travelers are expected to use economy class.

4. RAIL TRAVEL

4.1. The standard for rail travel is economy class unless the price of a first or business class cabin is demonstrably equivalent or cheaper.

¹ More information here: <https://www.tripadvisor.com/GreenLeaders>

² For example, AtmosFair (<https://www.atmosfair.de/en/>)

5. VEHICLE RENTAL

5.1. Rental vehicles may be used where economical and practical. All vehicle rentals must be for economy-class vehicles, unless three or more people are traveling together and/or when travelers have to carry excess baggage and/or equipment for ENSE purposes. Rental vehicles must be returned on time and with a full tank of gas to avoid additional hourly costs and excessive refueling charges.

6. LODGING

6.1. ENSE travelers shall be reimbursed the actual and reasonable expenses for accommodation while traveling on ENSE business. A single room with a private bath is the standard.

6.2. Although travelers generally stay in commercial accommodation, travelers may choose to make arrangements for private, non-commercial accommodation (e.g. lodging with friends or family). In these instances, the traveler may claim 30.00 EUR per night. Receipts are not required for reimbursement of this amount.

7. LOCAL TRANSPORTATION

7.1. ENSE will reimburse local public transportation costs, including costs incurred for travel to and from the airports as well as for transportation costs at destination.

7.2. Taxi fares are reimbursable, however their use must be justified and accepted by the Secretariat.

8. ALLOWANCES FOR MEALS AND INCIDENTALS

8.1. ENSE will provide a standardized daily rate (per diem) according to guidelines provided by the German Government. If meals are provided by the hotel, event or host, then the per diem is adjusted accordingly as per the below. 10% of the per diem is always given to help cover smaller items such as drinks or snacks.

Breakfast: 20%

Lunch: 30%

Dinner: 40%

9. OTHER COSTS and COMBINING PERSONAL/BUSINESS TRAVEL

9.1. Other expenses are reimbursable provided they are legitimate, necessary and reasonable travel expenses directly connected with or pertaining to ENSE business. Allowable other costs include:

9.1.1. Costs of acquiring passports, visas, necessary photographs, birth certificates, immunizations, health cards and fees for the conversion of funds to foreign currencies are reimbursable.

9.1.2. Charges for excess baggage are reimbursable when the traveler is transporting ENSE materials or when the extended period of travel necessitates excess personal baggage.

9.1.3. Tolls and parking fees

9.2. Travelers may, on occasion, combine personal and ENSE travel on the same trip provided there is no additional cost to ENSE. Costs related to extending the length of a trip (e.g. accommodation, sustenance, longer car rental) are therefore not reimbursable.

10. TRAVEL COST FORMS

- 10.1.** Travelers must submit travel expense reports, with all required information and relevant receipts, to the ENSE Secretariat within 1 month of completion of the trip. Every effort will be made to reimburse travelers within five working days of receipt.
- 10.2.** If a receipt is not issued or is lost, the traveler is expected to substantiate the amount of the lost receipt in whatever way seems practical and reasonable (e.g., credit card statement, bank statement, etc.)

11. BOARD TRAVEL

- 11.1.** Generally, Board Members are responsible for paying their travel to and from ENSE's Board Meetings or Event.
- 11.2.** Where possible, and funds permitting, the Institution hosting a Board Meeting or other event – or ENSE itself – will support local accommodation and subsistence costs.