



SIPRI Travel & Travel safety Policy

Scope

The travel policy applies to all duty travel performed on behalf of SIPRI.

This policy serves to set out guidelines for travel for SIPRI staff and aims at:

- establishing a formal procedure on how to prepare, apply for, authorize and follow up a business trip (or duty travel); and
- creating conditions for a safe and cost-effective travel;

Daily transportation to and from work is not covered by the policy.

Application and authorization to travel

Before considering a business trip, alternatives should be considered (e.g. video conference, or telephone conference).

Security assessment:

Employees' physical and psychological integrity is a priority for SIPRI, therefore as a general rule travel to high-risk countries is not authorized. Due to SIPRI's missions and projects, it is however unavoidable to sometimes travel to such areas.

Before any trip, a security assessment is to be made by the Employee based on (i) the level of threat indicated by the Swedish Ministry of Foreign Affairs and/or the Ministry of Foreign Affairs of the Employee respective country of citizenship (such as [UK Foreign travel advice](#)) and (ii) the local threat assessment done by your partner in the area.

If the level of threat/risk is considered as "advise against travel", "high" or equivalent, the country will be considered as high-risk.

Application and authorization to travel to high-risk countries:

When it comes to traveling to high-risk countries, Employees apply for a business trip at least four weeks before the due date using the "Travel proposal" form (Appendix 1 - also available on the intranet) and submit the application to the line Manager. The decision to travel has to be eventually cleared by the Director of Studies or the Deputy Director. Business trips to high-risk countries follow a specific procedure described hereafter.

Application and authorization to travel to low-risk countries

Employees apply for a business trip at least a week before (also depending on visa application time required) the due date using the "Travel proposal" form (Appendix 1 - also available on the intranet) and submit the application to the line manager/project leader. The line manager/project leader takes the decision on business trips. The approved application form shall be shared with Human Resources.

Travel standard rules and cost effectiveness

Before booking the business trip, the Employee must ensure that his/her passport and the visa (if required) are both valid and has taken the mandatory vaccination to enter the country.

Travel standard rules

Business trips are carried out as cost-effectively as possible, taking into account both the requirements of the institute and the donors' as well as the Employees' individual conditions and needs.

Tranås Travel Agency (Tranås Resebyrå) is SIPRI's official travel agency. All SIPRI travelers are urged to solely use Tranås, for traceability and support during travel and easier financial follow up. [Specifications for travel arrangements between Tranås Resebyrå and SIPRI](#) have to be followed. Everybody booking through Tranås must give a project number to complete the booking. No booking will be allowed without a project number.

Train: Travel within Sweden shall primarily be done by train. Tickets shall be booked in second class. When traveling with night trains, however, you are authorized to book an individual cabin.

Flight: Air travel is only allowed when air travel is significantly cheaper than train travel or when travel exceeds 500 km. Air travel shall always be booked in Economy Class. Any exception to these rules must be approved in writing by either the Grants Manager or the Head of Operations before the booking is made. Tranås will strive to book RAPTIM tickets (providing they are cheaper than regular tickets. Before your departure and during your air travel, make sure that you have a [Raptim certificate](#) with you. The Raptim certificate is signed off by the Head of Operations and is valid for all the Raptim flights.

Hotel: Single standard room with double-bed and shower or bath and toilet. Booking rooms in hotels recommended by Folke Bernadotte Academy is strongly advised in insecure areas. The Human Resources Manager will contact FBA for advise on a case by case basis.

Travel to and from the airport/train station: public transportation (buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public) in Sweden from and to the airport/train station is mandatory. Under specific circumstances, your line manager may authorize you to use taxi or equivalent transportation means. This rule does not apply if your flight/train is departing before 8 am or if you are coming back late at night (after 9 pm).

Discount, loyalty cards and miles: All forms of discounts in connection with business travel belong to SIPRI. It is not allowed for an Employee of SIPRI to avail of discounts or bonuses for private use.

Rebookable ticket and cancellation: SIPRI has its own cancellation insurance policy and Tranås shall never charge cancellation insurance costs. Tranås shall always ask if the traveller wants to book a re-bookable ticket. This should always be weighed against the additional costs.

These standard rules can be restricted by donors' grant conditions.

Per diem, travel expenses and guidelines for reimbursement

Per diem: Per diem during duty trips will follow the rules and rates are stated by the Swedish tax authorities ([link to the full list of rate per country](#)) and will cover the increased cost of living

during the business trip, i.e. meal costs and various minor expenses. The allowance is tax-free. The amounts are fixed for each country and are applicable for business trips with a duration of less than 3 months in the same location.

Eligible travel expenses:

On top of *per diem* allowance, eligible travel expenses are local transportation and local phone expenses (please refer to [SIPRI Phone Usage page on the intranet](#) and opt for a local SIM card). Laundry services cannot be reimbursed.

For entertainment costs (such as invitation to dinner/lunch paid by a SIPRI Employee), please refer to the Representation policy.

Expenses related to recommended travel medical care and vaccinations are fully reimbursed and should be registered in the travel claims.

Reimbursement of travel expenses:

Travel claims must be submitted in Maconomy as soon as possible after the end of the trip. Any travel claim submitted after two months will not be reimbursed.

For each travel expense, the Employee has to follow the [procedure detailed on SIPRI intranet](#) and provide with a detailed agenda and proof of the expenses (receipt, invoice, ticket, boarding pass, conference programme, etc.) and proof of payment of such expenses. All the receipts/proofs for any travel cost you are claiming should be attached to your travel claim and hand over to the Project Controller. Travel expenses are only reimbursed up to the amount incurred by the Employee and verified against the proofs.

Travel advances: to receive an advance for the business travel, the Employee has to contact the Finance department at least two weeks before the business trip. Travel advances must be reported at the latest a month after the end of the trip.

Compensation day

If the duty travel happens during week-ends and/or public holidays, one or more compensation days should be given to the Employee by his/her line manager. The number of compensation days has to be defined by the line manager.

The Employee has to take his/her compensation days as close to the duty travel as possible. If not taken within the two weeks following the duty travel, the compensation days will be considered as lost. The line manager will encourage to take and help lay out the days if needed.

Travel safety and high-risk countries

Business travel insurance:

All Employees who undertake business trips on behalf of SIPRI are covered by Corporate Travel Insurance by the insurance company ERV.

During a business trip the Employee should bring a personal travel insurance card which is to be obtained from Human Resources. This card contains contact information and the policy number



of the Corporate Travel Insurance. If something happens to the Employee and his/her belongings during a business trip, the Employee should refer to the insurance company's assistance.

Medical care and assistance: In case of any kind of medical care/assistance, the insurance company and the medical doctor shall be contacted immediately. The Employee shall inform the Human Resources Director and the line Manager as soon as possible.

Specific rules for high-risk countries:

If the business trip to a high-risk country has been cleared by the Director of Studies/Deputy Director, the Employee's line manager should first brief the Employee about the country and go through the security protocol document (Appendix 2) and the travel checklist (Appendix 3). Within a few days after returning from the duty travel, the line manager is responsible to conduct a debriefing meeting of the trip with the Employee.

The security protocol document consists of a series of questions regarding the Employee and his/her agenda in the high-risk country. The Employee has to fill in the document with the help of his/her line manager, give his/her consent to travel knowing the security situation, sign it and hand it over to the Human Resources department both in paper and electronic versions with a copy of his/her passport and visa (if needed).

Prior to any trip to a high-risk country, the Employee should have attended a Safety and Security Course (HEAT training or equivalent). If the last Safety and Security Course that he/she attended was more than three years ago at the date of departure of the duty travel, the Employee has to attend a refresher course. The list of training suppliers is available at Human Resources.

Additional travel insurance for high-risk countries: the Human Resources Manager will contact the travel insurance company ERV to check whether the travel destination is considered as a high-risk country and if so, the Human Resources Manager will make sure to get an additional insurance for the specific high-risk country. Make sure that you bring with you for the travel one of the first aid/security kits provided by SIPRI and available with the Human Resources Manager.

Responsibility

Each Manager is responsible for ensuring that this policy is complied with by his or her Employees.

Each Employee is responsible for ensuring that the business trip takes place in an economical, safe and environmentally sound manner in accordance with the Travel policy and meet the donor's requirements.

If the Employee repeatedly fails to comply with the rules and procedures set in this policy after a first warning from the line Manager, the next performance assessment of the Employee will take this behavior into account.



Policy Adopted on 13 December 2019

Amendment 1: 17 October 2021

A handwritten signature in black ink, appearing to read "Joakim Vaverka", is positioned above a horizontal dotted line.

Joakim Vaverka

Deputy Director

Appendix:

1. Travel proposal
2. Security protocol
- 3.** Travel checklist

Appendix 1: Travel proposal

This travel proposal must be filled in *before* any trip is made by SIPRI staff on behalf of SIPRI:

- any travel as part of funded projects and paid for by a grant from a donor,
- or financed by SIPRI itself,
- or funded by an external organization such as a trip to a conference,
- or a trip to give a lecture with expenses paid by the host, or similar.

The staff member must first fill in the travel proposal and submit it for approval to the project leader and line manager for funded projects or line manager and director of studies for all other travel plans and then, once approval has been given and the travel arrangements have been made, the travel proposal (1) and the detailed travel information (2) must be sent to HR.

NB: The travel proposal has to be granted *before* the travel arrangements are made.

Name			
Destination and purpose of trip			
Means of transportation			
Date of departure		Date of return	
Travel cost supported by	SIPRI <input type="checkbox"/> External fund/donor/organization <input type="checkbox"/> Other (specify): <input type="checkbox"/>		
Name(s) of donor(s) and/or project(s) number(s)	<i>specify if the travel is funded partly by different donors</i>		
Maximum amount covered by the project			
Is it a trip to a potential high-risk country or area (travel discouraged by the Swedish MFA and/or the MFA of your country of citizenship)	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, submit this form through your line manager to the DoS/Deputy Director. If authorisation is given by the DoS/Deputy Director, follow the specific rules set out in the Travel Policy and fill in the form: 'Security Protocol'</i>		
If yes, what makes travel to this country/area important and necessary and which security measures will be taken?			
Other comments			
Signature Employee			Date
	Signature	Date	
Approved by Project Leader/Line Manager			
	Printed name		
Confirmed by			



Line Manager/DoS/Deputy Director		
	Printed name	

This section has to be filled in once the travel arrangements have been made:

Name			
Destination			
Date of departure		Date of return	
Flight/Train info departure		Flight/Train info return	
Hotel, name and address			
Contact details (email, mobile phone)			

Appendix 2: Security protocol

The security protocol must be filled in by all staff members employed by SIPRI, who undertake international business travels to areas with an increased security risk according to the security assessment made by the Employee's line manager. Based on the security assessment, if the area is considered as "not be recommended", "high" or equivalent increased security level, the decision to do the trip has to be cleared by the Senior Management Team. If cleared by the Senior Management Team, the Employee's line manager is responsible for initiating a meeting to brief the Employee about relevant country, culture and safety information.

Each Employee who is traveling has to fill in the security protocol document with the help of his/her line manager, sign it and hand it over to the HR department both in paper and electronic versions with a copy of his/her passport and visa (if needed) **as soon as possible or no later than two weeks before departure.**

Part 1: General travel information and preparation for traveler			
Date of trip	Departure: Click here to enter the date. Return: Click here to enter the date.		
Destination/s¹ (add rows if needed)	Country/city/area	Date of departure	Date of return
Project number	<i>Enter accounting for the trip (project).</i>		
Traveler	Name	Mobile number	Citizenship(s)
	Passport number & expiry date	Period of validity of any visa	Safety course (HEAT or equivalent) & year of completion
			<input type="checkbox"/> Completed on [DATE] <input type="checkbox"/> Registered for a training <input type="checkbox"/> Not completed
Other travelers (add rows if needed)	First name and Surname	Affiliation (colleague, partner's staff, etc.)	
Purpose of trip			

¹ Also applies to transit countries.

Travel agency	Specify whether the trip is booked via Tranås or other travel agency or directly by the Employee.		
Documents of value	<input type="checkbox"/> Make sure your passport is valid for the entire duration of your stay (it is often required that the passport is valid for 3 or 6 of months after the departure date). <input type="checkbox"/> Make sure you apply for any necessary visas to enter the country <input type="checkbox"/> Make sure you have copies of relevant documents (passport, vaccination certificate, visa, insurance card, invitation etc.). Please send a copy of these files to HR to store in a staff folder in case they would be lost. <input type="checkbox"/> Make sure you have access to your phone numbers during the trip.		
Vaccinations/general health status	<input type="checkbox"/> Make sure you have the vaccinations and/or prophylaxis required for the country/countries concerned and that you have received information about any health risks associated with the destination. It is recommended to consult a health center prior to the trip. <input type="checkbox"/> Book an appointment with the doctor if necessary. <input type="checkbox"/> Ensure that the line manager and fellow traveler(s) have information about any ailments/illnesses which requires or may require treatment or medication during the trip or stay. <i>Enter here the name of the people who have this information.</i>		
Proof of life (PoL)	<input type="checkbox"/> Make sure you have submitted a PoL to the HR function (recommended). <i>Refer to Part 6.</i>		
Family/Friend/Relative	<input type="checkbox"/> Make sure that the contact information of your contacts is up-to-date. SIPRI must have access to this information in case of emergency. It is important that the contact person is reachable throughout your stay. <i>If you would like to provide another contact person for this particular trip, please enter their name and contact details.</i>		
Insurance card	<input type="checkbox"/> Make sure your insurance card is valid (provided by HR).		
Notification of stay	<input type="checkbox"/> Report your stay to UD Resklar/Embassy of your country of citizenship/Svensklistan ²		
Recommendations of apps!	<input type="checkbox"/> UD Resklar (in Swedish) <input type="checkbox"/> ERV travel & care <input type="checkbox"/> XE Currency <input type="checkbox"/> What's App	<input type="checkbox"/> Citizen Aid <input type="checkbox"/> Packpoint <input type="checkbox"/> Maps.me <input type="checkbox"/> OpenVPN (use Sipri profile)	

Part 2: Security contact person, security arrangements and security information			
Security contact person(s)³	Name and contact details of the person(s) who is responsible for the practical security arrangements.		Period (enter the dates)
	SIPRI		
	Embassy		
	Local partner		
Protocol	The Employee will check-in twice a day (ideally, in the morning before leaving the hotel and in the evening when back at the hotel) with the Security contact person for SIPRI indicated above by sms, email or phone. The Security contact person will immediately acknowledge receipt.		
Security information and equipment	<input type="checkbox"/> Make sure you have a safety briefing for the trip (provided by the line manager). <input type="checkbox"/> Make sure you have the necessary safety equipment (provided by the line manager).		
Arrival⁴	Date and time of arrival in the country	Name and contact details of the person who meets you at the current point of arrival	Means of transportation from airport/station to the hotel/meeting

² <http://www.swedenabroad.com/svensklistan>

³ Several contact persons responsible during the trip can be indicated there for different periods or areas of the trip (Embassy, UN, EU, OSCE, local partner, etc.).

⁴ Avoid staying unnecessarily long in the lobby, entrance and exit halls of the airport/train station/hotel.

Program⁵ (add rows if needed)	Indicate: • Meetings, conferences, activities, etc. with their time and date • Means of transportation • Other relevant information		Indicate: Contact person ⁶ (e-mail/phone/SMS/other) for meetings/visits etc.
Accommodation (check if there is a partnership agreement in place with a hotel)	Country/city and how the accommodation is booked	Name, address and telephone number of the hotel/accommodation	Indicate whether the accommodation is considered safe and who made the assessment

Part 3: Recommendations			
Recommendations	<i>Enter recommendations.</i>		
	Date	Signature	Printed name

Part 4: Employee's consent			
I, [name of Employee], have:			
<input type="checkbox"/> Received a briefing from my line manager and am aware of the risks that may occur in the country(ies)/area(s) I will be travelling to. <input type="checkbox"/> Been informed of the following: (I) conflict dynamics/recent developments in the country/area, (II) events able to impact the local situation (elections, protests, official visits, etc.), (III) crime patterns, (IV) medical requirements, (V) local cultures, religions, customs, law, (VI) security measures (bar, restaurants, local transport), (VII) food/drink basic precautions <i>If questions arise after the signature of this document, I will pick up these with my line manager.</i>			
Place	Date	Signature	Printed name

Part 5: Approval			
I, [name of the line manager],			
<input type="checkbox"/> Have made sure that the Employee has been informed of the safety situation and other relevant information for the trip. <input type="checkbox"/> Consider that the Employee is suitable for performing the business travel above mentioned and approve it.			
Approved by Project Leader/Line Manager	Date	Signature	Printed name
Confirmed by Line Manager/DoS			

⁵ You can attach a separate agenda/programme

⁶ Enter your primary and secondary contacts for each activity which SIPRI can contact if necessary.

Part 6: Proof of life (optional but highly recommended)

Write your own questions that ONLY you and your very close relatives can answer. No questions about pets, favorite colors/meals, names of family. Be “Google/Twitter/Facebook” aware!

Question 1	Answer 1
Question 2	Answer 2
Question 3	Answer 3
Question 4	Answer 4
Written proof	Write the following sentence in lowercase and capital letters: “The quick brown fox jumped over the lazy dog.”
<i>In lowercase only</i>	
<i>In capital letters only</i>	

Appendix 3: Travel checklist

Pre-Departure:

A) DOCUMENTS AND RELATED ITEMS

- ☐ International travel/flight ticket
- ☐ Valid passport (check the length of validity)
- ☐ Copies of your passport
- ☐ Visa(s)
- ☐ Spare passport photos (plenty)
- ☐ Travel authorization and raptim certificate
- ☐ International certificate of vaccinations
- ☐ Copies of international certificate of vaccinations
- ☐ International driving license
- ☐ Copies of international driving license
- ☐ Insurance card and information/documentation
- ☐ Social security/identification number
- ☐ Credit card(s)
- ☐ Contact information (head & country offices, embassy, etc.)
- ☐ Small amount of cash (in national and international currency)
- ☐ Notebook, pens and pencils
- ☐ Copies of all essential documents
- ☐ An updated country map
- ☐ Record of all electronic devices (with serial number) for customs inspections
- ☐ Registration in the emergency contact database of your Ministry of Foreign Affairs (if applicable)

B) WHAT TO STORE IN YOUR SAFE AT YOUR HOTEL

- ☐ One copy of passport
- ☐ One copy of international certificate of vaccinations
- ☐ One copy of international driving license
- ☐ Copies of other essential documents
- ☐ Money and other valuables

C) PERSONAL ITEMS

- ☐ Travel bag/backpack/grab bag for potential emergency evacuations
- ☐ Appropriate clothing (check destination environment, climate and culture)
- ☐ Water-resistant shoes/boots
- ☐ Business clothing for official meetings
- ☐ Rain gear
- ☐ Glasses/sunglasses (plus extra pair)
- ☐ Soap, toothbrush, toilet paper and other hygiene products
- ☐ Dry wash (in case of water shortage)
- ☐ Ear plugs
- ☐ Torch/flashlight (with spare bulb and batteries)
- ☐ Pocket knife/multi tool (not in hand luggage)
- ☐ Sewing kit
- ☐ Plastic bags
- ☐ Candles, matches, lighter

- ☐ Universal adapters for electronic equipment
- ☐ Water bottle with purification filter or tablets
- ☐ Compass, GPS
- ☐ Insecticide-treated mosquito net and mosquito repellent
- ☐ Mobile phone (a cheap version), charger and a SIM card that will work in your area of deployment
- ☐ Camera (if required)
- ☐ Alarm clock
- ☐ Laptop and storage device and connecting device
- ☐ Spare batteries/solar charger/powerbank

D) MEDICAL PREPARATIONS

Immunisations and vaccinations:

- ☐ You must always be covered for hepatitis A and B, typhoid, diphtheria, tetanus and poliomyelitis
- ☐ Depending on the area of your deployment, ensure that you are also covered for rabies
- ☐ Check whether the countries you are traveling to require a certificate showing that you have had a yellow fever vaccination every 10 years
- ☐ Ensure that you have regular health screenings, including general medical examination (blood and urine tests), dental check-up, visual acuity, as well as breast examination and PAP (cervical smear) for women
- ☐ If you are being deployed to or may visit an area where malaria is known to occur, you will need specialist advice before going and may need to take antimalarial tablets
- ☐ First aid medical kit

First aid medical general kit:

- ☐ Prescription medicine (for expected length of stay)
- ☐ Painkillers (fever, aches, etc.)
- ☐ Anti-histamines (running noses, allergies)
- ☐ Antacids (abdominal upsets)
- ☐ Antibiotics (generic)
- ☐ Alcohol wipes
- ☐ Bandages (triangular, elastic)
- ☐ Protective gloves
- ☐ Scissors (not in hand-luggage)
- ☐ Condoms

Malaria prevention kit:

- ☐ Insecticide-treated mosquito net (if your hotel does not provide some)
- ☐ DEET-based insect repellent
- ☐ Antimalarial tablets

Diarrhoea treatment kit:

- ☐ Packets of oral rehydration salts, loperamide (Imodium) tablets
- ☐ Charcoal tablets
- ☐ Ciprofloxacin tablets (250 mg or 500 mg)
- ☐ Water purification tablets

Skin protection kit:

- ☐ Sun block/sun screen/moisturiser
- ☐ Powder (possibly with anti-fungal medication)
- ☐ Hydrocortisone cream (against skin allergies or insect bites)
- ☐ Antiseptic cream/hand sanitiser (for cuts, abrasions and general use)

Others:

- ☐ Two epinephrine self-injection kits (only if you have a history of severe allergies)
- ☐ Two sets of asthma inhalers (only if you suffer from asthma attacks)
- ☐ Adequate supplies of regularly taken medicines and a list of these with dosage and frequency signed and stamped by your doctor (only if you regularly take medication)

Medical records that include:

- ☐ Dates and results of health checkups (including dental and visual)
- ☐ Medical illnesses and medication being used
- ☐ Allergies (particularly to medication/drugs)
- ☐ Vaccinations
- ☐ Personal information (i.e. blood group)
- ☐ Health insurance details
- ☐ Name and contact details of your usual health care provider (i.e. personal doctor)

E) FAMILY & HOME PREPARATIONS

- ☐ Discuss your deployment in detail with your family or a person of trust to inform them adequately
- ☐ Discuss possibilities of mission extension
- ☐ Discuss family communication plan (i.e. phone/e-mail/Skype)
- ☐ Establish a family support system
- ☐ Provide family with full details of mission address, home and office
- ☐ Provide family with emergency phone numbers
- ☐ Discuss and write a power of attorney (in case of a travel longer than 3 weeks)
- ☐ Write your living will, last will and testament
- ☐ Leave a set of spare keys with a person of trust

F) WORK PREPARATIONS

- ☐ Apply for leave of absence (if applicable)
- ☐ Ensure your office is organized when you leave (electronic files and hard copies)
- ☐ Hand over the Security Protocol to the HR Manager (electronic files and hard copies)
- ☐ Receive a safety briefing by your manager before you leave

G) SAFETY BRIEFING ITEMS

- ☐ Travel information of your Ministry of Foreign Affairs
- ☐ Geographical location of your travel and agenda
- ☐ Local geography and natural risks (flooding, earthquake, volcanic eruptions, tropical storms, etc.)
- ☐ Country background: history, major ethnic groups, main religions, primary languages spoken, income per capita, major industries, natural resources, health and disease index, education...
- ☐ Political situation and in particular the governmental system, major political figures and nearest elections
- ☐ Laws, traditions, culture (DOs and DON'Ts)
- ☐ Recent security issues
- ☐ Potential threats and advices
- ☐ Police and army forces
- ☐ Anti-corruption rules
- ☐ Emergency numbers and local medical structures
- ☐ Safety protocol and emergency procedure
- ☐ Useful information (currency, phone, restaurant, perdiem, customs rules, etc.)



Return:

A) WORK

- ☐ Debriefing with your manager
- ☐ Write a short activity log of the travel
- ☐ Deactivate your out of office message
- ☐ Travel claim

B) MEDICAL REINTEGRATION

- ☐ Do a medical check-up
- ☐ Seek professional counselling (social worker, doctor, psychologist) for continuing signs of critical incident stress or other concerns
- ☐ If you had any sexual contact during your deployment or if you lived in an area strongly affected by HIV/AIDS, you should get tested for HIV/AIDS and venereal disease (HIV tests may not be positive until about three weeks after exposure to the virus)
- ☐ Continue to take medication according to the regime established by the manufacturer of the medication even after departing from the deployment location (this information may be found in the packaging of the medication and applies especially to antimalarial tablets)