

Working trips

In force from 1 November 2024

The expenditure policy related to working trips sets out the Organisation's principles and guidelines that regulate reimbursement and management of expenditures related to working trips and expenditure management for personnel and persons involved in projects.

1. Purpose and scope

The objective of Resilience of Health Care Systems' working trip (official trip and subsistence) policy is to determine clear and all-encompassing principles and guidelines that regulate reimbursement and management of expenditures related to working trips. The purpose of this policy is to ensure a responsible and cost-effective working trip practice that conforms to the Organisation's core activities and goals.

In providing a working trip expenditure approval, documentation and compensation system, the purpose of the policy is to promote transparency, efficiency and compliance with ethical standards in all activities related to working trip taken by Resilience of Health Care Systems' Board Members, personnel and contractual parties.

2. Permission

Resilience of Health Care Systems permits its employees and Board Members to request approval for the working trip from the CEO (and before the hiring of the CEO – the Board). The Board or CEO are entitled to approve travel and subsistence expenses, based on the submitted working trip application form. All working trips must be approved before the actual trip.

3. This form, which is filled in by the employee or expert must include the following information:

- purpose of working trip;
- departure date;
- arrival (return) date;

- form of travel;
 - daily subsistence allowance days;
 - travel insurance.
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- **Travel and subsistence expense categories - airplane class:** only economy class tickets or tickets whose price is equivalent to an economy class ticket may be purchased.
 - **Bus or train:** instead of an airplane ticket, a higher comfort category bus ticket can be purchased.
 - **Subsistence expenditures:** unless the donor has stipulated otherwise in the financing agreement, Resilience of Health Care Systems adheres to the subsistence expenses that are set in accordance with Republic of Latvia Cabinet Regulation No. 969 "Procedures for Reimbursement of Expenses Relating to Official Travels". More detailed information can be found in the link to this document.
 - **Daily subsistence allowances:** Unless the donor has stipulated otherwise in the financing agreement, Resilience of Health Care Systems adheres to daily subsistence allowance rates that are set in accordance with Republic of Latvia Cabinet Regulation No. 969 "Procedures for Reimbursement of Expenses Relating to Official Travels".
 - **Fuel** expenditures are reimbursed in accordance with the submitted route sheet and paid fuel invoices.

4. Trip report

An employee is responsible for submitting a financial report to the Organisation after the official trip.

The report must include all applicable invoices. If a payment has been made in a currency other than the euro, in converting the relevant sum, the traveller must use Latvijas Banka's currency exchange rate on the date when the payment was made.