

Travel Policy for CISV Waterloo

This policy covers travel by CISV Waterloo Chapter youth (under 19) to a CISV sponsored event.

This covers:

- **Delegations:** specifically Village, International Summer Camps, and Interchanges (both international and national).
- **Individual travel:** such as to attend a Seminar Camp, International Youth Meeting, or a Village as a JC, to attend the National Summer Camp, Winter Camp, which are arranged by Junior Branch within Canada, also National Board Meeting and Spring Board Meeting.
- **Individual travel as defined above:**
 - May use travel points
 - May choose to use the Travel Coordinator, or may make their own travel arrangements
 - May consult the Travel Coordinator before finalizing the arrangements.
 - Must obtain cancellation insurance with their ticket for Seminar camp, JC, IYM travel.
 - Must have unlimited medical insurance covering the entire travel period plus 3 days in case of travel delays if travelling outside of Canada.
 - If the delegate does travel on points, no subsidy on the airfare will be paid assuming the chapter is subsidizing travel that year.

***Rationale:** These youth are travelling on their own so if they are bumped from a flight when using points, it is one person, not an entire delegation that is inconvenienced. They may wish more flexibility in their arrangements to pursue personal travel either before or after the flight, so again, making their own arrangements affords that option. They are travelling under the auspices of CISV Waterloo; therefore, we do have a requirement to be informed of their plans, specifically those which relate to attending the CISV event.*

Delegation travel as defined above:

- May not use points – see discussion above
 - Travel arrangements will be made with the CISV Waterloo executive approved travel agent. This travel agent must be familiar with CISV International travel requirements.
 - The Chapter Travel Coordinator will discuss travel options with each delegation. It is the responsibility of that delegation to contact the travel agent as soon as pre-camp information is available.
 - This does not preclude a delegation from seeking competitive pricing information, and should be passed on to the Travel Agent or Travel Coordinator.
 - Must obtain cancellation insurance with their ticket.
 - All delegates must have the same unlimited medical insurance covering the entire travel period plus 3 days in case of travel delays.
 - Must use scheduled carriers, not charter flights

***Rationale:** Charters can cancel or change flight times at any time and connections will not be taken into consideration or covered when missed.*

Payment:

- For Delegations: Payments must be made to the chapter, which in turn will pay the travel agent. This payment will occur when the tickets are issued. If a delegation wishes to purchase tickets prior to the usual schedule (i.e. when “seat sales” or other money-saving opportunities arise), this may occur, provided that the required amounts for each delegate have been given to the treasurer of the chapter prior to confirming tickets.
- For individuals: Payments for the airfare may be made to the chapter or the travel agent. All fees must be paid to the chapter, unless otherwise required by National or International rules.

Rationale: *If each member of the delegation were to pay the travel agent directly, a processing charge would need to be included, whereas, the work is decreased if one payment is issued for the 5 – 13 tickets usually involved in delegation travel.*

- Payments may be made using cash, cheques or fundraising dollars.
- Members participating in a travel program must pay a deposit to CISV Waterloo by March 31st of the year of travel. This includes participants in the following programs; Village, Summer Camp, Interchange, and IYM (Seminar Camp participants are required by the NA to pay a deposit at the time of application).
- No tickets will be released to the delegation until all payments are received for everyone in that delegation.
- The balance of the total cost of the trip is billed by the Treasurer and must be paid in full within 30 days of the date tickets are purchased. The total cost includes: travel cost, national, international, other associated fees and one equal share of the leader’s expenses.

Rationale: *The CISV Waterloo executive approved travel agent purchases (in full) the tickets for all travelling delegations and leaders. At the time of purchase the travel arranger assumes the names are guaranteed. A different travel arranger would require CISV Waterloo to pay in full within 4 hours of the ticket purchase or in advance by credit card. That payment is made based on a “good faith” relationship with CISV Waterloo. CISV Waterloo makes that payment to the travel arranger based on the expectation that all selected delegates will travel and families will make a full payment.*

This amended policy was passed at the exec meeting and will be in effect until revised at another executive meeting.

It is recommended that this policy be reviewed on an annual basis.