



Architects Without Borders Seattle Travel Policy

June 2020

To our valued volunteers:

AWBS encourages and supports volunteers who seek travel in order to enable our mission of delivering life changing design. We understand this is valuable for the design process, and is an energizing experience for volunteers and communities. Travel in support of a project must be approved by the AWBS Board in order to protect our most valuable assets, our volunteers! Each request is evaluated based on the guidelines listed below:

Qualifications

- In order to be considered to travel for a project on behalf of AWBS, you must first submit a trip proposal with the following:
 - Brief Summary of the project
 - Purpose and goals of trip
 - Proposed itinerary (when and where)
 - Estimated expenses (including flight, accommodations, meals, and any other project travel related expenses)

- i. Please include what are you asking AWBS to fund
 - ii. When purchasing a flight, travel insurance must be purchased as well
- Planned project related activities while you are there
 - Meet the Safety Guidelines and Policies noted below
 - Deliverables at conclusion of trips (see Deliverables After Approval)

Safety Guidelines and Policies

- AWBS values our volunteers, and we are thrilled to support travel to deliver life changing design. We are invested in supporting safe travel in service of the AWBS mission. Each request is evaluated for safety as outlined in this travel policy.
- AWBS takes into consideration Travel Advisories from the US Dept of State AND Travel Health Notices issued by the CDC
- In accordance with the US Dept of State, AWBS will only sponsor travel with the following travel advisory levels to protect the safety and serve the interests of our volunteers:
 - Level 1- Exercise Normal Precautions
 - Level 2- Exercise Increased Precautions
- AWBS will not support or fund travel to areas where there are the follow advisory warnings:
 - Level 3 - Reconsider Travel
 - Level 4- Do Not Travel
- If between the time of approval and time of departure of your trip and a Level 3 or 4 travel advisory is issued, AWBS will advise you to reschedule your trip until the travel advisory level returns to a 1 or 2
- The US State Department issues a Travel Advisory level for a country, but levels of advice may vary for specific locations or areas within a country. Both the country to which you are travelling and the specific area you plan to travel must not surpass a Level 2

- For instance the Dept of State may issue “Exercise increased caution” (Level 2) in a country, but to “Reconsider travel” (Level 3) to a particular area within the country
- More information on current travel advisories, risk indicators, and steps to take to ensure safety while travelling abroad can be found by visiting travel.state.gov
- In accordance with travel health notices issued from the CDC to inform travelers about current health issues that impact travelers health, AWBS will consider funding/approving travel with the following travel health levels:
 - Watch Level 1 - Practice Usual Precautions
 - Alert Level 2 - Practice Enhanced Precautions
- AWBS will NOT consider funding/approving travel to areas where there are the follow health notice warnings:
 - Warning Level 3 - Avoid All Non-essential travel
- More information on current health notices, types of notices, and how to protect yourself while traveling can be found at wwwnc.cdc.gov/travel

Funding and Reimbursements

- The AWBS board is responsible for approving travel fund grants.
- Volunteers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. Volunteers should verify that planned expenses are eligible for reimbursement before making travel arrangements.
- Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing.
- Once funding is approved and reimbursement forms have been received and approved, AWBS will issue a check to the applicant within 30 days.

- Reimbursement forms can be submitted to AWBS as expenses are made; for example, expenses paid before the trip like flights can be submitted for reimbursement prior to submitting receipts acquired during the trip.
- We understand that sometimes in developing countries there are not always receipts for expenses such as food. We request you make a good faith effort in recording these in some manner that you can submit, like writing it in a notebook with the day, what the purchase was, etc. so we can reimburse it.
- Additional personal travel can be linked onto an AWBS sponsored trip, but expenses related to personal travel must be funded solely through the individual.

Currency Conversion

- If travelling internationally, convert foreign currency to US dollars – refer to your credit card statement or look up rates effective on the purchase date at www.oanda.com/currency/converter
- Be sure to attach a copy of the currency conversion page from the website when submitting for reimbursement, or note the US dollar amount on all required receipts.

