



*English version translated by Google translate*

## Travel and Missions Policy

*CTTC - Centre Tecnològic de Telecomunicacions de Catalunya*

## Changelog

<b>Versió</b>	<b>Data</b>	<b>Modificació</b>
V1	09/11/2015	Versió aprovada pel Comitè de direcció del CTTC
V2	01/06/2022	Versió acordada per Direcció
V2	10/06/2022	Versió aprovada pel Patronat
V3	27/05/2024	Versió acordada per Direcció
V3	04/06/2024	Versió aprovada pel Patronat

## Table of Contents

1. Need for and spirit of the policies.....	3
2. General considerations.....	3
2.1. Scope.....	3
2.2. Definitions.....	3
2.3. Responsibilities.....	4
3. Obligation to book through the travel agent.....	4
3.1. General considerations.....	4
3.2. Insurance, medical and other types of coverage.....	5
3.3. Cancellations.....	5
3.4. Discounts for personal bonuses.....	5
3.5. Self-booking travel.....	5
3.6. Exceptions to booking through a travel agent.....	5
4. Specific policies and accepted expenses.....	6
4.1. Displacements.....	6
4.1.1. Start and end point of a trip.....	6
4.1.2. Air travel.....	7
4.1.3. Rail travel.....	7
4.1.4. Public transport.....	7
4.1.5. CTTC vehicle (van).....	7
4.1.6. Private vehicle.....	8
4.1.7. Taxis and another related expenses.....	8
4.1.8. Rental cars.....	8
4.2. Accommodation, meals and other expenses.....	9
4.2.1. Booking of hotels and accomodation.....	9
4.2.2. Meal allowances.....	10
4.2.3. Meal allowance expense in cases of representation.....	11
4.2.4. Other expenses.....	11
4.2.5. Living and other expenses of the members of the CTTC Scientific Committee and other personalities invited by CTTC.....	12
5. Procedure for booking travel and settlement of expenses.....	12
5.1. Booking travel.....	12
5.2. Travel settlement.....	12
6. Validity and changes to travel policies.....	14

## 1. Need and spirit of the policy

Travel represents a fundamental part of the CTTC's operations and involves a significant effort by its staff. For operational, administrative, fiscal and cost-justification reasons, an operational rule has to be defined in this area. The spirit of this rule is to achieve a good management of resources, maximum functionality of travel and the performance of the requirements of the projects and the regulations in force in this area.

## 2. General considerations

### 2.1. Scope

The CTTC travel policy applies to all staff in an employment relationship with CTTC.

The travel policy applies to travel that is financed by own or external funds, with authorisation or available budgetary provision.

### 2.2. Definitions

**Travel** is defined as any mobility action or mission in the framework of the CTTC activity (motivated by work), which generates an expenditure or requires some organisation by the centre. Mobility actions include, but are not limited to:

- Attendance at meetings, congresses and courses
- Field work campaigns, participation in experiments
- Scientific stays and other external visits
- Representative actions

**Project** shall mean any research or support activity with earmarked funding.

**Travel expenses** may be for travel, accommodation, meals, registration to events, telephone or internet connection and representation expenses.

**Representation expenses** are all expenses incurred by CTTC employees to represent, promote, consolidate or improve the relationship and image of the entity before third parties. They have to be particularly motivated by the institutional interests of the CTTC and require justification of the need and the explicit authorisation of the head of the Research United (hereinafter RU) or the Management, brokering exclusive AD for this type of expenditure.

**Where some project funding bodies (e.g. MINECO, European Commission and others) consider expenditure covered by these policies to be ineligible, and these cannot be funded on a project basis, they will be charged to the structural budget of the relevant RU or Directorate. Among others, this may concern representation expenses, gratuities, fees, financial expenses and bank charges, exchange rate losses, among other ineligible expenses.**

**Any travel must be justified on business grounds and the need for it must be demonstrated.** Expenses must be motivated, justified and reasonable for the benefit or usefulness of the CTTC. They must observe criteria of proportionality and cost containment.

## 2.3. Responsibilities

**The travel management staff manages the organisation of the trip, is responsible for the relations and management with the travel agencies**, as well as always contracting the most convenient rate, from an economic and logistical point of view. All arrangements (bookings and cancellations) must be made as far in advance as possible (ideally at least 15 days). This advance notice always facilitates optimal options and prices.

**The person travelling** is primarily responsible for complying with this travel policy, for being aware of the eligibility conditions of the project to which the expenditure is charged and for having the corresponding authorisations, in particular the duly signed AD indicating the justification for the trip. No ticket or reservation may be issued without the AD number (except in exceptional cases with express authorisation from the Directorate). It is also responsible for the safekeeping of the tickets, the documentation required for the accreditation of the performance and the justification of the expense. In the event of the loss of any of the documents accrediting the expense, this expense may exceptionally be reimbursed and will be charged to the corresponding structure budget, with the delivery of any other document accrediting the reality and the amount of the expense.

**The person travelling**, before scheduling a trip, will have to assess the convenience and possibility, if available, of substituting a virtual meeting through the use of new information and communication technologies such as video-conferencing.

**The Main Investigator (IP)** is responsible for verifying that his/her collaborators are aware of and comply with the travel policy and that the requested expenditure is in accordance with the requirements of the project.

**The administration staff** is responsible for monitoring compliance with the policy, budget availability and eligibility of expenditure in the project where it is allocated and for optimising the justification of project expenditure in accordance with the cost eligibility criteria. As well as accounting for the expenditure in accordance with accounting and tax regulations and making the relevant reimbursements to the traveller.

## 3. Obligation to book through the travel agent

### 3.1. General considerations

The CTTC is one of the public sector entities of the Government of Catalonia that are members of the Framework Agreement for the provision of the travel management and assistance service managed by the Central Purchasing and Supply Centre of the Government of Catalonia (Exp. CCS 2017 75). For reasons of economy, security, contractual and control reasons, tickets for air transport, medium and long-distance trains, long-distance regular bus lines and boat tickets must be contracted from the travel agency.

Hotel reservations and car rentals must also be made through the travel agency awarded the contract, with the exceptions expressly indicated.

Travel for members of thesis tribunals, competitions and other outsiders who have to visit the CTTC, either in groups or individually, should preferably be arranged through the travel agency by the travel management staff.

### **3.2. Insurance, health coverage and others**

All trips managed through a travel agency are covered by an accident and travel assistance insurance with coverage for health care, compensation for delays, luggage, cancellation / interruption and civil liability, among others. The annually updated coverage document will be made available to CTTC staff.

It is recommended that travellers apply for the European Health Insurance Card to guarantee medical coverage in European Union countries and countries adhering to the Schengen treaty, in order to have the same medical coverage as in Spain. Private medical expenses will not be covered.

In cases of long-term stays outside the European Union and adhering to the Schengen treaty or trips contracted by other institutions, the need to take out additional insurance to guarantee the aforementioned coverage will be studied.

A posted worker is considered to be one who works from another country on a temporary basis (provided that there is an overnight stay). Notification of the posting to Social Security is necessary so that the worker maintains the rights and benefits that he/she has with the Spanish social security system and so that the different contingencies that may occur in the country of posting are covered.

The worker must apply for the travel permit through Woffu and state the reason for the trip in observations. The travel management staff will inform HR of the place of accommodation at the destination, dates and itinerary in the event that the trip takes place in several cities. HR will receive all this information and will carry out the travel arrangements with the Social Security.

### **3.3. Cancellations**

The cancellation of any trip, flight, hotel reservation or other contracted service must be communicated in due time to the agency so that the appropriate cancellation can be carried out and to the corresponding administrative manager so that he/she can follow up the corresponding payment, if applicable. If the cancellation is not possible, the costs of the cancelled trip will be borne by the RU or management, as they are not eligible project costs.

### **3.4. Discounts for personal bonuses**

Loyalty programmes of airlines, train companies and hotel chains shall be taken into account in order to provide individual bonuses for the benefits they offer. The travel agency will manage the corresponding bonuses. Under no circumstances may a cheaper or more suitable travel or accommodation option be subordinated to the attainment of these or any other particular benefits.

### **3.5. Self-booking travel**

In the event that a self-booking travel system is established, the new booking system will comply with the terms of this policy.

### **3.6. Exceptions to booking through a travel agent**

The following cases will be exempt from the obligation to book through the travel agency:

- In unforeseeable or unexpected situations during the course of travel, where processing through the ordinary or extraordinary channels of the agency was not possible or reasonable, the necessary service may be contracted directly by the traveller. In these cases, the reasons justifying the exception must be documented in the file, explaining the booking outside the agency and presenting the invoice in the name of the CTTC along with the payment, as proof of the expense for reimbursement.
- In the case of research stays, it will be possible to opt for the rental of an apartment (as long as it is eligible within the project that funds the stay). In this case, the reservation can be made directly through the CTTC upon selection by the researcher. A report will be required justifying the need and the criteria followed for the choice of the landlord, as well as ensuring that the principles of "best value for money" have been followed. Additionally, whenever possible, three quotes should be requested if the monthly rent exceeds 3,000 euros gross.
- In the case of conferences, seminars, and other events If the organizers have established agreements with different establishments, participants may choose to book directly or through the organizers at one of the hotels or through the travel agency. In any case, the indication in the previous section must be respected. A necessity report (when applicable) and the invoice in the name of the CTTC will be required. Invoices in the name of the traveller will only be accepted in case of personnel without an employment relationship or by agreement or when it is not possible to obtain the invoice in the name of the CTTC.
- Finally, when booking through the travel agency entails a substantially higher price than direct booking, for reasons of efficiency, the CTTC travel management staff may contract directly with the providers for accommodation, transport, or vehicle and space rental services as long as no management, assistance, or representation tasks that constitute the object of the Travel Agency Framework Agreement are involved. In this case, a report will be necessary to clearly justify that direct contracting is substantially more economical than that of the Framework Agreement.

## **4. Specific policies and accepted expenses**

### **4.1. Displacements**

As a general rule, travel dates must coincide with the dates of the conference/course/workshop/meeting up to one day before and one day after. Other earlier or later dates are not accepted unless there is evidence of another strategic reason or one related to the development of a project, due to time adjustment with the destination, or for other justified and documented work reasons. Exceptionally and exclusively if it does not affect the eligibility of the trip, if for personal reasons the traveler wants to extend the duration of the trip, a reservation for more days can be made as long as it does not incur additional costs for the CTTC (proof required), with the traveler bearing the costs associated with the trip extension and having to request the corresponding vacation days.

#### **4.1.1. Start and end point of a trip**

By default, the main headquarters of the CTTC in Castelldefels is defined as the starting and ending point of the trip. For scheduling and work organization reasons, under the traveler's responsibility, the traveler's usual residence can be defined as the starting and/or ending point of a trip. Except for project needs or strategic reasons, such as when it is more effective to concatenate one trip with the next.

#### 4.1.2. Air travel

Tickets must be in **economy class**, including standard seat selection and baggage charges, and preferably with reduced fares. With prior authorization, it is possible to book in a class higher than economy in necessary and urgent cases. However, the agency will consider special offers when, at the same cost, they provide an improvement for the traveler. The use of full fares, which are much more expensive because they allow changes and cancellations, will be exceptional and will require special authorization from the management.

Maximum possible and reasonable advance booking is required to obtain optimal prices. It is recommended to book trips more than 14 days in advance for domestic destinations and more than 30 days in advance for international ones. In low-cost airlines, maximum advance purchase is of particular importance (these companies do not allow refunds once the purchase is made and changes usually involve a penalty). Whenever possible, tickets should be booked as round trips.

The travel agency must offer, when available, all different transport options, including, if applicable, those proposed by the user. The choice of specific flights and routes among the available alternatives belongs to the traveler and, if applicable, to the person authorizing the trip and must adhere to criteria of economy, proportionality, and efficiency in relation to the traveler's professional agenda and the objective of the trip

#### 4.1.3. Rail travel

- High-speed trains: economy class seat.
- Conventional trains and other means of transport: first or preferred class.
- Night trains and Train Hotel: preferred class.

However, the agency will consider special offers when, at the same cost, they provide an improvement for the traveler. Advance booking, especially for AVE trains, is also crucial for obtaining optimal prices.

#### 4.1.4. Public transport

It will be the preferred means of transport.

The CTTC will specifically reimburse the expense incurred, and it must always be justified with an invoice or equivalent document (bus, metro, train ticket, etc.).

#### 4.1.5. CTTC vehicle (van)

Its use will be restricted to work-related travel where it represents the best logistical option. Priority is given to use in field measurement campaigns for research projects over other uses. Its use is requested through a reservation via the system available on the CTTC intranet. For trips longer than 70 km, the vehicle's tank must be filled appropriately for the consumption made, and the invoice must be presented in the name of the CTTC or, failing that, the receipt with the trip settlement. Fines, damages, or expenses incurred due to traffic violations must be covered by the vehicle's driver.



#### **4.1.6. Private vehicle**

The use of collective and regular means of transportation is recommended. However, for reasons of speed and comfort, the use of private vehicles for work-related travel is authorized.

The CTTC will reimburse the amount resulting from computing **€0.26/km**, provided that the travel is justified. Toll and parking expenses that are justified will be added. The fuel cost will not be reimbursed, as it is included in the **€0.26/km**. The distance in kilometres of the trip to be settled will be calculated by consulting the shortest kilometric distance of the route on the Internet. Occupants of the private vehicle must ensure that it is adequately insured. Insurance, deductibles, or similar expenses for travel with private vehicles are not compensated. In no case are fines, damages, or expenses incurred due to traffic violations compensated.

The use of a private vehicle for long and medium-distance trips will be an option provided that it is proven to be equal or more economical than the option of using public transportation or when access to public transportation presents logistical difficulties. This comparison must be provided as an annex to the corresponding Travel Expense Report.

In no case will mileage be compensated for travel from the workplace to the individual's private residence or vice versa.

Payment of mileage to individuals not employed by the CTTC will be subject to the applicable legal withholding rate.

#### **4.1.7. Taxis and another related expenses**

As a general rule, the use of public transportation is recommended for travel during trips.

For reasons of schedule, work organization, safety, or efficiency, the use of taxi services may be allowed.

Using the taxi service for trips of more than 100 kilometers must be previously authorized and provided that there are no other efficient means of transportation available. The use of taxi services is excluded for commuting from the usual residence to the workplace.

A receipt must be provided, indicating not only the date and amount but also the origin and destination of the journey.

#### **4.1.8. Rental cars**

The use of rental cars is justified for reasons of economy and when there are no other efficient means of transportation available. Economy to mid-range cars will be reserved, except in cases where a specific type of vehicle is required (field measurements, test driving); the use of a higher class will be considered exceptional and will require authorization.

The reservation will be made by the support staff on trips. It is the responsibility of the travelers using this means of transportation to contract the appropriate specific insurances and/or ensure that the agency has contracted them. In addition to the rental cost and insurance, associated expenses include the cost of

gasoline and parking and toll fees. In no case are fines, damages, or expenses incurred due to traffic violations compensated.

For fuel consumption, the invoice must be submitted in the name of the CTTC or, failing that, the purchase receipt with the trip settlement.

## **4.2. Accommodation, meals and other expenses**

### **4.2.1. Booking of hotels and accommodation**

Accommodation reservations must be made exclusively through the travel agency, with the exceptions indicated in section 3.7.

Accommodation reservations must be made at hotels with a maximum rate equivalent to four stars. Exceptionally, reservations may be accepted at higher-rated hotels in the following cases:

- In destinations where the higher category corresponds to the standard level of 4 stars in Spain and when they do not represent an excessive cost,
- When there is no availability of 4-star accommodations or acceptable alternatives,
- At the request of the director for representative reasons.
- When the value of the 5\* hotel is equal to or less than that of a 4\* hotel.

As a general rule, travel dates must coincide with the dates of the conference/course/workshop up to one day before and one day after. Other earlier or later dates are not accepted unless the existence of a reason related to the development of the project is proven, to adjust the schedule with the destination, or for other justified and documented work reasons. Expenses related to meals for the day before and the day after the conference or event will be accepted. Regarding accommodation, the night before the start and the night of the day the event ends will be accepted, provided it is necessary due to the schedule. Exceptionally, if it does not affect the eligibility of the trip, if for personal reasons the traveler wants to extend the stay at the same hotel, the travel management staff may make the corresponding reservation, provided it does not entail an additional cost to the CTTC (proof required), and the traveler will be responsible for paying the agency directly for these extra days.

All reservations must be for a standard single room with breakfast included. Additional expenses (laundry, minibar, etc.) will be borne by the user. The travel agency will offer, whenever possible, a minimum of three hotels with availability at the rate equivalent to four-star hotels, in the requested urban area or area, or in another central area with good public transportation connections, including the specific hotel(s) that the traveler may request if they are available. Overnight stays in the Metropolitan Area of Barcelona are only allowed in duly justified cases, and this expense will be charged to the budget of the corresponding RU or department.

#### 4.2.2. Meal allowances

Meal and subsistence expenses for a full day include necessary meals (provided they are not included in the accommodation) and reasonable beverage consumption during the day. They must be justified with receipts and reimbursed according to the daily limits outlined below. Alcoholic beverages of low alcohol content (limited to 1) are only allowed as part of the meal (lunch and/or dinner), except for exceptional representation cases expressly authorized by Management.

The maximum expense limits established for a traveler in respect of meals are:

- **Half-day travel in Spain: €26.67 per day**
- **Half-day travel abroad: €48.08 per day**
- **Full-day travel in Spain: €53.34 per day**
- **Full-day travel abroad: €91.35 per day**

The corresponding limit for half a day will apply when the trip includes only one of the two main meals in a single day (lunch or dinner). The limit for a full day will apply when the trip includes both main meals, whether or not there is an overnight stay.

**As a general rule, the CTTC will not reimburse expenses that exceed these limits.** This limit will be calculated on a daily basis. If applicable, meal and transportation expenses that exceed the limits established by the Personal Income Tax regulations will be included in the travelers' payrolls in order to inform the tax agency of the payments for this concept, and will involve the corresponding legal withholding and social security contributions.

In the case of meetings, workshops, congresses, or project events in general, where an activity including a meal with a fixed price is organized, the aforementioned limits will not apply. In these cases, the invitation to the mentioned activity must be provided.

As a general rule, travel dates must coincide with the dates of the conference/course/workshop up to one day before and one day after. Other earlier or later dates are not accepted unless the existence of a reason related to the development of the project or adjustment of the schedule with the destination is proven. Expenses related to meals for the day before and the day after the conference or event will be accepted.

Meal expenses can be reimbursed to individuals not employed by the CTTC upon presentation of corresponding receipts. Payments of other amounts to individuals not employed by the CTTC may be subject to the applicable tax withholding rate.

We will always try to obtain a ticket per traveller. and individual payment is recommended. In cases where this is not possible, the number of diners should be indicated, and the individual consumption of the traveler making the settlement should be marked. If this is not practicable, the amount of the receipt will be divided equally among the number of diners listed on the receipt.

#### **4.2.3. Meal allowance in cases of representation**

The previously indicated expense limits will not apply to authorized representation expenses. In these cases, it is necessary to provide either an invoice in the name of the CTTC or another expense receipt indicating the number of diners, the full name of the person and the entity they work for, as well as the reason for the expense. The established beverage consumption limits will also not apply.

In the case of lunches for the invitation of committee members of a doctoral thesis, the price of the invitation must not exceed €200 in total, nor exceed €50 per guest.

National project funding bodies (e.g., MINECO) may apply criteria whereby the maximum amounts are lower than those set by these policies (currently Royal Decree 462/2002 of May 24). The difference will be covered by the structural budget of the corresponding RU/Management.

#### **4.2.4. Other expenses**

##### **Tips**

Only in places where tipping is customary and as long as it is explicitly listed on the receipt, the CTTC may reimburse them, and they will generally be eligible in the project. In cases where they are not eligible, they may be charged to the budget of the corresponding RU or Management.

##### **Telephone, Internet Connection**

In the event of having to make professional calls using a personal phone and unable to do so through CTTC mobile lines, it will be necessary to attach a photocopy of the invoice indicating the mobile phones and the amount billed for each call made in the settlement.

Expenses for internet connection during trips are allowed by attaching the receipt. These expenses are not eligible expenses in justifications of subsidized projects; in these cases, they will be charged to the budget of the RU or the management, as appropriate. In any case, it is recommended, whenever possible, to use Wi-Fi or to contract cheaper connection vouchers or plans.

##### **Registrations, Subscriptions**

When it is not possible to pay by transfer on behalf of the CTTC, the traveler must make the payment and send the proof of payment and the corresponding invoice with the tax details of the CTTC to Economic Management in order to obtain reimbursement of the expense.

##### **Materials**

Expenses for small materials are accepted, provided that the nature of the mission requires it (for example, field measurement campaigns, maintenance orders, messenger services, etc.). In any case, attempts should be made to make purchases through the usual procurement procedures and request the invoice with the tax details of the CTTC.

#### **4.2.5. Living and other expenses of the members of the CTTC Scientific Committee and other personalities invited by CTTC.**

The CTTC may reimburse members of the Scientific Committee or other personalities or researchers invited by the CTTC, a fixed amount for maintenance expenses and other expenses incurred during their stay at the Center. The payment of these amounts to individuals without an employment relationship with the CTTC may be subject to the appropriate tax withholding rate.

## **5. Procedure for booking travel and settlement of expenses**

### **5.1. Booking travel**

The procedure for booking a trip will be as follows:

1. An Expense Authorization (AD) must be made with the approximate amount of the trip cost (transport, maintenance, and other expenses), which must be approved by the principal investigator and the head of the RU or Management, as applicable, stating the destination, dates, and purpose of the trip.
2. Once the AD is approved, the traveler will open a request through GLPI, which will be sent to the travel management services responsible for making the corresponding reservation.
3. The employee must request travel permission through Woffu and indicate the reason in the comments section. The travel management staff will inform HR of the destination accommodation, dates, and itinerary if the trip is to multiple cities. HR will receive all this information and process the travel management with the Social Security.
4. An advance payment can be requested by sending an email to Economic Management for the estimated travel and maintenance expenses, with the limits being the amounts approved in this Policy, and in any case, the amount approved by the AD. The advance will be settled, either with a balance in favor of the CTTC or the traveler, once the Economic Management staff has prepared the travel settlement. Advances will not be offset against subsequent travel settlements, except for authorized exceptions by management.
5. For cases expressly authorized by management, reloadable cards or similar payment methods may be provided, which will be replenished as trips are settled.

**Both the AD, reservation, and advance payment must be requested well in advance to manage the trip properly.**

### **5.2. Travel settlement**

According to the criteria defined in the previous paragraphs, all expenses that meet the specified requirements incurred by the traveler during an authorized trip can be reimbursed (settled).

The maximum deadline for submitting expense receipts for settlement is **30 calendar days** from the end date of the trip. Settlements submitted later will not be accepted unless expressly authorized by the General Administrator.

For reasons related to the justification and audit of research projects and financial control of the entity, all necessary documentation must be provided to the economic management unit, either in person or through the computerized system used for managing settlements. This documentation may include, but is not limited to:

- Boarding passes or similar documents
- Meeting schedules, agendas, meeting minutes
- Emails confirming dates, subjects, or contents
- For congresses, confirmation of registrations, programs (ideally showing CTTC staff participation), list of participants
- In case of publications: a copy of the paper with its proper acknowledgment (e.g., Project reference)

The absence of these receipts may result in an expense being deemed ineligible.

The economic management unit will ensure that travel settlements, regardless of their chargeability, comply with the rules outlined in this document. The project management unit may decide not to charge expenses to the project if they are deemed ineligible according to the project's justification criteria.

Expenses that are considered ineligible for a project but are essential for the operation of CTTC and have documentation or proof of being incurred can be settled and charged against the RU or Directorate's structure with prior authorization from the head of the RU or Directorate.

All expenses included in the settlement must be accompanied by original receipts or invoices (payment VISA receipts alone are not sufficient) where the date, time, and consumption or expense can be verified. **Expenses without any form of receipt will not be reimbursed.**

Payment dates at CTTC are the 15th and 29th of each month. On these dates, all settlements processed and entered into accounting until that time will be paid.

It is important, whenever possible, to obtain invoices as proof of all expenses. The **billing details of CTTC** are as follows:

Centre Tecnològic de Telecomunicacions de Catalunya (CTTC)

Parc Mediterrani de Tecnologia

Av. Carl Friedrich Gauss, 7

08860 Castelldefels

VAT Number (IVA) ESG62616586

## **6. Validity and changes to travel policies**

The rules and guidelines contained in this document are effective from the moment of their approval by the management and the Board of Trustees of the CTTC.

All those involved in travel and its management can suggest modifications to these policies with the intention of improving the functioning of the processes and adapting to changes in the context. The CTTC Management is responsible for collecting, evaluating suggestions, and, where appropriate, managing the modification of the policies.

Management may modify the values and explicit amounts stated in this document for updates to the current applicable regulations.



Advanced research for everyday life

