



# **World Leadership Alliance Club de Madrid**

## **Travel Policy**

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## 1 General policy

- World Leadership Alliance Club de Madrid (hereinafter referred to as “CdM”) will cover travel expenses incurred by its Members, Advisors, staff, and other participants in connection with the organization’s activities;
- As a general rule, travel costs will be arranged and paid directly by CdM. Where this is not possible, the traveller shall submit a reimbursement request together with supporting documentation (legible copies of invoices/receipts) for the eligible expenses claimed. The Secretariat will provide standardised forms for this purpose;
- CdM will select the most cost-effective options for flights, accommodation, and other expenses, taking into account donor requirements, budget availability, operational needs, safety considerations, and other relevant factors. For flights, CO2 emissions will also be taken into consideration;
- Expenses must be approved by the person responsible for the relevant project or activity and by the Finance Department, in accordance with the organization’s internal procedures;
- Additional rules, conditions, or procedures may apply where travel is funded by donors which have established specific requirements. In such cases, donor requirements shall prevail where they impose stricter obligations, and their application shall be duly documented;
- Exceptions to this Policy may be authorised in duly justified cases, provided that they are properly documented and approved in accordance with CdM’s internal governance and management framework.

## 2 Flights

- CdM will cover business class air travel for its Full Members, irrespective of flight duration, in recognition of their status as former Heads of State and Government and their pro bono participation in the organization’s activities. This policy also applies to Board Members who are not Full Members;
- Where appropriate (e.g. for short-haul flights, due to donor requirements, or budget constraints), CdM may request that Full Members or Board Members travel in economy class;
- CdM staff will travel in economy class;
- Other participants, including CdM Advisors, will travel in economy class, unless operational needs, status, or other relevant considerations exceptionally justify business class travel.

### 3 Train

- CdM will cover first-class travel for Full Members and Board Members;
- CdM staff will travel in standard class;
- Other participants, including CdM Advisors, will travel in standard class, unless operational needs, status, or other relevant considerations exceptionally justify first-class travel.

### 4 Accommodation

- Reservations for Full Members and Board Members will be made in superior double rooms for single occupancy, including breakfast. If travelling with a companion, they may request a double room for double occupancy, and CdM will cover the difference in cost. Additional expenses (such as laundry or room service) will only be covered when strictly necessary and duly justified, up to a maximum of €50 per day;
- CdM staff will be accommodated in double rooms for single occupancy. No additional expenses will be covered;
- Other participants, including CdM Advisors, will be accommodated in double rooms for single occupancy, unless operational needs, status, or other relevant considerations exceptionally justify superior accommodation. No additional expenses will be covered.

### 5 Meals

- Meals provided as part of CdM activities will be covered by the organization. For meals not included in the programme, CdM will provide a voucher of €45–€55 per meal (depending on local price levels), or reimburse the actual cost up to the authorised limit;
- For CdM staff, meals will be covered in accordance with the per diem system described below.

## 6 Local transport

- Local transport in connection with CdM activities will be covered by the organization. As a general rule, transfers to and from the airport will be arranged and paid directly by CdM or, where this is not possible, reimbursed upon submission of supporting documentation.

## 7 Other costs

- Other costs, including (but not limited to) vaccinations and visas, may be covered subject to prior approval where they are necessary for participation in the activity and duly justified;
- Personal expenses or expenses such as alcohol or other non-permitted items will not be covered.

## 8 Assistants & companions

- CdM will cover travel, accommodation, and other related expenses for one accompanying person of Full Members only where this is justified for health reasons. As a general rule, the companion will travel in economy class, unless a higher class of travel is justified by the aforementioned health reasons;
- Except for this case, travel, accommodation, and other expenses for assistants and/or companions of Full Members or other travellers will only be covered by CdM if a donor or sponsor has expressly agreed to do so;
- CdM will not otherwise cover such costs

## 9 Travel insurance

All travellers will be covered by two types of insurance:

- **Travel insurance**, covering loss of luggage, medical assistance, and flight delays or cancellations;
- **Life insurance**. Travellers whose tickets are purchased using the institutional credit card will benefit from the insurance policy associated with it. In all other cases, CdM will arrange appropriate life insurance coverage.

## 10 Per diem

- The per diem is a daily allowance intended to cover accommodation, meals, and incidental expenses.
- The applicable per diem rates will be based on the list established by the European Union, as periodically updated;
- Other expenses incurred during travel—such as airport transfers, long-distance or international calls, intercity or local transport, or car rental— will be reimbursed at actual cost, provided they are necessary, reasonable, and supported by the relevant receipts or invoices. Personal expenses, as well as alcohol or other non-permitted items, will not be reimbursed.

Where CdM or another organization directly covers any costs included in the per diem (accommodation is typically covered directly by CdM), the per diem will be reduced as follows:

- 50% if accommodation is covered
- 5% if breakfast is covered
- 15% if lunch is covered
- 15% if dinner is covered
- 7.5% for incidentals if the trip covers less than 50% of the day

These reductions are cumulative.

The Chief Financial Officer may approve an alternative reimbursement arrangement in exceptional cases, upon proposal by the Head of the relevant Department or Project.

## 11 Justification of expenses paid with CdM's VISA credit cards

- Holders of CdM VISA credit cards are responsible for obtaining and retaining invoices/receipts for all payments made using the cards;
- As a general rule, staff members holding a CdM VISA credit card should not use it to pay for expenses covered by the per diem. Where this occurs, the corresponding amount will be deducted from their per diem. Any resulting balance in favour of CdM must be reimbursed to the organization;
- CdM VISA credit cards must not be used to pay for personal expenses. Any amounts paid in breach of this rule must be reimbursed to CdM without delay.

## **12 Request for advances**

- Staff members may request an advance from the Finance Department to cover the estimated expenses related to their participation in activities;
- Staff must report expenses to the Finance Department as soon as possible after completion of the trip, in accordance with the applicable procedures and using the designated forms.

## **13 Modification of these criteria and procedures**

The Secretary General may, within the scope of his/her authority, amend these criteria and procedures where deemed appropriate.