

**POLICY ON TRAVELS  
TO ATTEND FUNERALS OR  
OTHER SPECIAL EVENTS**

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| <b>Department responsible :</b><br>General Administration | <b>Approved by :</b><br><br>_____<br>Director general |
| <b>Effective date :</b><br>December 12, 2000              | <b>Amended :</b>                                      |
| <b>References :</b><br>Resolution 2000/01-10              |   |

The Council of Commissioners recognizes the importance of having delegates to represent the Board in special events and special circumstances.

**1. GENERAL PRINCIPLE**

- 1.1 [purpose](#) This policy sets the rules applicable to travels in case of funerals or other special events.

**2. REQUIREMENTS**

- 2.1 [delegate representatives to the funeral](#) The Director-General, in consultation with the President, may decide to delegate representatives to the funeral of a Board employee, an official representative of the Board, past or present, a person intimately connected with the Board or some prominent figure not necessarily linked with the Board.
- 2.2 [delegate representatives to some important event](#) The Director-General, in consultation with the President, may decide to delegate representatives to some important event taking place outside the scope of the Board's regular activities.
- 2.3 [number of representatives](#) There should be no more than two representatives. Those should be from the Executive Committee, or the Senior staff, or other employees or representatives who may have had some special involvement with the concerned person or event.



- 2.4 [travel costs](#) Travel costs shall be covered from the regular travel budget of each traveler's department.
- 2.5 [social trips](#) Employees of the Board may use their social trips to attend funerals of relatives, with the authorization of their immediate superior and as per established working conditions.

### 3. APPLICATION OF THIS POLICY

- 3.1 [other measures](#) The Executive Committee may decide on other measures in special circumstances.
- 3.2 [application](#) The Director-General is responsible for the application of this policy.
- 3.3 [previous provisions](#) The present policy replaces any previous policy of the Board on the same matter.

