Directive

Staff Manual - Staff Rules - 06
Compensation - 06.15 Emergency Travel

Bank Access to Information Policy Designation
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HRD

Sponsor
06.01 Compensation
06.15 Emergency Travel

01. Subject, Applicability and Definitions

Subject and Policy Rationale

1.01 The purpose of the benefits in this Rule is to provide for the travel of staff members, their spouse, or their domestic partner upon the death or memorial service away from the staff member's duty station area of a member of the immediate family. Rule 6.06, "Leave," sets forth the provisions governing leave applicable in such circumstances. This Rule was most recently amended on July 1, 2011.

Applicability

1.02 This Rule applies to staff members holding Regular, Open-Ended, Term, Local Staff Regular, or Executive Director's Advisor appointments.

Definitions

1.03 In addition to the definitions in Rule 1.01, "General Provisions," for purposes of this Rule, the following definitions apply:

a. Child means a natural son or daughter or a legally adopted son or daughter for whom the Bank Group has determined that a "bona fide" parental relationship exists.

b. Designated Official, at Headquarters, means the Manager, Human Resources Service Center or his/her designee. In country offices, it means the head of the office where the staff member works.

c. Duty Station Area means the Washington-Baltimore Consolidated Metropolitan Statistical Area as defined from time to time by the United States Office of Management and Budget. At other duty stations, the duty station area will be determined by the head of that office.

d. Memorial Service means the ceremony commemorating the death of a member of the immediate family.

e. Member of the Immediate Family means a person in respect of whom a staff member, a staff member's spouse, or a staff member's domestic partner is eligible for emergency travel under paragraph 2.01.

f. Parent means a natural or adoptive mother or father.

02. General Provisions

Eligibility

2.01 When the death or memorial service occurs away from the duty station area, emergency travel is provided for:

a. the staff member, if the deceased is the staff member's spouse or domestic partner; or

b. the staff member or the staff member's spouse or domestic partner, if the deceased is a child or parent of the staff member or of the spouse or domestic partner; or

c. the staff member's spouse or domestic partner, if the deceased is the staff member. In the event of the death of a staff member who has no spouse or domestic partner, emergency travel may be provided for a close relative or other person who arranges for the memorial service as determined by the Manager, Human Resources Service Center or his/her designee.
Travel Benefit

2.02 For each death, only one round-trip economy-class air ticket is provided by the most direct and cost-effective route, as determined by the Travel Office, between the duty station area and the nearest airport to the place of death or memorial service. Less than full-fare tickets are issued when available. Higher class tickets will be reimbursed only up to the economy class fare. If emergency travel is undertaken entirely by surface transportation, travel will be reimbursed either on a mileage basis, for travel by private or rental automobile, in the amount specified in Administrative Manual Statement 3.10, "Operational Travel Expense Reimbursement," or first-class rail travel, but not exceeding the cost of travel by economy class air. No excess baggage, in/out, stopover, or other transport expenses or incidental expenses will be reimbursed by the Bank Group.

Time Limit for Usage

2.03 Travel must commence within 30 days after the death, except that, for good reason, the Manager, Human Resources Service Center, or his/her designee, may extend this period further.

Documentation

2.04 The trip must be certified within 90 calendar days of the travel being authorized. The boarding pass, and a copy of the death certificate of the deceased, or other evidence of death or memorial service satisfactory to the Manager, Human Resources Service Center, or his/her designee, must be submitted. If such evidence is not submitted within 90 calendar days, the Manager, Human Resources Service Center, or his/her designee, may direct that the cost of the ticket be deducted from salary and other amounts due the staff member from the Bank Group which are subject to assignment to the Bank Group.

03. Coordination with Other Travel

Operational Travel

3.01 When a staff member who may use emergency travel is located, as a result of operational travel, at a place other than the duty station area or the place of death or memorial service, emergency travel will be authorized from the place where the staff member is located to the place of death or memorial service, with a return to either the mission location or the duty station area.

Benefit or Personal Travel

3.02 When a person who may use emergency travel is located, as a result of benefit or personal travel, at a place other than the duty station area, emergency travel will be authorized from the place where that person is located to the place of death or memorial service with a return to either that place or the duty station area. In such cases, the cost borne by the Bank Group will not exceed the cost of an economy class ticket from the duty station to the place of death or memorial service.

Conversion of Other Benefit Travel to Emergency Travel

3.03 If the death occurs while the staff member or the staff member's spouse or domestic partner is en route to or already at the place of death or memorial service, as a result of home country or education travel, a staff member may elect to convert the home country or education travel entitlement for the person who would ordinarily be eligible for emergency travel into emergency travel. Any such request must be submitted within 90 calendar days following the date of death of the member of the immediate family or the traveler's return to the duty station, whichever is later. If reimbursement for emergency travel is made under this paragraph, the home country travel or education travel remains authorized subject to the conditions and provisions originally applicable under Rule 6.13, "Home Country Travel," or Rule 6.14, "Education Benefits," and the staff member must provide certification that such travel was undertaken. If such certification cannot be provided, the staff member must repay the Bank Group all allowances, grants, and travel costs advanced for that purpose.

Conversion of Personal Travel to Emergency Travel

3.04 If a staff member, spouse, or domestic partner travels at his/her own expense

   a. upon either the death of a member of the immediate family or
b. to visit a critically ill member of the immediate family and that person dies within 90 calendar days of the traveler's departure from the staff member's duty station area,

the staff member may, subject to the cost limit of an economy class ticket from the duty station to the place of death or memorial service, request retroactive reimbursement for such travel in lieu of claiming the travel benefit established in this Rule. Any such request must be submitted, together with a, boarding pass, and proof of purchase, within 12 months following the completion of emergency travel. A staff member who obtains airfare for emergency travel at no cost via a commercial frequent flyer program may, within 12 months following emergency travel, request reimbursement for taxes and fees which were applied to such airfare in lieu of claiming the emergency travel benefit described in this Rule. Any such request will be cost limited to an economy class ticket from the duty station to the place of death or memorial service.