

Terms & Conditions of Travel Support

Applicability. The Traveler's participation in a Trip financially supported by CRDF Global (hereafter "Trip"), or the incurrence of costs related to a Trip, will constitute acceptance of the CRDF Global Terms & Conditions of Travel Support.

Description of Travel Support. CRDF Global's support may include but is not limited to domestic and international transportation; living allowance(s); conference/workshop/training registration; emergency medical insurance; visa fees; local transportation; and other travel-related expenses. All expenses, whether incurred by the Traveler or by CRDF Global on his/her behalf, must be necessary, reasonable and verifiable, and are subject to the following conditions unless otherwise specifically authorized by a CRDF Global representative:

1. A valid visa for country(ies) of destination and/or transit.
2. Living Allowances (meals, incidentals & lodging expenses) may not exceed current US government rates.
3. All air transportation is subject to the Fly America Act.
4. All air transportation must be purchased at the lowest cost alternative that accommodates business commitments at the place of departure and travel destination. Premium-, business-class and first-class tickets are not allowable.

CRDF Global provides Traveler's on international business trips with emergency medical insurance. This insurance does not cover any personal travel that may take place within an overall business trip itinerary.

Except for support arranged directly by CRDF Global on the Traveler's behalf, or specifically authorized to be paid in advance of travel, all costs will be reimbursed to the Traveler following the Trip.

CRDF Global reserves the right, in its sole discretion, to determine the method of payment, and to decline any request for travel support that is inconsistent with these terms or in violation of CRDF Global procedures or program guidelines.

Overpayments, Erroneous, Unused or Duplicate Payments. If the Traveler becomes aware of an overpayment, an erroneous payment, or a duplicate payment, the Traveler shall immediately notify CRDF Global in writing and request instructions for handling the matter. The Traveler is required to return unused funds should he/she not travel for any reason, or if the Trip itinerary is changed. CRDF Global may deduct from any payment all or part of any amount owed to it by the Traveler.

Reports. Unless alternate instructions have been provided by a CRDF Global representative, the Traveler is required to provide an expense report detailing all financial support received and a narrative report on the Trip's outcomes to CRDF Global. The Traveler is responsible for providing copies of all receipts along with the report and for providing originals to CRDF Global upon request. Reports must be received by CRDF Global within thirty (30) days following completion of the Trip. Failure to submit reports as required may result in the Traveler being required to reimburse the CRDF Global for all expenses and/or may prevent the Traveler from participating in future CRDF Global programs.

Debarment and Other Responsibility Matters. By participating in the supported Trip, the Traveler certifies that he/she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from activities subject to debarment or suspension, by any US Federal, State, or local department or agency. The Traveler is responsible for notifying CRDF Global immediately in writing if he/she becomes debarred, suspended, declared ineligible or voluntarily excluded from activities subject to debarment or suspension or is proposed for debarment.

Compliance with Applicable Laws. The Traveler agrees to observe and conform to, in all material respects, all laws, rules, regulations, orders and requirements of governmental authorities relating to the supported Trip, and shall be solely responsible for all costs, risks and delays resulting from doing so, or the failure to do so.

Fitness to Travel. By participating in the supported Trip, the Traveler acknowledges that he/she is medically fit to engage in this Trip. CRDF Global reserves the right if required by funder, insurance requirements, or for other reason, to require that the Traveler provide certification from a licensed medical professional certifying fitness to travel prior to approval of any given Trip.

Liability. The Traveler agrees that CRDF Global shall have no liability to the Traveler or any other entity or person for any claims arising out of, or related to, the Trip or the representations or warranties made by the Traveler herein except if, and to the extent due to the negligent, willful or intentional misconduct of CRDF Global, its officers, employees or agents. The Traveler further agrees that the CRDF Global shall have no liability to the Traveler or any other entity or person for any loss, damage or injury to the Traveler or other entity or other person incurred during or in connection with the Trip.

Whistleblower Policy. Travelers are encouraged and expected to report possible violations of laws, rules and regulations, as well as fraudulent or dishonest use or misuse of CRDF Global resources or property, violations of CRDF Global's conflict of interest policy and other serious misconduct. Reports may be made directly to CRDF Global management (who can be contacted via the main CRDF Global website www.crdfglobal.org or via the Global Compliance hotline available at <https://crdfglobal.alertline>). All

information will be treated confidentially and all complaints will be investigated by CRDF Global management and regularly reported to the Audit Committee of the Board of Directors. CRDF Global will not retaliate, nor will CRDF Global tolerate retaliation by any of its employees, against any individual who makes a good faith report pursuant to this policy; even if an investigation shows that there has not been a violation.

V1.17.3