Travel Policy Guidelines & Carbon footprint policy

These guidelines aim at giving recommendations to reduce carbon footprint and raise awareness among LEAP-RE consortium on good practices to organize their travel in Africa.

o   For budget and carbon footprint reasons, LEAP-RE will have fewer in-person meetings - virtual meetings will be preferred
o   When travel is chosen, regional meetings will be preferred
o   When possible, train and public transportation are encouraged
o   Where possible and within budget, no-connection air travel will be recommended
o   The choice of biofuel flights or flights with energy efficient aircraft can be made, depending on the budget
o   During the meeting in Nairobi, the following information will be asked: departure and arrival locations, flights taken, number of connections, number of days in hotel, mode of travel home / airport, distance of travel home / airport, mode of travel airport / meeting place, other expenses (car rental, parking of the current car, etc.)
o   A carbon offset tool will be suggested to LEAP-RE partners in order to organize their trips (the average cost of a direct or one-transfer ticket to Nairobi from departure cities in Europe and Africa is 650 euros)
o   The partner hotel is the Tamarin Tree Hotel, Langata Road Near Wilson Airport, Nairobi 00200 Kenya
o   Fully cancelable reservations are encouraged
o   Taking a reimbursable ticket may be considered an eligible expense (excluding business, first class, etc.) but covid-19 is no longer considered a force majeure, which means that the eligibility of such a ticket is not fully assured (see "costs' eligibility" section).

Covid-19 protocol

Health measures in force throughout Kenya:

The 10 p.m. to 4 a.m. curfew in effect throughout the country is strictly enforced by local authorities. It was extended for 60 days on August 18, 2021. Anyone violating this rule can be taken to the police station and will, at a minimum, face a heavy fine.

Bars and restaurants are allowed to open until about 9 p.m., under strict health protocol, but often do not serve after 8 p.m. All gatherings, including political ones, are prohibited until further notice.

Travelers arriving or leaving Kenya by air will be allowed to travel during the curfew upon presentation of their travel documents. These measures are regularly reviewed by the Kenyan authorities according to the evolution of the health situation.

Before leaving, it is important to check if your repatriation insurance covers the Covid risk in full.

Travelers to Kenya must present a negative Covid test, less than 96 hours old, prior to boarding and will be exempt from quarantine if they do not show symptoms upon arrival or during the flight (including temperature checks). Passengers must also fill out a form on board that will allow them to be contacted if a positive case is detected upon arrival.

Covid-19 tests will need to be authenticated and verified to be accepted under an African Union initiative (Trusted Travel Initiative (TT)). It will not be possible to enter or leave Kenya without a "TT code". All Kenyan laboratories are part of this initiative.

To do so, one must go to an authorized laboratory that will issue "TT codes", which will be verified by the airport or port authorities.

Travelers will receive an SMS from PanaBIOS (https://panabios.org/) and an email from the laboratory that performed the test and/or from admin@panabios.org) with a link that will allow them to generate a travel code (Travel Code - TC) at www.trustedtravel.panabios.org.

Travelers who have been tested by an unauthorized laboratory will need to go to https://globalhaven.org/ to have their Covid-19 tests certified.

To enter Kenya, passengers will be required to submit a completed health form which can be accessed at the following link COVID-19 Travellers Health Surveillance Form.

Regardless of the vaccination status of passengers, Kenyan authorities require a negative PCR test within the last 72 hours before departure from Kenya.

Full details of the Government of Kenya Protocols which can be found on the [Kenya Civil Aviation Authority website](#).

Link to an exit travel guide can be found here https://africacdc.org/wp-content/uploads/2021/01/Travel_Guide_Simplified_Kenya_MOH_combined_version-1.pdf

More links for further information:

- https://www.health.go.ke/#1621662557097-37ed30fd-e577
- https://kcaa.or.ke/sites/default/files/covid-19/documents/EXEMPT_FROM_QUARANTINE-08.10.2021.pdf
- https://kcaa.or.ke/sites/default/files/covid-19/documents/MOH_approved_testing_labs.pdf

Visa

As of January 1, 2021, it is mandatory to obtain an electronic visa, issued online at http://evisa.go.ke/evisa.html prior to arrival in Kenya. This visa must be presented upon boarding and it will no longer be possible to obtain a visa on arrival at international airports.

For those wishing to travel to the region, it is possible to obtain a single visa for Kenya, Uganda and Rwanda (known as the "East Africa Tourist Visa"), at a cost of $100.

The tourist visa is valid for a maximum of three months and can be extended for an additional three months by contacting the Immigration Department. The cost of this formality is 2,200 ksh (about 20 €).

Costs' eligibility

The eligibility of costs related to this travel in Kenya will only be ensured if they correspond to recurring practices specific to each organization. Thus, each partner will have to justify that any extraordinary costs are included in the usual accounting internal practices.

The costs concerned are the following:

- Additional costs related to the purchase of reimbursable air tickets,
- Additional costs related to the performance of covid tests carried out during the mission,
- Additional costs related to possible quarantine fees,
- Additional costs related to the subscription to a carbon offset system