

DSA POLICY AND GUIDELINES

General:

A DSA is paid according to project/programme requirements. **The rules and policies of the donor must be followed in the first instance**, but if not applicable, Global Initiative rules are used by default.

DSA rate calculation:

- Flights: either booked through the GI-TOC or reimbursed to the traveler upon submission of receipts.
- Accommodation: reimbursed to the traveler upon submission of receipts.
- Meals and Incidentals: claim 35% of allowable EU rate per day. No receipts are required.
- Terminal fees (to and from the airport) reimbursed to the traveler upon submission of receipts.

DSA is paid for each full day (8h+). *For example: If you are traveling to a conference in the evening you will only receive partial DSA. If you are leaving the next day in the morning, you will also just receive part of the DSA for that day.*

Flights:

Flights should be pre-booked and paid where possible through the GI-TOC travel agencies. If not, flights will be reimbursed upon presentation of an invoice.

Accommodation:

Accommodation will be paid in advance or reimbursed to the traveler upon presentation of an invoice.

The choice of accommodation must be reasonable within the project/programme budget, but always adhering to the travel safety and security awareness guide and protocol.

Longer Travels (especially over 10 days)

When someone is staying in the same location for a period of time (especially over 10 days), then a reduced rate should be negotiated.

All DSA claims must be submitted via IODD or invoice before the trip. Please note a minimum of 10 working days are required to process DSA requests, so plan accordingly.

If for any reason, the DSA is not sufficient to cover expenses incurred, the difference will be considered for reimbursement on submission of supporting documentation.

Eligible Expenses:

Eligible travel expenses include reasonable accommodation, meals, incidental expenses and transport costs. Alcoholic beverages are not considered an eligible expenditure for reimbursement.