DSA POLICY & GUIDELINES

General

A daily subsistence allowance (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, GI-TOC rules are used by default.

DSA Rate Calculation

Flights	Booked through the GI-TOC or reimbursed to the traveller upon submission of receipts
Accommodation	Reimbursed to the traveller upon submission of receipts
Meals & Incidentals	35% of allowable EU rate per day for the country in question, no receipts required
Terminal Fees	Transfers to and from airport reimbursed to traveller upon submission of receipts

DSA is paid for each full day (8$^+$ hr).

If you are travelling 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 receive part of the DSA for that day.

Flights

Flights should be pre-booked and paid where possible through Travelperk. If not possible, flights will be reimbursed upon presentation of an invoice and supporting documentation.

Accommodation

Accommodation will be paid in advance or reimbursed upon presentation of an invoice and supporting documentation.

The choice of accommodation <u>must be reasonable within the project / programme budget</u>, but always adhering to the **Travel Safety and Security Awareness Guide and Protocol**.

Longer Travels (exceeding 10 days)

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

All DSA claims must be submitted before the trip.

> *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
- Transport Costs

> *Alcoholic Beverages are not considered an eligible expenditure for reimbursement*