



ADMINISTRATIVE CIRCULAR ADM/Dir/2008/02

9th December 2008

In order to comply with the recommendations made by the Internal Oversight Service of UNESCO on the occasion of the internal audit of ICTP, the Director has decided to implement some changes to the policy for travels on mission.

The following amendments to the present policy will take effect from **10 December 2008** and regard staff members, consultants and long-term scientists travelling at the organization's expense.

1. Application of DSA¹ reduction rates in accordance with ICSC² percentages

If, on the occasion of travel missions, board and/or lodging are provided to travellers, the DSA payable will be reduced in accordance with the percentages indicated in the ICSC monthly lists, which are periodically reviewed and vary from place to place. Moreover, the meal portion of the DSA, after deduction of the lodging percentage, is split among lunch (40%), dinner (40%) and pocket money (20%) and is calculated and paid accordingly.

At present, ICTP is applying fixed reduction percentages (30% if board is provided, 50% if lodging is provided, 80% if both board and lodging are provided), which will be substituted by those specified above.

For better comprehension, please note that:

- If lodging is provided or no hotel bill is submitted as documentary evidence, the percentage for hotel costs indicated in the ICSC monthly list for the given destination will be deducted from the full DSA;
- If one or both meals are provided, the DSA will be adjusted accordingly, by deducting the applicable percentage.

The calculation will be as follows:

- a) Calculate the accommodation amount of DSA using the % of the ICSC table;
- b) Subtract amount a) above from the total DSA;
- c) Split the remaining amount (amount b) in the following manner:
 1. 40% for lunch
 2. 40% for dinner
 3. 20% for pocket money

Note: if staff member's travel, accommodation and meal costs are covered by a third party, no DSA is paid.

¹ DSA = Daily Subsistence Allowance

² ICSC = International Civil Service Commission

Example:

Destination = La Paz
DSA=US\$ 146

Duty Travel carried out in November 2008
Accommodation % rate = 64%

Calculation:

- a) Accommodation = \$146*64%= \$ 93.44
- b) \$146-\$93.44 = \$ 52.56 (→ DSA payable if lodging provided)
- c) Split:
 1. 40% for lunch = \$ 21.02 (→ to be deducted if lunch provided)
 2. 40% for dinner = \$ 21.02 (→ to be deducted if dinner provided)
 3. 20% for pocket money = \$ 10.51

All the amounts so obtained will then be converted into Euro in accordance with the UN official rate of exchange applicable at the date of the mission.

DSA calculations are still made manually and are not yet supported by appropriate software. Therefore, in order to streamline procedures and calculations, travellers, directly after the completion of their missions, are kindly requested to provide the Operations & Travel Unit with all the necessary documentary evidence and the appropriate parts of the Duty Travel Form duly completed (Travel Claim Section/Terminal Allowances) and signed (Certification of Traveller). This can be sent or presented in person.

As soon as the settlement is ready, the Operations and Travel Unit will inform travellers. Money will then be either collected personally at the Operations and Travel Unit or, if so requested, paid by bank transfer into travellers' bank account.

Please remember that travels on mission at ICTP are differentiated between *Duty Travel for institutional needs*, with tasks other than individual research (100% of the DSA), and *Duty travel for conference participation or scientific research* (75% of the DSA - no terminal allowances payable). The Duty Travel Form has been slightly modified in order to identify better the mission typology. The specification should be indicated also when DSA is not requested.

The ICSC DSA rates must be regarded as the upper ceiling that the ICTP is prepared to pay. All claims below these rates will be favourably considered, since they are in the interest of the ICTP.

So, whenever travellers decide to claim an amount lower than the DSA applicable for the approved mission (amt. < than DSA x no.days), they should indicate clearly the requested amount in the Duty Travel Form in the "Remarks" box. The hotel bill and other receipts must be submitted also in these cases.

2. DSA during authorised stop-overs

The appropriate percentage of DSA will be paid in case of authorised stop-overs and upon submission of hotel bills and meal receipts for dinner or lunch, if this is the case.

3. Travel on missions by car

As regards travel by private car, all expenses (petrol, toll charges etc.) will be reimbursed on the basis of the kilometres travelled and in accordance with the ICSC rates shown in List 15 C (downloadable from the "Operatio" Public Folder). Up to now cost reimbursements were calculated at the rate of USD 0.20/km for journeys to/from all countries, while now, for most of the European countries, the applicable rate will be USD 0.175/km.

Furthermore, please note that travel by private car is paid only when it is cheaper than travel by air or first class rail, when air connection does not exist. Terminal allowances are not paid.

4. Night time travelling

A lump sum of US\$ 60 will be paid for all or part of a night spent travelling.

5. Missions up to 24 hours

No DSA is payable for missions under 10 hours (ref. ADM/Dir/2008/01 dated 1 March 2008). For missions between 10 and 24 hours, the DSA payable percentage is increased from the present 40% to 50% of the rate applicable at the place of mission.

The Duty Travel Authorization Form has been revised in order to comply with the above mentioned amendments to mission travel. The revised form can be downloaded from the Public Folder "Operatio".

We also take this occasion to remind that the above provisions, like any other ICTP standards, apply to expenses under both ICTP regular programme and external voluntary contribution funds, which are both subject to the same regulations and rules.



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