



**DUTY TRAVEL AUTHORIZATION for Long-Term Visitors**

*Please see the notes overleaf before completing this form*

Family name (in capitals)		First name		Section/Office:		
TRAVEL SUPPORT REQUESTED: YES <input type="checkbox"/> NO <input type="checkbox"/>						
Itinerary:				By: <input type="checkbox"/> air <input type="checkbox"/> rail <input type="checkbox"/> car	Booked with: CWT <input type="checkbox"/> Others <input type="checkbox"/>	Booking date:
DAILY SUBSISTENCE ALLOWANCE (DSA) or LOWER AMOUNT REQUESTED: YES <input type="checkbox"/> NO <input type="checkbox"/>			Dates at the place of mission with daily subsistence allowance coverage:			
<u>SELECTED OPTION</u>			<u>PROVISION OF FREE BOARD AND/OR LODGING</u>			
Standard Rate	[50% of UN DSA]	<input type="checkbox"/>	Provided: Board* <input type="checkbox"/> Lodging <input type="checkbox"/>			
Special Rate	[75% of UN DSA]	<input type="checkbox"/>	*If free board and/or lodging are provided or private accomodation is used, a reduced percentage of daily subsistence allowance will apply (see note 2 overleaf). *In case of partial board provided please specify in "Remarks" box.			
Lower Amount	€ <input type="text"/>	<input type="checkbox"/>				
REGISTRATION FEE REQUESTED: YES <input type="checkbox"/> NO <input type="checkbox"/> Amount: <input type="text"/>			ADVANCE REQUESTED: YES <input type="checkbox"/> NO <input type="checkbox"/>			
MISSION TRAVEL UNDER TRAVEL GRANT: YES <input type="checkbox"/> NO <input type="checkbox"/>			TRAVEL GRANT AVAILABLE: € <input type="text"/>			
IN CONNECTION WITH:						
REMARKS:						
TOTAL ESTIMATE: <input type="text"/>		APPROVED BY:				
BUDGET CODE: <input type="text"/>		Supervisor _____		Signature _____		
Date _____		Allotment Holder _____		Signature _____		
To: Operations Cc: Field Security						

**SECURITY MEASURES**

Training Certificates Obtained YES  NO   
Security Clearance Request Submitted YES  NO

**Cleared by Assistant, Field Security**

Security Clearance Received YES  NO   
Date \_\_\_\_\_ Signature \_\_\_\_\_

**TRAVEL CLAIM** *Please see the notes overleaf before completing this form*

OTHER EXPENDITURES CLAIMED. Enter any other allowable expenditures (see note 6.e overleaf) specifying the currency used.

No.	Description of expenses	Currency	Amount
Total			

**TERMINAL ALLOWANCES** in respect of expenses incidentals to departure and arrival such as: local public transport and/or taxi to and from airports, portorage, snaks, parking fees and other costs at airports; they are reimbursed at a flat rate.

Please indicate whether transport was provided **free of charge**:

	YES	NO		YES	NO
from duty station to airport/station	<input type="checkbox"/>	<input type="checkbox"/>	from airport/station to destination	<input type="checkbox"/>	<input type="checkbox"/>
from airport/station to duty station	<input type="checkbox"/>	<input type="checkbox"/>	from destination to airport/station	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION OF TRAVELLER. I certify that the entries I have made on this form relate to travel officially authorized by ICTP and are correct.

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

## **1 SUBMISSION OF THE DUTY TRAVEL AUTHORIZATION FORM**

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Complete the Duty Travel Authorization form to have a duty travel authorized. Once approved by both supervisor and the allotment holder send a copy of the form to the Operations & Travel Unit (after having included in the form also the information relevant to the security measures; see point 4. below). In organizing a mission, kindly bear in mind that travel arrangements have to be made and tickets have to be purchased at least two weeks in advance for travel within Europe and to the USA, and at least one month in advance for travel to the rest of the world.

## **2 DAILY SUBSISTENCE ALLOWANCE REDUCTIONS**

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The daily subsistence allowance (DSA) is reduced as follows:

- by lodging % - which varies from place to place - if lodging is provided;
- by 40% of the difference between the applicable DSA and the lodging % if lunch is provided;
- by 40% of the difference between the applicable DSA and the lodging % if dinner is provided;
- by 50% of the applicable DSA for mission between 10 and 24 hours (no overnight).

*No DSA is payable for mission under 10 hours.*

## **3 REMARKS**

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- The remarks box can be used, for example, to specify that:
- travel or DSA will be refunded to ICTP since supported by other sources;
  - details for combined mission travel; etc.

## **4 SECURITY MEASURES**

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All security procedures (including training programmes) must be fulfilled before departure. Security clearance is mandatory for all travel. Requests must be sent to UN Designated Official for Security in the duty station at least 7 days before travelling. No travel can be undertaken without receipt of the security clearance. In case security clearance is not obtained Operations & Travel Unit must be informed promptly (at least 24 hours before the last working day prior to departure) and air ticket will be consequently cancelled. For more details on security measures please contact: [fieldsecurity@ictp.it](mailto:fieldsecurity@ictp.it)

## **5 SUBMISSION OF THE TRAVEL CLAIM**

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IMMEDIATELY upon, and not later than two weeks after, an authorized travel, fill in this part of the form, certify your entries, sign the form and submit it, together with the supporting documents as specified below, to Operations & Travel Unit for settlement of your entitlements. If the form is not submitted within six weeks, the Centre shall be entitled to recover all advance payments through deductions from salaries. Please always indicate the preferred mode of payment. In case the advance already made exceeds the total amount payable/reimbursable, you will be contacted by Operations & Travel Unit to recover the excess.

## **6 SUBMISSION OF SUPPORTING DOCUMENTS**

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6.a If free board and/or lodging are not provided, please attach to the form:

- hotel bills;
- meal bills (only if available).

The above expenses are covered by the daily subsistence allowance (DSA) payable at the place of mission; please keep in mind that the DSA is paid per night according to the hotel bill presented. Operations & Travel Unit may disallow expenditure for which adequate bills, documentation or justification are not produced and recover any excess sums paid in advance.

6.b For travel by any means other than car, please attach to the form:

- stubs or counterfoils of the tickets used (even if prepaid by the ICTP);
- any other applicable receipts and bills paid.

6.c For travel by car, please attach to the form:

- toll fees, gasoline receipts.

Travel by car is reimbursed as per the rates indicated in the ICSC List 15 C (available at "Operatio" Public Folder), provided that the total cost does not exceed that of the APEX fare or, where air service is not available, of train second class.

6.d For registration fee, please attach to the form:

- receipts or any other applicable documentary evidence.

6.e The most common allowable expenses are:

- domestic travel costs to reach the place of mission;
- visa costs;
- exit fees;
- additional airport taxes.

For the above expenditure items, please attach to the form receipts, bills, counterfoils of travel tickets and any other available documentary evidence.