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To: undisclosed-recipients;;
Subject: Long term visitors
Date: 26/04/2013

Dear all,

A new form has been prepared to authorize all duty travel of *Long-term Scientists** (hereinafter referred to as LTSs). The information on how to complete the form and where to forward it is listed on the back side of the form.

(The Duty Travel Authorization Form for LTSs can be downloaded from the "Operatio" Public Folder or from the "ICTP users" portal □ Staff □ Operations and Travel).

The daily subsistence allowance (DSA) applicable to LTSs is the equivalent of the 50% of the UN DSA; this rate must be regarded as the standard rate. In exceptional cases, supported by specific motivations, the 75% of the UN DSA can be applied. This higher rate is also applicable when the standard rate (50%) is insufficient to cover actual mission costs. An amount lower than 50% is applicable when LTSs wish to minimize costs under their Travel Grant.

Regarding authorizing signatories for LTSs' duty travel, the signature of the Supervisor, in addition to that of the Allotment Holder, is requested. Whenever the two roles coincide, the signatory is kindly requested to repeat his/her signature in the 2 spaces next to the titles.

In the form a box has been included to estimate costs related to the mission. This is in order to have Allotment Holders aware of estimated costs before approving missions. Furthermore, a specific box has been added to specify the Travel Grant availability for all those LTSs having a travel grant assigned under their SSA.

The importance of reading these notes carefully, fulfilling all the necessary steps must be emphasized in order to comply with the ICTP travel policy.

This new form supersedes all other types of authorisation.

Anne

*"Long-Term Scientists" refers to those visiting scientists holding an SSA (including TRIL fellows, but excluding Diploma students).