

## UNHCR Travel Policy

UNHCR shall reimburse the Contractor, for travels costs actually incurred by its personnel in connection with the performance of the Services (the “Travel Costs”).

Travel Costs are reimbursable without mark-up in accordance with UNHCR’s travel policies and in accordance with the following:

1. Travel Costs shall be preauthorized by the UNHCR Project Manager in writing.
2. Accommodation costs shall be preauthorized by the UNHCR Project Manager in writing and reimbursed in an amount not exceeding the after-tax amount invoiced by the hotel, but excluding all additional charges not specifically authorized in advance by UNHCR.
3. Transportation costs shall be reimbursed in an amount not exceeding that of the most economical rout available.
4. Where terminal transportation is available from UNHCR, terminal expenses shall not be reimbursed.
5. UNHCR policy is to provide a Daily Subsistence Allowance (DSA) to travelers on mission(s) for UNHCR at the monthly updated UN rate and not reimburse for itemized expenses.
6. DSA is not applicable because of daily rate.
7. All Travel Costs shall be reimbursed only upon presentation of original invoices, receipts and other relevant documentation of the costs actually incurred.

In no event shall the UNHCR reimburse the Contractor for Travel Costs incurred by its personnel in an amount greater than would have been reimbursed to UNHCR staff on an equivalent mission.