GSMA

Guidelines for claiming expense – GSMA Innovation Bootcamp and Mobile World Congress Africa 2022

1 Eligible expenditure

- GSMA grant funds can be used to cover economy flights and visa costs. Where possible within the allowed limits, refundable or changeable economy flight tickets are preferable.
- Grantees can claim a maximum of 6-nights' accommodation to GSMA grants. Grantees are responsible for booking all accommodation.
- Visa costs (if applicable)
- If the traveler is unable to travel due to COVID-19, grant funds may be used to cover any non-refundable costs incurred upon approval from GSMA. Grantees will still be required to evidence cost and demonstrate that reasonable efforts were made to minimize such costs. GSMA will not be responsible for costs relating to mandatory quarantine or other travel extensions or delays relating to COVID-19.
- All expenditure must follow guidance for grant funded travel as established in GSMA IF Guidelines for Grant Use. In addition, costs should be within Reasonable Expense Limits shown below.

Flights	Long haul: £1800 Maximum Short haul: £500 Maximum
Accommodation	£150 per night Maximum
Non-Flight Transport Costs (Taxis)	£40 Maximum per day
Food/Subsistence/PPE	£100 Maximum per day
Visa	At Cost
COVID Testing (where required)	At Cost

2 Reimbursement process

You can claim reimbursement of your travelling costs **only once travel has occurred and all costs are final.** Expenses should be included in your quarterly financial report.

Please note, only expenses which are supported by receipts which are valid, dated, and detailed will be accepted.

3 Expenditure which is not eligible

- Event registration fees – if applicable GSMA will cover the costs of any event registration fees
- Per diem travel costs
- Alcoholic drinks and personal entertainment costs
- Non-COVID-19 related travel cancellation costs
- Amount incurred exceeding Reasonable Expense Limits above