GSMA

GSMA Innovation Bootcamp and Mobile World Congress Kigali 2023 - Guidelines for claiming travel expenses

1 Eligible expenditure

- GSMA grant funds can be used to cover **economy flights only**. Where possible within the allowed limits, refundable or changeable economy flight tickets are preferable.
- Accommodation for a maximum of 6 nights is allowed if attending both the bootcamp and MWC (14th-19th October) or max 3 nights if only attending the bootcamp (14th-16th), max 4 nights for MWC (16th-19th). Grantees are responsible for booking all accommodation and are encouraged to book early to access more favorable rates
  - The bootcamp venue M Hotel Kigali has a group rate of $120 per night. To access this, email chantal.iradukunda@mhotelkigali.com stating you are attending the GSMA Bootcamp Event.
- Visa costs (if applicable) GSMA can provide documentation to support your visa application, please request if needed.
- 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 (To and From Kigali)	Long haul: £1800 Maximum Short haul: £500 Maximum
Accommodation	£150 per night Maximum
Non-Flight Transport Costs (Taxis)	£40 Maximum per day (reimbursed at cost)
Food/Subsistence/PPE	£100 Maximum per day (reimbursed at cost)
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.

Expenses should be documented using the provided Travel Expense Report template. If your organisation uses a similar template as part of business as usual, please discuss with your GSMAIF Manager whether this can be used instead. Please note, only expenses which are **supported by receipts** which are valid, dated, and detailed will be accepted.

Any exceptions to the above referenced guidelines must be approved in writing in advance of travel by your GSMAIF Manager and the GSMA Head of Subgrant Compliance. Please provide this approval when submitting your expenses for reimbursement.

3 Expenditure which is not eligible

- Event registration fees – if applicable GSMA will cover the costs of any event registration fees

	• Cost of stop-overs unless unavoidable due to flight routes or related to pre-approved project activity • Per diem travel costs • Alcoholic drinks and personal entertainment costs • Non-COVID-19 related travel cancellation costs • Amount incurred exceeding Reasonable Expense Limits above