GSMA

# GSMA Innovation Fund Bootcamp and Mobile World Congress Kigali 2024 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 (26 October-1 November), max 3 nights if only attending the bootcamp (26-29), or max 4 nights for MWC (28 October-1 November). Grantees are responsible for booking all accommodation and are encouraged to book early to access more favorable rates. Please find hotel suggestions below:
  - Hotel des Mille Collines, Four Points by Sheraton Kigali, Park Inn by Radisson Kigali, 2000 Hotel downtown Kigali, Ubumwe Grande Hotel, Urban by CityBlue Kigali
- Visa costs (if applicable) GSMA can provide documentation to support your visa application, please request if needed.
- 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.

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| Economy Return Flights<br>(To and From Kigali) | Long haul: £1800 Maximum<br>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
- Travel cancellation costs
- Amount incurred exceeding Reasonable Expense Limits above