GSMA

GSMA Innovation Fund Exchange (Nairobi 13-15 October 2026) - 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 (11-17 October 2026) for attending the Exchange (13-15 October 2026). Grantees are responsible for booking all accommodation and are encouraged to book early to access more favorable rates.
- Visa costs (if applicable): the 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 Finance and Compliance Handbook. In addition, costs should be within Reasonable Expense Limits shown below.

Economy Return Flights (to and from Nairobi)	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

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 GSMA Innovation Fund 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 GSMA Innovation Fund Manager. Please provide this approval when submitting your expenses for reimbursement.

3 Expenditure which is not eligible

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