



**GUIDELINES FOR TRAVEL AND SUBSISTENCE ALLOWANCES
TO BE PROVIDED TO COUNCIL MEMBERS AND ALTERNATES FROM RECIPIENT COUNTRIES
ATTENDING GEF COUNCIL MEETINGS**

OCTOBER 2008

I. ELIGIBILITY FOR TRAVEL

1. In accordance with the Instrument and Council decisions, financial assistance is available through the GEF Secretariat to cover the costs of travel and a subsistence allowance for Council Members and Alternates from recipient countries attending the GEF Council meetings. Support for Alternates is available to Alternates from recipient countries in multi-party constituencies when the Alternate is from a different country than that of the Council Member.

II. TICKETS

Class of Travel

2. The GEF is administratively supported by the World Bank, and therefore, it follows World Bank procedures in determining standards for travel and subsistence. GEF will provide full economy air fares.

Purchase of Tickets

3. The World Bank organizes its travel arrangements through American Express, and it is recommended that eligible Members/Alternates use the services of American Express or a World Bank country office to arrange for their travel. American Express or a World Bank country office will issue a ticket to the Member/Alternate and charge the GEF directly.

4. The Member/Alternate should contact the GEF Secretariat to request that arrangements be made for his/her travel. The GEF Secretariat will request American Express to contact the Member/Alternate and make all the necessary arrangements. A Member/Alternate who would like his/her travel to be arranged through a World Bank country office should advise the Secretariat of this preference, and the Secretariat will contact the appropriate country office to issue a ticket.

5. If a Member/Alternate does not wish to utilize American Express or a World Bank country office and prefers to purchase his/her own ticket, the Member/Alternate must first seek confirmation from the GEF Secretariat that the cost of the ticket is no greater than the cost of the ticket that could be provided through American Express. A Member/Alternate purchasing his/her own ticket should fax a copy of the ticket, clearly indicating its costs, to the Secretariat in advance of the Council meeting so that the Secretariat may take steps to arrange for reimbursement at the Council meeting. This is necessary if the Member/Alternate wishes to be



reimbursed during the Council meeting. The original ticket must be presented to the GEF Secretariat Travel Assistant on arrival at the Council meeting. A Member/Alternate will be reimbursed for the actual cost of the ticket or the amount that would have been charged had American Express made the arrangements for a full economy class ticket, whichever is lower.

6. Tickets purchased through American Express or a World Bank country office are fully refundable. The GEF will not be responsible for any financial loss on a non-refundable ticket purchased by a Member/Alternate due to a cancellation or postponement of the meeting or cancellation of travel for any other reason.

7. If a Member/Alternate arrives at the meeting without having faxed in advance a copy of her/his ticket to the Secretariat, then reimbursement will be delayed until after the Council meeting.

8. If a Member/Alternate requests an electronic transfer, he/she will need to provide the Secretariat with relevant Bank information (see attachment).

III. SUBSISTENCE PAYMENT

Daily Subsistence for Meals, Tips and Valet (MTV)

9. A daily per diem is provided for meals, tips, valet (MTV). Council Members and Alternates should inform GEFSEC of any Bank provided meals when submitting their travel request. The MTV per diem is calculated by GEF using World Bank rates.

10. The GEF will also provide a payment of US\$120 to cover transportation to and from the airport in Washington, D.C.

Hotel Accommodation

11. Reimbursement for hotel accommodation will be for the actual cost of accommodation, not to exceed the maximum World Bank rate. Council Members and Alternates are advised to use hotels recommended by the GEF to obtain the World Bank rates.

12. Those wishing to be reimbursed for hotel accommodation by check while in Washington D.C. are requested to communicate the hotel rate to the GEF prior to arrival in Washington. Payment for hotel accommodation can be made during the meeting, provided the GEF has received prior notice of cost. A final hotel bill must be submitted to the GEF Secretariat either prior to departure, or sent by fax to the Secretariat if departure follows the meeting."

- For Council Members and Alternates who don't have access to a credit card, the GEF Secretariat can make a block booking reservation. Council Members and Alternates using this option will not have to submit prior notification of their hotel or a final bill to the GEF Secretariat as the hotel room will be guaranteed and paid



for by the GEF Secretariat directly. The Member or Alternate will neither pay for nor be reimbursed for hotel costs. This will also alleviate the need for the Council Member or Alternate to provide a credit card guarantee to book a hotel room.