



INTEROFFICE MEMORANDUM

To: Stanka Tanaskovic, related Staff, Operations Date: 19 September 2017
Through: Directorate Management Committee Ref. 7/17/DMC

From: Fernando Quevedo

Subject: Participants and Faculty support

Please take into account the following adjustments to living allowances and travel support for immediate implementation to all relevant activities for any commitments from now on.

Support provided to selected Participants of an ICTP activity (smr):

The following support can be provided:

- **Travel support:**
 - PTA: a prepaid return ticket can be provided by ICTP from the closest local airport. ICTP will select and provide the electronic ticket to the Participant. The Participant can request to buy a ticket by her/himself. In such cases, ICTP will refund the acquired ticket up to a maximum of 90% of the cheapest ticket that ICTP could have provided. The Participant is required to provide proof of the acquisition.
 - Travel Contribution: Directors of the activities can decide to provide a travel contribution of up to a maximum of 90% of a ticket that ICTP could have provided. In this case, ICTP will refund the price of the acquired ticket up to a maximum of the indicated amount of the travel contribution.
 - In cases where a prepaid ticket (PTA) was offered, a standard contribution for domestic travel is provided (see also: <https://www.ictp.it/visit-ictp/pre-arrival-guide/travel-allowances.aspx>). This standard contribution depends on the arrival airport in Italy and includes a standard coverage for domestic travel in the home country:
 - For those arriving at, or departing from, Trieste airport there is a contribution of €12.50 euro each way. For those arriving at, or departing from, other airports there is a €30.00 contribution each way. So if you arrive at Trieste airport but depart from Venice airport the total contribution is €42.50. No other travel related allowances are foreseen.
 - **If ICTP provides official transportation between ICTP and the airport of arrival/departure, then no travel allowances apply.**
 - In case a PTA was provided and the flight arrives after 10PM at Venice airport or departs before 10AM from Venice airport, an additional allowance of Euro 80 will be provided for accommodation close to the airport. **If ICTP provides official transportation between ICTP and the airport of arrival/departure, no travel allowances apply.**

- **Fixed Living Allowance (FLA):**
 - The Fixed Living Allowance is automatically calculated by the system at €15 x number of nights of the length of the activity plus 2 nights. However, given the wide range of scientific meetings with various international norms, Directors of the activities may wish to apply lower rates to Participants based on a consistent logic in order to increase the number of supported Participants. The applied logic must be documented.
- **Board and lodging:**
 - The Director of the activities can decide to provide a Participant accommodation at the ICTP Guest House in a shared room (room type A). In this case, a Participant will receive one meal-coupon per night of stay at the GH. The reserved number of rooms per activity is indicated on the assignment letter to the Director of the activity. Additional rooms are subject to availability.
 - Room upgrades must be funded by the Participant.
- **Visa costs are not refundable**
- ICTP provides **health insurance** to visitors coming from developing countries (including their accompanying children below 18 years and partner/spouse.)

Support provided to Directors of the activities and Faculty (lecturers, tutors etc.) of an ICTP activity (smr):

The following support can be provided:

- **Travel support:**
 - PTA: a prepaid return ticket can be provided by ICTP from the closest local airport. ICTP will select and provide the electronic ticket to the Participant. Directors of activities and Faculty of activities can request to buy a ticket by her/himself – in such cases, ICTP will refund the acquired ticket up to a maximum of 100% of the cheapest ticket that ICTP could have provided. Directors of activities and Faculty of activities are required to provide proof of the acquisition.
 - Travel Contribution: Directors of activities can decide to provide a travel contribution up to a maximum of 100% of a ticket that ICTP could have provided.
In that case, ICTP will refund the price of the acquired ticket up to a maximum of the indicated amount of the travel contribution.
 - In cases where a prepaid ticket (PTA) was offered, a standard contribution for domestic travel is provided (see also: <https://www.ictp.it/visit-ictp/pre-arrival-guide/travel-allowances.aspx>). This standard contribution depends on the arrival airport in Italy and includes a standard coverage for domestic travel in the home country:
 - For those arriving at, or departing from Trieste airport, there is a contribution of €12.50 euro each way. For those arriving at, or departing from, other airports there is a €30.00 contribution each way. So if you arrive at Trieste airport but depart from Venice airport the total contribution is €42.50. No other travel related allowances are foreseen.
 - **If ICTP provides official transportation between ICTP and the airport of arrival/departure, then no travel allowances apply.**

- In case a PTA was provided and the flight arrives after 10PM at Venice airport or depart before 10AM from Venice airport, an additional allowance of Euro 80 will be provided for accommodation close to the airport. **If ICTP provides official transportation between ICTP and the airport of arrival/departure no travel allowances apply.**
- **Fixed Living Allowance (FLA):**
 - The Fixed Living Allowance is calculated at €30 x number of nights of the length of the expected stay. However, given the wide range of scientific meetings with various international norms, Directors of activities may wish to apply lower rates to Faculty based on a consistent logic in order to increase the number of supported Participants. The applied logic must be documented.
- **Board and lodging:**
 - The Director of the activity can decide to provide to Faculty accommodation at the ICTP Guest House in a single room (room type B) . The reserved number of rooms per activity is indicated on the assignment letter to the Director of the activity. Additional rooms are subject to availability.
 - Room upgrades must be funded by the Directors of activities and Faculty themselves. In case of special guests, the activity budget can fund the room upgrade.
 - Meal coupons can be acquired, funded by the activity budget in cases where the FLA is reduced accordingly.
- **Visa costs are not refundable**
- ICTP provides **health insurance** to visitors coming from developing countries (including their accompanying children below 18 years and partner/spouse).

These procedures will be revised on a periodic basis. Constructive feedback will be appreciated.

Thank you for your cooperation.