



TRAVEL STANDARDS FOR VISITORS FROM FEDERATED INSTITUTES

Travel expenses, to be paid or reimbursed by the Abdus Salam International Centre for Theoretical Physics, will follow the rules set out below:

Choice of route and mode of travel. Air transportation by the most direct and economical route shall be regarded as the normal mode for all travel undertaken at the Centre's expense (please always keep in mind the possibility of using discounted fares, Apex tickets included). Where air travel is not available, travel shall be by rail.

- a) **Travel by air** shall be at economy class, by the most direct route and at the most economical fare possible.
- b) **Travel by rail** shall be second class train, with double sleeper, provided that the cost does not exceed that of air travel (point a) above).

Travel by car is acceptable if it results in a saving in expenditure:

- c) **Travel by private car** shall be reimbursed on the basis of the kilometres travelled in accordance with the standards UN kilometric all inclusive rates (http://portal.ictp.it/travelling/Travel_by_Car_UN_Rates.pdf) provided that the total amount shall not exceed the total cost by the most direct and economical route by air economy class (discounted fares, Apex tickets included) or, where air travel is not available, by train second class. In case of car rental, costs are refunded as stated above.

It is strongly advised that return travels be completely booked, as search for last-minute arrangements may create serious inconveniences and no extensions of stay at ICTP will be granted as a result of transportation problems or lack of connection with scheduled activities.

The traveller shall keep and bring all travel receipts/bills/stubbs - showing both price and itinerary - to the Operations and Travel Unit upon arrival at the ICTP. Furthermore, no airport and/or taxi fares can be reimbursed.

Reimbursement cannot be made without documentary evidence.