























## Travel and Subsistence Regulations

Persons travelling at IRDR's expense may claim advance payment of their travel upon submission of an invoice. Originals of the air tickets and all receipts must be submitted after the meeting.

### **TRAVEL EXPENSES**

Travel is reimbursed at the following rates:

- **Rail:** first class rate with sleeper for overnight trips.
- **Air:** tourist or economy class fare using the most economical fare possible.\*
- **Road:** 4.5 RMB per kilometre, if no convenient rail/air connection is available, use of personal car may be claim.
- **Taxi:** When domestic taxi receipt from home to the airport is provided, the same amount will be paid for the transportation from the airport back home.

While travelling to and from meetings on IRDR business, reimbursement shall be made for a maximum of 10 kilograms excess baggage and for travel and medical insurance upon production of relevant vouchers.

### **SUBSISTENCE**

The IRDR per diem is based on the official French Government (MINEFI) per diem rates and are paid to cover living costs whilst travelling on IRDR business. They may be modified, based on the decision of the meeting organizer, taking into consideration special local arrangements.

Per diems cover the nights spent at the meeting. When no overnight stay is involved, actual expenses will be reimbursed on receipt of relevant bills.

For calculation of per diems, when the hotel and/or certain meals are not paid by the participant, deductions will be made according to the following breakdown:

- 50% of per diem for hotel paid by sponsor
- 10% of per diem for breakfast paid by sponsor
- 15% of per diem for lunch paid by sponsor
- 25% of per diem for dinner paid by sponsor

When the hotel and all meals are covered by the sponsors, a payment of 100 RMB per day would be given for meetings outside France.

### **Meetings in France**

The ICSU Executive Board decided that a full per diem in France would be €220. The breakdown for meals is €15 for breakfast, €23 for lunch (but not deducted - see below), €37 for dinner.

When dinner and lunch is provided, €25 per day will be given to cover sundry expenses.

If lunch and breakfast is provided, it is €70 per day.

When Hotel rate is less than 50% of the per diem, a full per diem will be given.

If hotel is more than 50%, paid by sponsor and breakfast included it is €70 for meals and sundries.

If hotel is more than 50% and NOT paid by sponsor and no meals include then it is €110 per diem with full payment of hotel.

IRDR shall enforce the ICSU Travel Rules.

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