**Post Travel**

1. The travel claim is a post-travel report that the traveller is required to submit to the authorizing unit **within two weeks** from completion of travel when their travel is organized and paid for by UNDP.

1. The travel claim provides appropriate documentation that the travel occurred; enables the traveller to claim reimbursement of additional travel expenses; and, should the travel advance have exceeded the amount of reimbursable expenses, enables the traveller to repay the amount of overpayment.

1. Additional reimbursable expenses are normally limited to:
   1. local transportation that is not covered by terminal expenses or daily subsistence allowance (DSA)
   2. telephone and other communication expenses for official business
   3. transfer of authorized baggage
   4. room rental for official use\*
   5. services and rental equipment required for preparation of official reports or correspondence
   6. vaccinations

**\*** Expense requires pre-approval by the same approver authorized to approve the travel

**Travel Claim**

1. All staff members, as well as non-staff members, when their travel is organized and paid by UNDP, are required to submit a travel claim. The completed travel claim must be accompanied by proof of travel, including boarding passes (either paper boarding passes, or copies of electronic boarding passes received through e-mail.), the official itinerary and receipts for miscellaneous expenses, if applicable. The travel claim must be signed-off by an approving officer verifying that the mission occurred and that any expenses comply with policy and are approved. Staff members and travel administrators (arranging travel on behalf of non-staff members), using the HQ travel management services provider, should retain the original travel documentation until the travel claim has been processed.

1. If on review of the travel claim it is determined that the traveller has been advanced an amount greater than the amount of reimbursable expenses, the difference will be recovered by UNDP.

1. Claims for miscellaneous expenses are certified through the authorization of the travel claim) by the approving officer. In the absence of a receipt for a miscellaneous expense, reimbursement shall only be made up to a maximum of $20.

1. Reimbursable travel expenses will be calculated in United States (US) dollars. Amounts claimed in currencies other than the US dollar will be converted into US dollars using the [UN rate of exchange (UNORE)](https://treasury.un.org/operationalrates/OperationalRates.php) for the month in which the expense was incurred, provided the total claim settlement is to be paid in US dollars.

1. The settlement of a travel claim in connection with local travel shall be paid in local currency wherever possible.

1. No travel claim reimbursement shall be paid to a third party. Travellers are not eligible to be reimbursed for expenses incurred if they purchase transportation or other miscellaneous items for someone else.

1. If the traveller **fails to submit travel claims for two consecutive missions within 60 days** of the completion of his/her mission, no further advances would be made until all outstanding claims are settled.

1. Travel claims shall be deemed time-barred if received by the authorizing unit more than one year from completion of travel. In such cases, no payment shall be made to the traveller.

1. The following categories of expenses types can be selected when creating a travel claim: travel fare (for airfare and ticket cost), DSA (entitlement), supplementary DSA, ad hoc DSA, terminal departure and terminal arrival.

1. If there are amounts to be claimed or returned to UNDP the appropriate transaction is processed in Unall/Quantum (e.g. expense report). Payment to the traveller or reimbursement to UNDP will be settled in one sum.

1. Non-staff members, where travel is paid and organized by UNDP, are advanced 80% of the estimated DSA and terminal expenses in advance of travel. The remaining balance owed to the traveller is processed through the travel claim upon the completion of travel. This includes completing a travel claim and expense report in Unall/Quantum.

**Roles and Responsibilities**

| **Roles** | **Responsibilities** |
| --- | --- |
| **Traveller** | Submits travel claim to approving officer with supporting documentation including proof of travel within two weeks of completion of mission. |
| **Travel Processor** | Verifies travel is bona fide. Signs-off on Travel Claim verifying that travel took place and that additional expenses, if applicable, are reimbursable.  Verifies the following:  DSA is accurate, checks for over/under payment and that expenses claimed are within policy. |
| **Travel Claim Originator** | Submits in Unall/Quantum whether claiming additional expenses or not. Notes any changes, including:   * itinerary dates or cities * DSA dates or locations * non obligated expenses * any associated travel advances in ‘disbursed’ status that require action |
| **Expense Report Originator** | If claiming additional funds or returning funds to the organization, submits expense report in Unall/Quantum. |
| **Traveller** | If returning funds to the organization, selects one of 2 options: 1) Requests the processing of a payroll deduction in the approved claim/ER (applicable if the traveler’s payroll is processed through HR); 2) Submits payment via wire transfer. |
| **Treasury (HQ)** **/Finance Focal Point (outside of HQ)** | Deposits cheque and receives payments made via wire transfer. |
| **Global Payroll** | Deducts recovery amount from traveller’s salary when the payroll option is selected in the travel claim. |
| **GSSC /Finance Focal Point** | Verifies that deposits for cheques and wire transfers are made and reconciles against recovery amounts detailed in expense report. |