

Guidelines for National and International Travel¹, Accommodation, and Subsistence Support²

1. National Travel and Subsistence³

- 1.1. The SA IORAG Secretariat will provide travel and subsistence for participants to events or meetings, if the participant is an invited guest of the SA IORAG Secretariat.
- 1.2. The SA IORAG Secretariat may consider providing travel and subsistence support for national activities (i.e., focus group meetings, project development meeting), on request, where such costs are not covered by the requestor's institution, depending on the budget and priority of the meeting to facilitate the objectives of the SA IORAG programme.
- 1.3. Where accommodation is needed to be booked, the Secretariat will make all effort to include breakfast and dinner as part of the arrangements.
- 1.4. Reimbursement for incidental expenses will be considered according to the NRF Travel Policy.

2. International Travel and Subsistence⁴

- 2.1. The Steering Committee will decide on the participation of academic delegates to high-level IORA meetings (e.g., CSO, IORA Blue Economy Conference, special meetings).
- 2.2. The SA IORAG Secretariat may provide travel and subsistence for participants to IORA workshops, conferences and meetings, depending on the budget, if the participant is invited by the host.
- 2.3. The SA IORAG Secretariat may provide partial travel and subsistence for participants to IORA workshops, conferences and meetings, depending on the budget, if the participant is invited by the host and only receives partial hospitality from the event host.
- 2.4. The SA IORAG Secretariat may consider providing travel and subsistence support for international activities, on request, where such costs are not covered by IORA Secretariat, depending on the budget and priority of the meeting to facilitate the objectives of the SA IORAG programme. The funding request will be circulated to the Steering Committee for a decision.
- 2.5. Reimbursement for incidental expenses will be considered according to the NRF Travel Policy.

¹ Flights, car rental, shuttles

² All travel and Subsistence Support must follow the NRF Travel Policy Guidelines

³ Applications for travel must be submitted 7 days prior to the date of travel. Late submissions will not be considered.

⁴ Applications for travel must be submitted 3 weeks (21 days prior) to the date of travel. Late submissions will not be considered. Note: International travel requires pre-approval authorization, therefore, applications should be made at least 4 weeks in advance to ensure adequate time for all processes to be finalized.