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Women Of the South Speak Out (WOSSO) is a consortium between



Funded by



WOSSO TRAVEL POLICY

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Background

Women of the South Speak Out (WOSSO), is a consortium formed by two prominent Southern Women's Rights Organisations (WROs) - [Gender Links](#) and [ARROW](#) and a renowned UK-based development firm, [MannionDaniels](#).

The consortium members were brought together by shared feminist values and a deep concern regarding the narrowing civic space, particularly for women and girls. Together, for five years from 2023 to 2027, the consortium will work to ensure the voices of women and girls from the global south, in all their diversity, inform the decisions and policies that affect our lives. WOSSO will support and facilitate women's rights organisations and women leaders, to ensure their meaningful engagement in key advocacy meetings.

There are two major strands to the work:

1. It will support and facilitate women's rights organisations and women leaders, to ensure their meaningful engagement in key advocacy meetings.
2. It will influence policy, programme and legislation outcomes on gender equality and women's rights.

The Consortium will work collaboratively to build movements, better understand intersectionality, challenge traditional power structures, and focus on lived experiences.

Definitions

WOSSO consortium partners: WOSSO is a consortium programme comprising of three organisations: Gender Links, ARROW and MannionDaniels.

Independent Advisory Committee (IAC): The IAC comprises of representatives from diverse WROs, a range of women's funds, organisations convening networks of WROs and other key actors. The IAC provides strategic advice and review, independent

challenge and quality assurance on the programme.

WOSSO fellows: Successful applicants awarded with a travel grant from the WOSSO programme to attend a conference or meeting.

Travel companion: A companion is any individual who accompanies a person with disability and provides care support at all times.

Transit: The period when a traveller is between flights to get to their chosen destination.

Subsistence allowance: Money to sustain a traveller when travelling for the programme e.g., to buy a meal.

Travel Approval

All travels should be approved in advance as follows:

- For WOSSO consortium partners' staff, all travel is to be approved following the partners' existing travel internal approval procedure. The approved form is then to be shared with the WOSSO Manager.
- For IAC members and WOSSO fellows who are attached to an organisation, their travel is to be approved by their respective organisations.
- All travellers who are required to travel internationally or domestically for WOSSO project, must submit the "**WOSSO Travel Form**" as soon as possible after receiving invitation from the organiser. The travel form will only be approved, upon receiving approval from the due-diligence committee.

Airline Tickets

- Once the WOSSO Travel Form has been completed and submitted, flights will be agreed with travellers and booked by WOSSO consortium partners through their travel agents. The best value for money will always be the preferred option how-

ever WOSSO will also take into consideration flight and transit durations, and traveller safety due to departure/arrival times, before agreeing the best flight option with the traveller. Booking of the airline tickets will be done by the consortium partners following the respective partner's procurement and value for money policy.

- All tickets booked must be of standard economy class. First, business or premium class travel will not be permitted under any circumstances.
- Travellers are requested to indicate the exact departure and arrival locations in the WOSSO Travel Form to ensure accurate flight itineraries are sourced. This includes if the traveller wishes to travel onwards to a location that was not their original departure location. In this event, the difference in the fare will be paid by the traveller if the fare is higher than the price of a return ticket to and from their first departure location.
- In the event that WOSSO has brought a ticket and the traveller wishes to change it for personal reasons, the traveller must pay the charge and fare difference if higher than the original price. If less than original price WOSSO will be refunded and retain the difference by the agent.
- In the event travellers are not able to travel or wish to make changes to the ticket after the ticket purchase, due to valid reasons such as medical or family emergencies (limited to emergencies that significantly affect the health or safety of the traveller's family and requires traveller's physical presence), the cancellation penalty will be paid by WOSSO. However, if the change is for personal reasons (that are not a medical or family emergency) of the traveller then the traveller must pay the charge and fare difference as stated above.
- Flight bookings made directly by travellers are not permitted unless under exceptional circumstances upon approval by WOSSO.
- Only WOSSO staff travel days/time for the programme can be charged e.g., flight time.

Accommodation

- Travellers who are required to work outstation or overseas will be provided with accommodation by WOSSO or the external conference organiser. Travellers will not be expected to pay for accommodation.
- The most economical accommodation of standard quality that is conveniently located to the event/ meeting venue within budget will be booked.
- Late check-out fees will be reimbursed if flight schedules are changed by the airline and beyond the traveller's control.

Daily subsistence allowance and incidental allowance

- The accompanying schedule provides a list of subsistence allowance rates for global cities for each meal (breakfast, lunch and dinner) and a set amount towards incidentals (e.g., communications) to be funded by WOSSO¹.
- No receipts will be required for these subsistence and incidental allowance rates.
- Meals will be paid for when outstation or overseas based on flight arrival and departure times including scheduled transits.
- If breakfast is included as part of the accommodation rate (Bed and Breakfast), a subsistence amount will not be given to the traveller for this meal to avoid double payment.
- If a meal is provided as part of a meeting/workshop/conference/flight a subsistence amount will not be given to the traveller for this meal to avoid double payment.
- Total amounts will be agreed before the traveller departs based on final travel itineraries.
- Travellers will be provided with their subsistence and incidental allowances on the day of arrival.

¹ The rates are based on FCDO staff rates for Johannesburg (baseline) multiplied by the ratio of Johannesburg to other cities in the world per UN Rates (September, 2023). UN rates establish the differential between different cities, not the actual rate. These rates will be reviewed annually, consistent with changes to UN rates.

- If flight itineraries are extended/changed for personal reasons before or after the meeting - additional subsistence and incidental allowance will not be given.
- If flight itineraries are extended/changed by the airline, the daily subsistence and incidental rate will apply based on the new flight arrival and departure time.
- Transit - if there are any delays in the original flight schedule and the transit is more than four hours, one meal will be reimbursed, and if 8 hours transit, two meals will be reimbursed.
- Alcohol, tobacco and tips are not allowable reimbursement items. This guidance applies throughout the programme delivery chain.
- Incidentals are paid daily for every night spent out of staff base station. A staff member can claim Incidentals from the first night of arrival at the approved destination.

Local Travel

- WOSSO will, where possible, fund local travel directly in the destination location to minimise the traveller's costs and ensure traveller safety e.g. arranging airport pick-ups and drop-offs via hotel bookings, facilitating with events/conference organisers to provide transport to meetings.
- To ensure the safety of travellers, WOSSO will provide details of local travel arrangements before travel including car and driver details, and a driver mobile phone number.
- We recognise travellers will need to pay for ground travel from their home to the airport and to return from the airport to their home. The accompanying schedule provides a list of allowance rates for global cities for a return journey from home to the airport to be funded by WOSSO², without the need for receipts. For journeys that cost above this rate per city, then reimbursement of actual costs must be agreed beforehand and receipts provided. When safe to do so, travellers are encouraged to use public transport as most economical for airport transfers in their home country.
- If a car is used out with the above agreed home-airport-home set amounts, the rate for mileage is **up to 55p per mile/88p per km** (to be agreed with WOSSO based on country of travel up to this capped rate) travelled and the distance claimed will be from office - meeting place - office; or home - meeting place - home (for meetings or functions during the weekend or all-day meeting). In this case, the difference between the distance of home to office and office to the meeting place will be claimable. If the travellers need to pay a toll for their journey, the travellers can claim it with the original receipt.
- Taxi and e-hailing claims can be allowed under certain circumstances. Original copy of the taxi and e-hailing receipt should be produced for reimbursement. Taxis and e-hailing should only be used:
 - To ensure personal safety or well-being e.g. late at night travel, travellers with disability.
 - Travelling with children.
 - When large and heavy baggage are being transported.
 - When 2 or more travellers are travelling together and using taxi or e-hailing is more economical.
 - When Public transport is not available or when public transport utilises excessive time.
- Travellers will complete the **Travel Expenses Form** to be reimbursed for local travel costs, and will be required to submit copies of original receipts. If the claim is for car use the mileage can be claimed together with the Google maps showing the distance. Travel Expense Forms should be submitted to respective consortium partners within seven days of their final travel date.

² The rates are based on an agreed rate for Johannesburg (baseline) multiplied by the ratio of Johannesburg to other cities in the world per UN Rates (September, 2023). UN rates establish the differential between different cities, not the actual rate. These rates will be reviewed annually, consistent with changes to UN rates.

Visas

- Travellers are required to apply for an appropriate visa depending on the country and the type of meeting they are attending. The information on visa requirements will be provided by WOSSO consortium partners.
- Travellers shall ensure that their passport is current with more than 6 months validity and have at least 3 blank pages.
- Travellers are eligible for reimbursement for the visa fees paid and other expenses associated with obtaining the business visa for travel under the WOSSO project. Original receipts must be produced for reimbursement.
- The consortium partner shall provide the visa letter, invitation letter and other supporting documents where required to the travellers for application of visa.
- Visa application must be made as soon as possible after receiving the invitation letter. We recommend three months in advance of the travel.
- In the event the visa application is rejected, the traveller will be reimbursed for the cost incurred.
- For reimbursement, the traveller must provide copies of original receipts of all associated visa costs.
- Any costs incurred for cancellation of travel due to personal reasons (that are not a medical or family emergency) or the lack of validity of passport will be borne by the travellers.

Travel Insurance

- Travel insurance for the WOSSO project will be provided for all travellers when required. The travel insurance will cover the entirety of the trip including travel days and the meeting/conference dates.
- It shall include personal accident, medical and hospitalisation, loss of luggage, money or travel documents and personal liability.
- For travellers who are attached to an organisation and have an existing travel insurance purchased by their organi-

sation, an additional travel insurance will not be purchased by WOSSO.

Vaccines

- It is the responsibility of travellers to ensure they have the necessary medication and that vaccinations are kept up-to-date and valid for travel.
- Vaccine costs will be reimbursed by WOSSO. Copies of original receipts must be produced for reimbursement.

Expense Claims

- A **Travel Expenses Form** will be provided by WOSSO and is to be completed upon return from all travels under the WOSSO project.
- The report is to be submitted to the respective WOSSO consortium partner within 7 working days from the date of return using the respective consortium partner's form. Copies of supporting receipts for costs (not including the daily subsistence and incidental allowance) are to also be submitted.
- The report needs to be approved by the respective WOSSO consortium partner prior to reimbursement of travel claims, e.g. for local travel, visa and vaccination costs.

Advance Claims

- In the event that an advance is required, a request can be submitted accompanied with supporting documents (WOSSO Travel Form and meeting agenda/travel itinerary).
- For WOSSO fellows who are attached to an organisation, the advance will be transferred to the traveller's organisational bank account. Travellers must provide the organisation's bank account details along with confirmation of banking details from the organisation for this purpose.
- For WOSSO fellows who are not attached to an organisation, the advance will

be transferred to the traveller's bank account. Travellers must provide the confirmation of banking details from their bank for this purpose.

Persons with Disabilities

- **Accessibility support:** WOSSO is committed to providing necessary accessibility support whenever possible, taking into account the available resources and the specific needs of the traveller. The WOSSO Travel Form will include a section specifically designed to capture accessibility-related support required by travellers with disabilities.
- **Companion:** Travellers with disabilities who require the assistance of a companion during their trip will be supported upon approval. Not all travellers with disabilities are eligible for companion support. Please refer to the section titled "Persons with disabilities travelling with a companion" for more information including the eligibility for companion support.
- **Accommodation:** WOSSO will prioritise booking hotel rooms that are designed to accommodate travellers with disabilities or reduced mobility. In cases where suitable accessible hotel rooms are unavailable, WOSSO will work closely with the traveller to find alternative accommodation that meet their needs.
- **Transportation:** Travellers with disabilities are encouraged to inform WOSSO about any accessibility requirements when booking air, land, or train tickets. WOSSO will make every effort to coordinate with transportation providers to ensure that appropriate provisions, such as wheelchair ramps or designated seating, are arranged in advance.
- **Accessible Itineraries:** WOSSO will work with travellers with disabilities to create itineraries that consider their specific accessibility needs. Whenever possible, activities, attractions, and transportation modes included in the itinerary will be chosen with accessibility in mind.
- **Communication and Support:** Travellers with disabilities will have access to a dedicated point of contact at WOSSO who can address concerns, answer questions, and provide assistance throughout the travel process. This point of contact will be available to assist with itinerary adjustments, accessibility-related requests, and any unforeseen challenges that may arise during the trip.
- **Emergency Preparedness:** WOSSO will collaborate with travellers with disabilities to create an emergency plan as part of the risk assessment that accounts for their unique needs in case of unexpected situations during the trip. Contact information for local emergency services, medical facilities, and relevant support organisations will be provided to travellers with disabilities.
- **Feedback and Improvement:** WOSSO values feedback from travellers with disabilities on their travel experiences. Suggestions for improvement in accessibility support are encouraged and will be taken into consideration for future trips.

Persons with Disabilities travelling with a companion

- Travellers with disabilities who require the assistance of a companion during their trip will be supported upon approval. A companion is any individual who accompanies the person with disability and provides care support at all times.
- For travellers with disabilities who wish to travel with their own companion, the travel cost of the companion will be covered by WOSSO as part of the support, subject to approval and budget availability.
- The approval process for companion support will follow the same travel guidelines as mentioned in this travel policy.
- In specific cases, the travellers may be required to produce supporting documents to support their claim of companion travel.

Eligibility criteria for approval

- Travellers have a significant and permanent disability and unable to travel independently, without assistance from a companion because of the impact of the disability.
- The companion must be physically and mentally fit to provide the traveller with a disability with all the assistance that they need including mobility, communication and self-care related assistance.
- The companion and traveller with disabilities must travel together.
- Travellers with disabilities may be required to submit additional documentation that verifies the presence of a diagnosed disability which possibly includes the impacts of the disability establishing the need for companion support. This documentation will be kept confidential and only retained as necessary.

Travellers under 18 years of age

- If the traveller is below the age of 18 years, they must have parental/guardian consent.
- WOSSO will provide a dedicated guide for the youth travellers.
- WOSSO will observe its safeguarding principles related to children at all times as per the WOSSO Safeguarding Policy.

Travellers with caring responsibility of infants under 12 months

- Travellers with caring responsibilities of infants under 12 months must inform WOSSO of any additional requirements to enable them to travel with the infant by completing the **WOSSO Travel Form**.
- Insurance and visa related costs for the infant will be fully covered by WOSSO. Receipts are required for reimbursement.
- WOSSO will fund 50% of all travel costs of an infant carer selected by the traveller.
- Approval of this travel is subject to approval and budget availability.

Duty of Care

WOSSO has a responsibility to ensure the safety and well-being of all travellers to the best of its ability, whilst recognising that it is not possible to eliminate risk, but it can be managed to an acceptable level.

All travellers will be covered by travel insurance purchased by WOSSO consortium partners or that of their company. WOSSO consortium partners will follow their own internal duty of care procedures. All travellers will be supported by WOSSO to assess risk before and during travel but will ultimately be covered through the insurance provider.

WOSSO will strive to maintain good practice in relation to duty of care. Before travel all individuals need to have a conversation with their WOSSO consortium point person on:

- The risk assessment.
- Safeguarding brief.
- Travel good practice and advice.

Before international travel, a **travel risk assessment** should be completed by the corresponding WOSSO partner. The risk assessment will be carried out two weeks before the meeting/conference by one of the WOSSO consortium partners as the Advocacy working group comes together for planning and organising the travel for the specific meeting/conference. This will assess the risk as High, Medium or Low based on up-to-date country information from reliable sources e.g., FCDO travel advice, and outlined by relevant risk categories e.g., health, security, crime/terrorism threat. Mitigations will be put in place to help lower the risk as much as possible. Where possible, WOSSO should assess the traveller against these risks for personnel resilience e.g., years of travel experience, country/regional travel experience etc. The risk assessment will be approved by the WOSSO Manager and shared with the traveller at least one week

before travel. If the risk is too high based on the assessment then travel will not be approved.

We expect individuals under our duty of care to show reciprocal duty of care loyalty by familiarising themselves with the risk assessment and mitigations put in place. We also expect everyone under our duty of care to acquit themselves in a manner which does not put them, or colleagues, at unnecessary risk. All travellers are encouraged to stay in regular contact with their

corresponding WOSSO consortium partner key contact before and during travel. In an emergency, for WOSSO consortium partner staff they must follow their internal emergency procedure, but for all other travellers they must refer to their insurance policy and emergency procedure.

WOSSO operates a zero-tolerance policy for any form of abuse, sexual exploitation, sexual harassment and bullying. We expect all travellers will abide to the WOSSO safeguarding policy.

Contact

Any questions on this WOSSO Travel Policy should be directed to:

Location	Name	Surname	Designation	E Mail
Overall	Colleen	Lowe-Morna	Special Advisor, Gender Links	specialadvisor@genderlinks.org.za
Africa	Fikile	Maviya	Travel Officer, Gender Links	grants.officer@genderlinks.org.za
Asia	Emily	Yip	Operations Director, ARROW	emily@arrow.org.my
MENA	Rolla	Khadduri	Head of Gender & Social Development Practice, MannionDaniels	rolla.khadduri@mansiondaniels.com

This policy statement will be reviewed, approved and endorsed by the WOSSO Leadership annually.

ANNEX 1: WOSSO Daily subsistence, incidentals, and ground transport rates

RATES FOR FREQUENTLY TRAVELLED KEY WOSSO COUNTRIES										
Country	City	Continent	UN rate	Ratio to Jhb	Breakfast GBP	Lunch GBP	Dinner GBP	Incidentals GBP	Total	Ground travel GBP
South Africa	Johannesburg	Africa	223		10	10	12	10	42	44
Azerbaijan	Baku	Asia	314	1.41	15	15	15	15	60	60
Barbados	Bridgetown	America	465	2.09	20	20	25	20	85	90
Brazil	Brasilia	America	190	0.85	10	10	10	10	40	40
Botswana	Gaborone	Africa	226	1.01	10	10	12	10	42	44
China	Beijing	Asia	237	1.06	10	10	15	10	45	50
Dominican Republic	Santo Domingo	America	243	1.09	10	10	15	10	45	50
Ethiopia	Addis Ababa	Africa	209	0.94	10	10	10	10	40	40
Gambia	Banjul	Africa	194	0.87	10	10	10	10	40	40
Ghana	Accra	Africa	301	1.35	15	15	15	15	60	60
India	New Delhi	Asia	224	1.00	10	10	10	10	40	40
India	Mumbai	Asia	301	1.35	15	15	15	15	60	60
India	Chennai	Asia	214	0.96	10	10	10	10	40	40
Jamaica	Kingston	America	290	1.30	15	15	15	15	60	60
Jordan	Amman	Asia	242	1.09	10	10	15	10	45	50
Kenya	Nairobi	Africa	260	1.17	10	10	15	10	45	50
Lebanon	Beirut	Asia	309	1.39	15	15	15	15	60	60
Lesotho	Maseru	Africa	179	0.80	10	10	10	10	40	40
Madagascar	Antananarivo	Africa	206	0.92	10	10	10	10	40	40
Malaysia	Kuala Lumpur	Asia	176	0.79	10	10	10	10	40	30
Mauritius	Port Louis	Africa	277	1.24	10	10	15	10	45	50
Mozambique	Maputo	Africa	237	1.06	10	10	15	10	45	50
Nepal	Kathmandu	Asia	187	0.84	10	10	10	10	40	40
Tanzania	Dar es Salaam	Africa	225	1.01	10	10	10	10	40	40
Thailand	Bangkok	Asia	260	1.17	10	10	15	10	45	50
Tunisia	Tunis	Africa	150	0.67	5	5	10	5	25	30
UK	London	Europe	478	2.14	20	20	25	20	85	90
United Arab Emirates	Dubai	Asia	484	2.17	20	20	25	20	85	100
USA	New York	America	500	2.24	20	20	25	20	85	100
Zambia	Lusaka	Africa	318	1.43	15	15	15	15	60	60
Zimbabwe	Harare	Africa	258	1.16	10	10	15	10	45	50

RATES FOR OTHER COUNTRIES

Country	City	Continent	UN rate	Ratio to Jhb	Breakfast GBP	Lunch GBP	Dinner GBP	Incidentals GBP	Total	Ground travel GBP
Afghanistan	Kabul	Asia	284	1.27	15	15	15	15	60	60
Albania	Tirana	Europe	246	1.10	10	10	15	10	45	50
Andorra	Andorra la Vella	Europe	187	0.84	10	10	10	10	40	40
Angola	Luanda	Africa	382	1.71	15	15	20	15	65	80
Anguilla	The Valley	America	258	1.16	10	10	15	10	45	50
Antigua & Barbuda	Saint John's	America	472	2.12	20	20	25	20	85	90
Argentina	Buenos Aires	America	356	1.60	15	15	20	15	65	70
Aruba	Oranjestad	America	368	1.65	15	15	20	15	65	70
Australia	Sydney, Canberra & Melbourne	Oceania	178	0.80	10	10	10	10	40	40
Austria	Vienna	Europe	236	1.06	10	10	15	10	45	50
Bahamas	Nassau	America	356	1.60	15	15	20	15	65	70
Bahrain	Manama	Asia	314	1.41	15	15	15	15	60	60
Bali indonesia	Denmpasar	Asia	326	1.46	15	15	20	15	65	60
Bangladesh	Dhaka	Asia	235	1.05	10	10	15	10	45	50
Belarus	Minsk	Europe	321	1.44	15	15	15	15	60	60
Belgium	Brussels	Europe	265	1.19	10	10	15	10	45	50
Benin	Cotonou	Africa	203	0.91	10	10	10	10	40	40
Bermuda	Hamilton	America	465	2.09	20	20	25	20	85	90
Bhutan	Thimphu	Asia	213	0.96	10	10	10	10	40	40
Bolivia	La Paz	America	485	2.17	20	20	25	20	85	100
Bosnia & Herzegovina	Sarajevo	Europe	424	1.90	20	20	25	20	85	80
Brunei	Bandar Seri Begawan	Asia	218	0.98	10	10	10	10	40	40
Bulgaria	Sofia	Europe	190	0.85	10	10	10	10	40	40
Burkina Faso	Ougadougou	Africa	301	1.35	15	15	15	15	60	60
Burundi	Gitega	Africa	199	0.89	10	10	10	10	40	40
Cambodia	Phonom Phen	Asia	190	0.85	10	10	10	10	40	40
Cambodia	Siem Reap	Asia	247	1.11	10	10	15	10	45	50
Canada	Ottawa, Toronto, Vancouver	America	190	0.85	10	10	10	10	40	40
Cayman Islands	George Town	America	403	1.81	20	20	20	20	80	80
Central African Republic	Bangui	Africa	261	1.17	10	10	15	10	45	50
Chad	N'djamena	Africa	205	0.92	10	10	10	10	40	40
Chile	Santiago	America	381	1.71	15	15	20	15	65	80

Country	City	Continent	UN rate	Ratio to Jhb	Breakfast GBP	Lunch GBP	Dinner GBP	Incidentals GBP	Total	Ground travel GBP
China	Shanghai	Asia	237	1.06	10	10	15	10	45	50
Colombia	Bogota	America	374	1.68	15	15	20	15	65	70
Comoros	Moroni	Africa	256	1.15	10	10	15	10	45	50
Costa Rica	San Jose	America	205	0.92	10	10	10	10	40	40
Croatia	Zagreb	Europe	223	1.00	10	10	10	10	40	40
Cuba	Havana	America	231	1.04	10	10	10	10	40	50
Curacao	Willemstad	America	256	1.15	10	10	15	10	45	50
Cyprus	Nicosia	Asia	268	1.20	10	10	15	10	45	50
Czech Republic	Prague	Europe	344	1.54	15	15	20	15	65	70
Democratic Republic of Congo	Kinshasa	Africa	302	1.35	15	15	15	15	60	60
Denmark	Copenhagen	Europe	224	1.00	10	10	10	10	40	40
Djibouti	Djibouti	Africa	255	1.14	10	10	15	10	45	50
Dominica	Roseau	America	308	1.38	15	15	15	15	60	60
Egypt	Cairo	Africa	305	1.37	15	15	15	15	60	60
El Salvador	San Salvador	America	243	1.09	10	10	15	10	45	50
Eritrea	Asmara	Africa	159	0.71	5	5	10	5	25	30
Estonia	Tallinn	Europe	371	1.66	15	15	20	15	65	70
Fiji	Suva	Pacific	199	0.89	10	10	10	10	40	40
Finland	Helsinki	Europe	296	1.33	15	15	15	15	60	60
France	Paris	Europe	330	1.48	15	15	20	15	65	70
France	Marseille	Europe	387	1.74	15	15	20	15	65	80
Georgia	Tbilisi	Asia	231	1.04	10	10	10	10	40	50
Germany	Berlin	Europe	348	1.56	15	15	20	15	65	70
Germany	Hamburg	Europe	303	1.36	15	15	15	15	60	60
Germany	Munich	Europe	343	1.54	15	15	20	15	65	70
Greece	Athens	Europe	472	2.12	20	20	25	20	85	90
Grenada	Saint George's	America	235	1.05	10	10	15	10	45	50
Guatemala	Guatemala City	America	332	1.49	15	15	20	15	65	70
Guinea	Conakry	Africa	301	1.35	15	15	15	15	60	60
Guinea-Bissau	Bissau	Africa	250	1.12	10	10	15	10	45	50
Guyana	Georgetown	America	229	1.03	10	10	10	10	40	50
Haiti	Port-Au-Prince	America	252	1.13	10	10	15	10	45	50
Haiti	Port Au Prince	Carribbean	278	1.25	10	10	15	10	45	50

Country	City	Continent	UN rate	Ratio to Jhb	Breakfast GBP	Lunch GBP	Dinner GBP	Incidentals GBP	Total	Ground travel GBP
Honduras	Tegucigalpa	America	246	1.10	10	10	15	10	45	50
Hong Kong	Hong Kong	Asia	199	0.89	10	10	10	10	40	40
Hungary	Budapest	Europe	270	1.21	10	10	15	10	45	50
Iceland	Reykjavik	Europe	261	1.17	10	10	15	10	45	50
Indonesia	Jakarta	Asia	214	0.96	10	10	10	10	40	40
Indonesia	Surabaya	Asia	222	1.00	10	10	10	10	40	40
Indonesia	Bangdung	Asia	143	0.64	5	5	10	5	25	30
Ireland	Dublin	Europe	326	1.46	15	15	20	15	65	60
Italy	Rome	Europe	312	1.40	15	15	15	15	60	60
Italy	Milan	Europe	371	1.66	15	15	20	15	65	70
Japan	Tokyo	Asia	136	0.61	5	5	5	5	20	30
Kazakhstan	Astana	Asia	242	1.09	10	10	15	10	45	50
Kiribati	Kiribati	Oceania	320	1.43	15	15	15	15	60	60
Laos	Vientiane	Asia	211	0.95	10	10	10	10	40	40
Latvia	Riga	Europe	398	1.78	20	20	20	20	80	80
Liberia	Monrovia	Africa	179	0.80	10	10	10	10	40	40
Lithuania	Vilnius	Europe	225	1.01	10	10	10	10	40	40
Luxembourg	Luxembourg	Europe	211	0.95	10	10	10	10	40	40
Macao	Macao	Asia	309	1.39	15	15	15	15	60	60
Malawi	Lilongwe	Africa	206	0.92	10	10	10	10	40	40
Mali	Bamako	Africa	208	0.93	10	10	10	10	40	40
Maldives	Male	Pacific	227	1.02	10	10	10	10	40	40
Malta	Birkirkara	Europe	466	2.09	20	20	25	20	85	90
Mauritania	Nouakchott	Africa	212	0.95	10	10	10	10	40	40
Mexico	Mexico City	America	290	1.30	15	15	15	15	60	60
Moldova	Chisinau	Europe	261	1.17	10	10	15	10	45	50
Monaco	Monte Carlo	Europe	177	0.79	10	10	10	10	40	30
Montenegro	Podgorica	Europe	352	1.58	15	15	20	15	65	70
Montserrat	Plymouth	America	367	1.65	15	15	20	15	65	70
Morocco	Casablanca	Africa	277	1.24	10	10	15	10	45	50
Morocco	Marrakesh	Africa	230	1.03	10	10	10	10	40	50
Morocco	Rabat	Africa	174	0.78	10	10	10	10	40	30
Myanmar	Naypyitaw	Asia	176	0.79	10	10	10	10	40	30

Country	City	Continent	UN rate	Ratio to Jhb	Breakfast GBP	Lunch GBP	Dinner GBP	Incidentals GBP	Total	Ground travel GBP
Namibia	Windhoek	Africa	154	0.69	5	5	10	5	25	30
Netherlands	Amsterdam	Europe	152	0.68	5	5	10	5	25	30
New Zealand	Auckland, Wellington	Oceania	131	0.59	5	5	5	5	20	30
Nicaragua	Managua	America	211	0.95	10	10	10	10	40	40
Niger	Niamey	Africa	237	1.06	10	10	15	10	45	50
Nigeria	Abuja	Africa	154	0.69	5	5	10	5	25	30
North Macedonia	Skopje	Europe	308	1.38	15	15	15	15	60	60
Norway	Oslo	Europe	188	0.84	10	10	10	10	40	40
Oman	Muscat	Asia	187	0.84	10	10	10	10	40	40
Pakistan	Islamabad	Asia	258	1.16	10	10	15	10	45	50
Panama	Panama City	America	171	0.77	10	10	10	10	40	30
Papua New Guinea	Port Moresby	Asia	232	1.04	10	10	10	10	40	50
Paraguay	Asuncion	America	230	1.03	10	10	10	10	40	50
Peru	Lima	America	205	0.92	10	10	10	10	40	40
Philippines	Manila	Asia	303	1.36	15	15	15	15	60	60
Poland	Warsaw	Europe	376	1.69	15	15	20	15	65	70
Poland	Krakow	Europe	236	1.06	10	10	15	10	45	50
Portugal	Lisbon	Europe	219	0.98	10	10	10	10	40	40
Qatar	Doha	Asia	249	1.12	10	10	15	10	45	50
Romania	Bucharest	Europe	297	1.33	15	15	15	15	60	60
Rwanda	Kigali	Africa	222	0.99	10	10	10	10	40	40
Saint Kitts & Nevis	Basseterre	America	239	1.07	10	10	15	10	45	50
Saint Lucia	Castries	America	352	1.58	15	15	20	15	65	70
Saint Vincent & The Grenadines	Kingstown	America	437	1.96	20	20	25	20	85	90
Samoa	Apia	Pacific	280	1.26	15	15	15	15	60	60
Sao Tome and Principe	Principe	Africa	251	1.13	10	10	15	10	45	50
Sao Tome and Principe	Sao Tome	Africa	132	0.59	5	5	5	5	20	30
Saudi Arabia	Riyad	Asia	354	1.59	15	15	20	15	65	70
Senegal	Dakar	Africa	199	0.89	10	10	10	10	40	40
Serbia	Belgrade	Europe	261	1.17	10	10	15	10	45	50
Sierra Leone	Freetown	Africa	256	1.15	10	10	15	10	45	50
Singapore	Singapore	Asia	384	1.72	15	15	20	15	65	80
Slovakia	Bratislava	Europe	244	1.09	10	10	15	10	45	50

Country	City	Continent	UN rate	Ratio to Jhb	Breakfast GBP	Lunch GBP	Dinner GBP	Incidentals GBP	Total	Ground travel GBP
Slovenia	Ljubljana	Europe	230	1.03	10	10	10	10	40	50
Solomon Islands	Honiara	Oceania	325	1.46	15	15	15	15	60	60
Somalia	Mogadishu	Africa	243	1.09	10	10	15	10	45	50
South Korea	Seoul	Asia	403	1.81	20	20	20	20	80	80
South Sudan	Juba	Africa	239	1.07	10	10	15	10	45	50
Spain	Madrid	Europe	275	1.23	10	10	15	10	45	50
Spain	Barcelona	Europe	367	1.65	15	15	20	15	65	70
Spain	Valencia	Europe	350	1.57	15	15	20	15	65	70
Sri Lanka	Colombo	Asia	302	1.35	15	15	15	15	60	60
Sudan	Khartoum	Africa	128	0.57	5	5	5	5	20	30
Sweden	Stockholm	Europe	326	1.46	15	15	20	15	65	60
Switzerland	Geneva/Zurich	Europe	384	1.72	15	15	20	15	65	80
Tajikistan	Dushanbe	Asia	192	0.86	10	10	10	10	40	40
Timor Leste	Dili	Asia	260	1.17	10	10	15	10	45	50
Togo	Lome	Africa	225	1.01	10	10	10	10	40	40
Trinidad & Tobago	Port of Spain	America	270	1.21	10	10	15	10	45	50
Turkiye	Istanbul	Asia	125	0.56	5	5	5	5	20	20
Turks & Caicos Islands	Grand Turk	America	336	1.51	15	15	20	15	65	70
Tuvalu	Furafuti	Oceania	269	1.21	10	10	15	10	45	50
Uganda	Kampala	Africa	235	1.05	10	10	15	10	45	50
Ukraine	Kyiv	Europe	478	2.14	20	20	25	20	85	90
Uruguay	Montevideo	America	384	1.72	15	15	20	15	65	80
Uzbekistan	Tashkent	Asia	484	2.17	20	20	25	20	85	100
Venezuela	Caracas	America	500	2.24	20	20	25	20	85	100
Vietnam	Hanoi	Asia	172	0.77	10	10	10	10	40	30
Vietnam	Ho Chi Minh	Asia	173	0.78	10	10	10	10	40	30
Yemen	Sana'a	Asia	166	0.74	5	5	10	5	25	30