

ITAC Unit

Travel Guidelines

September 2009

- ITIDA covers 85% of travel costs i.e. ticket and peridium.
- ITIDA covers 85% of the below-mentioned peridium to cover all travel expenses :
 - USA 275 USD
 - Arab countries 256 USD
 - Europe 200 Euro
 - Asia 256 USD
 - The above rates are being paid in Egyptian pounds at the prevailing rate of exchange during the travel dates and upon submission of all supporting documents.
- **Supporting documents** :
 - For conference attendance : conference invitation clearly stating dates of conference.
 - For marketing purposes : **prior approval from ITIDA on the schedule of travel/travel dates is a MUST.**
 - Ticket should be bought by the most economical and direct routes – to be presented to ITIDA. ONLY 85% of the cost of the ticket is being reimbursed.
 - Copies of entry/exit visa on the passports.
 - Hotel invoice.
 - Failure to submit any of the above documents holds the right for ITIDA to reject reimbursing the travel expenses.