



DMUN Foundation

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Administrative Instruction: DMUN Foundation Daily Subsistence Allowance (DSA) System

1. Purpose and General Principles

1.1. The Daily Subsistence Allowance (DSA) system of the DMUN Foundation is established to provide a transparent, equitable and cost-effective framework for reimbursing expenses incurred by Foundation personnel in connection with official travel.

1.2. The system is anchored to the official daily subsistence allowance rates promulgated by the International Civil Service Commission (ICSC) for each duty station. All entitlements under this system are derived as structured percentages of the applicable ICSC DSA rate.

2. Definition of Adjusted DSA (ADSA)

2.1. For the purposes of this policy, the **Adjusted DSA (ADSA)** is defined as the baseline daily allowance applicable to a staff member of the DMUN Foundation, calculated as a fixed percentage of the official ICSC DSA rate for the relevant duty station, and differentiated by staff rank.

2.2. Let *ICSC DSA* denote the official ICSC daily subsistence allowance for a given duty station. The ADSA shall be determined as follows:

- **Executive Directorate (Executive Director, Deputy Executive Director):** 80% of the ICSC DSA
- **Directors (including Deputy Directors and Director-level Staff):** 70% of the ICSC DSA
- **Observer:** 60% of the ICSC DSA
- **Deputy Observer and Senior Associates:** 50% of the ICSC DSA



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- **Associates and Other Staff:** 40% of the ICSC DSA

3. Participation Categories and Application of ADSA

3.1. The final DSA payable to a staff member for a given travel assignment shall be determined by applying a participation category to the staff member's ADSA, in order to reflect the extent to which accommodation and other costs are borne by the Foundation or by third parties.

3.2. The following participation categories are established:

(a) Full

- Applicable where the staff member is responsible for meeting the full costs of accommodation, meals and incidentals during official travel.
- Entitlement: 100 per cent of the ADSA.

(b) No lodging

- Applicable where accommodation is fully provided at no cost to the staff member (for example by the host organization, government or venue), while the staff member remains responsible for meals and incidentals.
- Entitlement: 20 per cent of the ADSA.

(c) Day only

- Applicable where the staff member does not require overnight accommodation, including local participants or those commuting daily, and requires support only for meals and local transport related to the performance of official duties.
- Entitlement: 15 per cent of the ADSA.

4. Method of Calculation

4.1. For each official travel assignment, the relevant ICSC DSA rate for the duty station shall first be identified.



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4.2. The staff member's rank shall then be applied to determine the corresponding ADSA in accordance with section 2.2.

4.3. The applicable participation category shall subsequently be determined (Full, No lodging, or Day only), and the final daily payable amount shall be calculated by applying the corresponding percentage in section 3.2 to the ADSA.

5. Consistency and Review

5.1. This system is intended to ensure consistency, transparency and accountability in the determination of DSA entitlements, while maintaining alignment with the established framework of the International Civil Service Commission.

5.2. The DMUN Foundation may review and adjust the above percentages and categories periodically, in light of operational experience, budgetary considerations and relevant best practices within the United Nations system and the broader international civil society community.