

MEMORANDUM

To: All 2023 RBA Cluster Meeting Participants

Date: 23 October 2023

Subject: Guidance on Daily Subsistence Allowance (DSA) for 2023 cluster meeting travel

We would like to provide guidance on the breakdown of the Daily Subsistence Allowance (DSA) for your upcoming travel to Windhoek, Namibia.

Please find outlined below the DSA breakdown according to the meals provided in the conference package, those included with the accommodation booking, and those necessary as per the agenda.

The DSA entitlement is as follows:

Ad Hoc DSA approved for cluster meeting days: 183.00

<u>Date</u>	<u>Ad Hoc DSA</u>	<u>Accommodation</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>DSA %</u>	<u>DSA Payable</u>
19-Nov-23	183.00	Provided	Not provided	Not provided	Not provided	50%	91.50
20-Nov-23	183.00	Provided	Provided	Provided	Provided	20%	36.60
21-Nov-23	183.00	Provided	Provided	Provided	Not provided	32%	58.56
22-Nov-23	183.00	Provided	Provided	Provided	Provided	20%	36.60
23-Nov-23	183.00	Provided	Provided	Provided	Not provided	32%	58.56
24-Nov-23*	183.00	Provided	Provided	Provided	Not provided	32%	58.56
<u>Total Ad Hoc DSA Payable</u>							340.38

***Note: the session on 24 November 2023, is exclusively intended for Deputy Resident Representatives (DRRs).**

If you have any questions or need further assistance regarding DSA during the mission travel, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

DocuSigned by:

Izumi Morota

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Izumi Morota
Officer-in-Charge