

KUA TRUST FUND TRAVEL APPLICATION INFORMATION SHEET

Trust Fund for the purpose of facilitating the preparation of submissions to the Commission on the Limits of the Continental Shelf for developing States, in particular the least developed countries and small island developing States, and compliance with article 76 of the United Nations Convention on the Law of the Sea (KUA Trust Fund)

According to the terms of reference of the voluntary *Trust Fund for the purpose of facilitating the preparation of submissions to the Commission on the Limits of the Continental Shelf for developing States, in particular the least developed countries and small island developing States, and in compliance with article 76 of the United Nations Convention on the Law of the Sea (KUA Trust Fund)*, as amended by paragraph 37 and the Annex to General Assembly resolution 70/235, financial assistance from the Trust Fund is available for:

“Air travel and daily subsistence allowance for up to three members of a delegation when the Commission or relevant subcommission has invited that delegation to attend its meeting or session, except in cases where a joint submission of three or more States is being considered, for which a maximum of six members total of such a joint delegation may receive assistance.”

Kindly note the following instructions concerning the application procedure:

- 1. Submission Deadline:** The Division for Ocean Affairs and the Law of the Sea (the Division) exclusively processes all air-travel requests through the UMOJA platform, adhering strictly to applicable administrative guidelines. To ensure orderly and timely processing, it is imperative that **fully completed applications must be received no later than 12 May 2025**. A complete list of required documentation can be found in the attached checklist or on the website at: <https://www.un.org/oceancapacity/A76>. Applications can be conveniently filled out online at: <https://forms.office.com/e/qGX2v7gkfM>
- 2. Focal Point Contact:** Permanent Missions are strongly **encouraged** to designate a focal point for the application process, who should provide their name, phone number(s) and email address, and act as the liaison between the delegates requiring assistance and the Division. The focal point is expected to verify the completeness and accuracy of all required documents in the application. We kindly request the Permanent Missions to submit **only fully completed application packages**. Applications lacking the necessary and complete documentation cannot be processed.
- 3. Amex Travel Connect Portal:** After the Division processes completed applications, selected Delegates will receive instructions to sign up for the **Amex Travel Connect Portal**. Delegates can access the portal through this link: <https://portal.amexgbt.com/sign-up/UNAT>. The Connect Portal enables Delegates to

manage their travel preferences, including frequent flyer memberships, seat and meal preferences, special needs, and speak to Amex Travel through live online chat. Specific information will be emailed to each Delegate.

4. **Personal Deviations:** If the delegate would like to travel on different dates or via a different route than that entitled to under the official United Nations Travel rules, or to choose a preferred airline, and/or a preferred class of travel, please complete the attached deviation request form and return it to the Secretariat by the application deadline. Additional costs associated with deviations are not covered by the Trust Fund, and Delegates are responsible for any extra expenses. The personal deviation request form can be found here: <https://www.un.org/oceancapacity/file/1865>. Under United Nations travel rules: **The official dates of travel allow the traveller to arrive in New York one day before the official meetings with the Commission or its subcommissions and depart one day after the last meeting (meetings within delegations are not counted).** The class of travel is economy class. The route of travel is the most economical route available, provided that the total additional travel time required for the whole journey does not exceed by four hours or more the total travel time using the most direct route available.
5. **Ticketing Process:** American Express Global Business Travel (Amex Travel) will be in **direct** contact with each traveller, providing them with a ticket according to relevant United Nations travel rules. In the event that a personal deviation request is required, the Delegate will receive a proposed itinerary along with the associated fare difference for their consideration. **Delegations seeking assistance from the Trust Fund should not purchase their own airline tickets for the relevant meetings. The Division cannot process self-ticketing requests in a timely manner, and purchased tickets will not be reimbursed.** The Division is not involved in the ticketing process, which is between Amex Travel and the travellers.
6. **Travel Class:** According to the United Nations travel rules, travel under the KUA Trust Fund is limited to economy class. The standard route for all official travel should be the most economical available, provided that the total additional travel time does not exceed the most direct route by four hours or more. Delegates will normally be scheduled to arrive the day before the first day of meetings with the Commission or its subcommissions and depart the day after the last day of such meetings.
7. **Daily subsistence allowance (DSA):** Delegates are entitled to daily subsistence allowance (DSA) for the day before the first day of meetings and each day of meetings (i.e. for one day of meetings, entitlement is two days of DSA; for seven days of meetings, entitlement is eight days of DSA). No DSA entitlement exists for nights spent in an airplane or for extra nights in New York or elsewhere due to a personal deviation.
 - 75% of DSA will be deposited into each delegate's bank account in advance of their trip with the final 25% deposited once the trip concludes and all boarding passes have been submitted to the Division. The DSA rate for New York City is currently, US \$510 per day.
8. **Boarding Passes:** Permanent Missions are kindly asked to inform Delegates that they must submit scanned copies of all boarding passes within a week of their travel.