

## **AIR FARE REIMBURSEMENT FOR SPONSORED DELEGATES**

The Secretariat is following the regulations that are being implemented by UN organizations – namely allowing approved sponsored delegates to make their own travel arrangements. They will be reimbursed by the Secretariat at the meeting.

The Asian Regional Meeting has been funded by donors and therefore the Secretariat has to report on expenditures within the agreement guidelines of these donors. We will issue a formal invitation to attend the meeting, and this will stipulate the conditions of the sponsorship. We will reimburse air fare costs to the closest city airport and provide a DSA or per diem in the amount of US \$ 40 (or other) per night. The hotel will be paid for directly by the Secretariat. The delegate is responsible for any personal costs added to the room charges and should pay for these on the day of departure.

All journeys must be taken by the most economical route (not full economy, not business and not first). Please remember to bring the invoice, which is very important to reimburse the cost. Receipts must support all claims. We do not pay for taxis to/from airports. The organizers will arrange for pick-up and departure transport to the airport in the host city.

We will reimburse only those flights that have been approved prior to the meeting by Ms Pragati Tuladhar of the Secretariat.