

Annex

INFORMATION REGARDING TRAVEL ARRANGEMENTS COMMISSION ON POPULATION AND DEVELOPMENT

1. In accordance with General Assembly resolutions 1798 (XVII), 2128 (XX) and 2245 (XXI), the United Nations shall pay the travel but not subsistence expenses of the representative of each State member of a functional commission of the Economic and Social Council, except when the representative's normal duty station is at the place of meeting.
2. Permanent Missions are requested to submit, via Note Verbale to the Secretariat, the names of their representatives whose travel expenses are to be paid by the United Nations, five (5) weeks in advance of the session.
3. Designated representatives are requested to confirm their participation and travel requirements by submitting the completed and signed traveller information form at least five (5) weeks in advance of the session. This will allow the Secretariat to make the necessary travel arrangements in compliance with the advance purchase policy for the issuance of tickets as approved by the General Assembly in its resolution 67/254.
4. For journeys of less than nine hours, the payment of travel expenses shall be limited to economy class travel via the most direct and economical route available between the capital city of the Member State and the place of meeting, or the actual cost of travel incurred, should this represent a lesser amount. With a view to economy, excursion fare tickets shall be provided for all journeys as applicable.
5. For journeys of more than nine hours, representatives will be entitled to accommodation in the class immediately below first class (if the member is also an accredited permanent representative, accommodation will be in the class immediately below first class irrespective of the duration of the journey).
6. The United Nations will meet claims from Governments for the reimbursement of travel expenses of representatives to functional commissions of the Economic and Social Council. No reimbursements will be made to individual travellers or other parties. Alternatively, the United Nations is prepared, upon request, to make the necessary arrangements for issuance and payment of the travel tickets.
7. If the first option in item 6 is chosen, claims should be submitted using the reimbursement voucher for official travel of representatives of member states (F.56) duly filled in and signed. In cases where reimbursements are to be made to Government offices other than the Permanent Mission, an official letter from the relevant Ministry confirming the bank account details is required along with the completed form. The United Nations will not be liable for any claim for reimbursement of travel expenses that is submitted later than 31 December of the year following the closing date of the session of the functional commission to which the claim relates. When travel by sea or rail is involved for all or part of the journey, reimbursement shall be limited to the cost of air travel as specified above unless the actual cost is less.
8. If the second option in item 6 is chosen, the Secretariat and its official travel agency will contact the representative directly to make the necessary travel arrangements.

9. If you have any questions please contact:

<p>Ms. Loreley Sanchez Coordinator for Travel Commission on Population and Development Department: Economic and Social Affairs 2 United Nations Plaza, DC2-1954 New York, New York 10017, USA Telephone: +1 212-963-0601 Fax:+1 212-963-2700 Email: sanchez14@un.org</p>	<p>Ms. Natalia Devyatkin Assistant Coordinator for Travel Commission on Population and Development Department: Economic and Social Affairs 2 United Nations Plaza, DC2-1902 New York, New York 10017, USA Telephone: +1 917-367-3390 Fax:+1 212-963-2700 Email: devyatkin@un.org</p>
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TRAVELLER INFORMATION FORM



UNITED NATIONS

DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS

PLEASE TYPE ALL INFORMATION BELOW

Representative of	
Last name (as in passport)	Date of birth (day/month/year)
First name (as in passport)	Nationality
Work mailing address	Place of birth (city, country)
	Sex
	Male <input type="checkbox"/> Female <input type="checkbox"/>
	Telephone number (including country and city codes)
E-mail address	Facsimile number (including country and city codes)
Travel to be arranged by: Government <input type="checkbox"/> United Nations <input type="checkbox"/>	
Have you worked with the UN or had travel arranged by the UN in the past? If yes, please provide Index Number:	
Requested itinerary: Date of Departure and Return: City of Departure:	
Please send completed form to Ms. Loreley Sanchez Coordinator for Travel Commission on Population and Development Department of Economic and Social Affairs 2 United Nations Plaza, DC2-1954 New York, NY 10017	

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