

ipcc

INTERGOVERNMENTAL PANEL ON climate change

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IPCC TRUST FUND PROGRAMME AND BUDGET

Travel issues

(Submitted by the IPCC Secretariat)

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IPCC TRUST FUND PROGRAMME AND BUDGET

Travel issues

In order to comply with WMO Audit recommendations, the following modifications are implemented as from 1 April 2011:

Boarding passes:

All WMO (hence IPCC) sponsored travellers must submit evidence of travel within one month after completion of the travel. Original boarding passes have to be attached to the travel claim form.

For meeting participants, originals of boarding passes for the outgoing journey have to be returned to WMO Travel Unit together with the travel claim form. Registration form will have to be signed by participants at registration desk.

Reimbursement of air tickets purchased by traveller:

Reimbursement of ticket will be made after the travel, upon submission of a travel claim form with original of ticket invoice and original of boarding passes for both outgoing and return journey.

Please note that the above requirements are preconditions for reimbursement of travel claims.