

INFORMATION ANNEX REGARDING TRAVEL ENTITLEMENTS

United Nations Conference on Housing and Sustainable Urban Development (Habitat III)
Second Session of the Preparatory Committee, April 2015

1. In accordance with General Assembly resolutions 67/216 and 69/226 the second session of the Preparatory Committee will be held in Nairobi from 14 to 16 April 2015.
2. The General Assembly resolution 67/216, emphasizing the need to carry out the Conference and the preparatory process in the most inclusive, efficient, effective and improved manner to ensure a successful Conference, decided to establish a United Nations Habitat III Trust Fund to support the participation of representatives of developing countries in the Preparatory Committee meetings and in the Conference itself. In accordance with the mandate, the resources of the Trust Fund will be used to meet claims from Governments for the reimbursement of travel expenses of one government representative of each Least Developed Country to the second session of the Preparatory Committee in Nairobi. .
3. The General Assembly resolution 67/216, operative paragraph 13 (c), , requested the Secretary-General of the Conference, when using the resources of the trust fund, to prioritize the coverage of economy-class air tickets, the daily subsistence allowance and terminal expenses .
4. In this regard, 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 or duty station and Nairobi, or the actual cost of travel incurred, should this represent a lesser amount. No reimbursement will be made to individual travelers or parties. However, the United Nations is prepared, upon request, to make the necessary arrangements for issuance and payment of air tickets.
5. Daily subsistence allowance will cover a maximum of five nights. Where travel is arranged by the United Nations, the allowance may be paid for the period between the nearest obtainable arrival and departure dates before and after the meeting.
6. In the case that United Nations is requested to arrange the travel of the representative, the Secretariat will establish direct contact to make travel arrangements.
7. In the case of travel to be arranged by Governments, 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. 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. Permanent Missions are requested to submit the attached form **before 13 March 2015**, to the Secretariat (refer contact details below) along with the Note Verbale nominating one representative whose travel expenses are to be paid by the United Nations.
9. If you have any questions please contact:

Ms. Leire Badiola
Habitat III Secretariat
2 United Nations Plaza, DC2-0979
New York, New York 10017, USA
Tel. No: +1 212 963 8179
E-mail: badiola@un.org

Ms. Madia Bassieva
Habitat III Secretariat
2 United Nations Plaza, DC2-0979
New York, New York 10017, USA
Tel. No: +1 917 367 2543
E-mail: bassieva@un.org

UNITED NATIONS

United Nations Conference on Housing and
Sustainable Urban Development (Habitat III)
Second session of the Preparatory Committee
(Nairobi, 14-16 April 2016)



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

Female

Telephone number (including
country and city codes)

E-mail address

Facsimile number (including
country and city codes)

Travel to be arranged by: Government United Nations

Requested itinerary

Please send completed form to
Ms. Leire Badiola (badiola@un.org),
with copy to Ms. Madia Bassieva (bassieva@un.org)
Facsimile: +1 212 367-1340