

### TRAVEL COSTS

WHO will be responsible for your airfare and/or first-class train fare from my place of residence to the place of the meeting and return. In view of the financial stringencies being faced by WHO, you agree to cooperate in reducing airfare costs through the use of cheapest available tickets on the most economical route.

The maximum standard of airline accommodation for which WHO will bear the cost is:

- the least expensive Economy class air fare on the most direct route, on the requested itinerary.

Carlson Wagonlit travel agent is the WHO's official designated travel agent. Please make your flight reservations through their Booking Request Form by copying and pasting the link below in your browser:

[https://www.cwt-trip-order.com/cto/rest/obr/auth/standalone/sessionStartup/WHO\\_Standalone-16057](https://www.cwt-trip-order.com/cto/rest/obr/auth/standalone/sessionStartup/WHO_Standalone-16057)

**In order to register your data correctly and proceed with your reservation; please attach a copy of your passport. Also, please make sure to indicate your entire trip on the form (return trip).**

Kindly add to the Remarks field in the Booking Request Form, contact data of your WHO Sponsor (Ms Catherine Kirorei Corsini at [corsinic@who.int](mailto:corsinic@who.int)). You will receive an acknowledgement message from CWT once you correctly submit the booking request form and thereafter, CWT will proceed with the reservation.

Please note that your ticket will be provided by WHO through this agency only. Any request to purchase your own ticket for reimbursement must receive prior approval by WHO, which will be given in exceptional circumstances only.

In order to take advantage of the most competitive air fares, you will make reservations as quickly as possible through Carlson Wagonlit Travel agent ensuring that your air ticket is booked as soon as possible in order to secure the best price. You also note that late changes to bookings incur substantial costs to the meeting budget and should, therefore, be avoided.

Should you wish to upgrade your ticket, or change the airline or route, you may do so at your own expense, but, in accordance with WHO travel policy, WHO's liability will not exceed the limits mentioned above.

If you wish to travel by private car, you will ask WHO for specific authorization in advance. In such event, the maximum amount to be reimbursed by WHO will be according to the UN official mileage rate to and from the destination by the most direct route. Evidence must be provided that travel by car was in fact undertaken, together with the distance travelled.

### PER DIEM

WHO will pay you a daily subsistence allowance (DSA), according to the UN's standard published DSA rates for the location concerned, for the duration of any travel during my assignment and for travel time from my place of residence to the place of the work and return, except for the last day of travel (for which no daily subsistence allowance will be paid). Accordingly, charges for airport taxes, visa fees, ground transportation from airport to hotel or vice versa will not be separately reimbursed, and you will not be required to submit a travel claim.

WHO policy on the reimbursement of accommodation depends upon whether the traveller stays in a hotel, or other commercial establishment, or makes his or her own private arrangements and do not incur lodging costs. Travellers staying in a hotel will receive the full DSA; travellers that do not incur expenses for lodging will receive 50% of the applicable DSA rate. Please inform us therefore if you will be staying in a hotel or not while in Geneva as this will impact on the per diem you will receive.

You agree to advise WHO which of the above accommodation options you decide upon and will provide details of your bank account if you would like the payment for DSA to be made to this account.

## **VACCINATIONS**

you take note that it is under your responsibility and charge to obtain any vaccinations which may be necessary for this travel.

## **VISAS**

you will verify with the nearest Swiss Embassy or consulate whether you are required to have a visa to enter Switzerland. If so, you will inform WHO to provide you with a visa request support letter which you should present to the competent Swiss representation when applying for a visa.

WHO has been informed that visa procedures may take from 4 to 6 weeks. You are therefore urged to apply for a visa well in advance of your planned departure date. It is understood that the decision whether or not to issue a visa to any applicant rests with the competent Swiss authorities.

## **HOTEL**

Please search for Geneva hotels via the internet and ask for UN preferential rates. Please note that as in anywhere in the world, the hotel will require your credit card information in order to block the reservation for you.

As you will understand, WHO cannot be responsible for any fees requested by the hotel in the event that the reservation is not required and is not cancelled in advance. Please note that hotel reservations will only be held until 18:00 unless the hotel is advised of late arrival.

Should you require further information or assistance with flight bookings, visa support letter or hotel information, please contact Mrs Anita Gschwend at [gschwenda@who.int](mailto:gschwenda@who.int).