

MISSION TRAVEL REQUEST FORM
Capacity Development and Implementation (CDI) Bureau

(Please refer to the attached guidelines before completing the form)				
		1. Project Number		
2. Type of request	Initial ☐	Revision ☐	Revision No.	
3. Justification for revision				
SECTION 1 – TRAVELLER INFORMATION				
4. Type of traveller:	ICAO Staff ☐	RESNO:		Non-ICAO ☐
5. Family name (as seen on passport)				
6. First name and middle name(s) (as seen on passport – mandatory to attach copy of passport):				
7. Date of birth (DD/MM/YYYY):				
8. Position title:				
9. Duty station, if applicable				
SECTION 2 – MISSION INFORMATION				
10. Place of mission (city/country)				
11. Purpose of mission:				
12. Date(s) of the mission/official duty:				
13. If different from duty station, place of departure (city/country):				
14. Mode of travel:	Air ☐	Rail ☐	Ship ☐	Car ☐
15. Date/suggested time of departure (DD/MM/YYYY – 00:00 to 24:00) (if applicable, attach itinerary):				
16. Date/suggested time of return (DD/MM/YYYY – 00:00 to 24:00) (if applicable, attach itinerary):				
17. If different from duty station, place of return (city/country):				
18. Does the traveller possess a U.S. Visa? (in order to obtain the best airfare, the itinerary may include U.S. connection)	YES ☐	NO ☐	NOT APPLICABLE ☐	
19. If applicable, allowances to be paid through (including DSA and Terminal Allowances):	ICAO RO ☐ ICAO Headquarters ☐	UNDP ☐ Specify Country Office/City	The Project/ ☐ imprest account	Other/specify ☐ (At no cost to project)
20. Air tickets to be purchased by:	ICAO RO ☐ ICAO Headquarters ☐	UNDP ☐ Specify Country Office/City ☐	The Project/ ☐ imprest account Local cost of ticket (if applicable): _____	Other/specify ☐ (At no cost to project)
21. Class of air tickets:	As per ICAO Rules ☐	Economy ☐ Business ☐	(NOTE: For waiver of the rule, a written agreement between ICAO and the project/client must be in place before departure.)	
22. Focal point at the project (name and e-mail):				
23. Approved by (name):				
24. Title:				
25. Signature:		26. Date:		
27. Comments:				

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NOTES	
A	Form is applicable to travellers whose mission is funded by a capacity development and implementation support project.
B	ICAO/Capacity Development and Implementation (CDI) Bureau shall receive the duly signed form preferably at least 21 calendar days prior to the anticipated travel date.
1	Project number funding the mission.
2	When mission is requested for the first time, tick box <i>Initial</i> . If a change or cancellation is required, tick box <i>Revision</i> and indicate number of revision (1, 2, 3, etc.).
3	Justification for revision is applicable, when a change, a modification, or cancellation of the mission is required.
4	When traveller is in possession of an ICAO contract, check <i>ICAO Staff</i> and indicate RESNO. Otherwise, check <i>NON-ICAO</i> .
5	Family name as it appears on the passport . (It is mandatory to attach a copy of the passport to the <i>Mission Travel Request Form</i>.)
6	First name and middle name(s) as it/they appear(s) on the passport.
7	Date of Birth of the traveller.
8	Position/title of the traveller.
9	Duty Station (applicable for travellers in possession of an ICAO contract and referring to the city where he/she works).
10	Place of mission - indicate city and country.
11	Purpose of the mission is the event/meeting the traveller is attending.
12	Indicate official duty dates of the mission (from/to) - this should not include travel time which is determined by the ICAO Travel Office.
13	Place of departure refers to the city/country where travel initiates.
14	Mode of travel specifies type(s) of transport used by the traveller to perform the mission.
15	Date of departure is the day when the travel is initiated. If required, indicate a recommended flight schedule (00:00 to 24:00 hours).
16	Date of return is the day when the traveller arrives back to the duty station or back home. If required, indicate recommended flight schedule (00:00 to 24:00 hours).
17	Place of return is the city/country to where the traveller should return.
18	It is important to indicate if the traveller possesses a U.S. Visa as the itinerary may include U.S. connections to obtain the most economical airfare.
19	Allowances include Daily Subsistence Allowance (DSA) and Travel Allowance (TA). Allowances can be paid through ICAO and UNDP offices.
20	When air tickets are charged to a CDI support project, as per ICAO travel rules, ICAO Travel Office purchases the air tickets, unless a third party is able to provide a more economical airfare; in such cases, please provide itinerary and cost obtained locally, as approval from Travel Office is required.
21	As per ICAO travel rules, for flights exceeding 9 hours, business class is applicable; otherwise, economy class applies. If project requirement is different, specify it in the comments section. To waive these rules, a written agreement between ICAO and the project/client must be in place before the first day of travel.
22	The focal point is the person working for the project and managing the mission from the field.
23 - 26	Name, Title, signature, and date are required.
27	Comments section refers to special instructions, such as when a traveller stays longer at duty station for personal reasons, at no cost to the project, or when a specific type of air ticket or airline is required (if waiver to the rule, a written agreement between ICAO and the project/client must be in place before the first day of travel). Another example is when a travel expense (e.g. DSA, TA, air tickets) is paid by another agency.