

Travel Information Note

Third Preparatory Committee Session for FFD4

Dates:
10-14 February 2025

Location:
New York, USA

Venue:
UN Headquarters

Contact details

For Substantive Issues:

Email: ffd4@un.org

For Travel and Administrative Issues:

Email: desa-ffd4-travel@un.org

IMPORTANT NOTE: To ensure timely processing of administrative and travel arrangements, the participant is requested to confirm participation as soon as possible to allow Financing for Sustainable Development Office, DESA (FSDO/DESA) 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 A/RES/75/253 and 77/263/B. During these processes, kindly disregard UMOJA system-generated emails pertaining to travel modification/rejection notifications which are not for the participant's action. Any expenses related to partial travel or no travel due to passport and visa issues are not reimbursable by FSDO/DESA.

1. Travel Details:

- FSDO will provide round-trip economy class travel for the participant on the most economical route. Please ensure that the participant's passport is valid for at least 6 months after the duration of travel.
- All travel arrangements will be organised through a UN-authorized travel agency, please do not make any booking on your own. The participant is required to confirm travel itinerary and to check with due diligence the travel itinerary, name, date of birth, passport validity and visa requirements. For any requested change after an air ticket is issued, please contact the airline. Please note that the applicable change fee is the responsibility of the participant.
- The participant is requested to retain the e-ticket receipt and all boarding passes for submission to FSDO to receive financial entitlement as outlined in section 2.
- In the event of unavoidable delays or cancellation of flights causing unforeseen changes/delays in itinerary and/or forced stopovers, the participant must provide original proof of the cancellation or delay from the airline, all boarding passes and other supporting documentation such as hotel receipts to FSDO. The claim must be submitted within two weeks of completion of travel.

2. Daily Subsistence Allowance (DSA) and Terminal Expense (TRM):

- FSDO will provide the participant Daily Subsistence Allowance (DSA) for the duration of the workshop including on the day of arrival before the meeting (subject to the actual time and date of arrival/departure) in accordance with the United Nations rules and regulations. The DSA covers hotel accommodation, meals and incidental expenses.
- The current DSA rate for New York, USA is US\$510.00 per day (rate subject to change based on the ICSC DSA standards).
- If applicable, the participant will be provided with terminal expense for travel to and from their national airport at the rate of US\$334.00.
- Please note that you will initially receive 75% of your entitlement before the meeting. Remaining 25% of your DSA and terminal expenses you will receive upon your return and submission of all boarding passes. Both these payments will be made through an electronic bank transfer to the participant's bank account indicated in the F.249 Funds Transfer Request Form.

3. Hotel Arrangements:

- The participant is responsible for arranging accommodation reservations with a hotel of choice. Please note that most hotels require a credit card to confirm a reservation.

4. Visa Arrangements:

- Obtaining the necessary visa is the responsibility of the participant and/or the participant's Government or organization.

5. Additional Travel Arrangements:

- Participants must ensure their own inoculations and adequate medical and health insurance, including life, health, medical evacuations and treatments deemed appropriate, covering the duration of travel. All related medical and health insurance premiums/payments are the responsibility of the participant and/or the participant's organisation. FSDO will not be responsible for medical, health and travel related expenses and delays in the event the participant encounters a medical or health-related episode.