



The Director General

NS 2019/1

Paris, 15 January 2019

## Memorandum

**Objet: Management of travel and mission orders for travel by staff members at Headquarters and regional offices, external experts and participants invited to events, meetings and missions organised by the OIE**

In view of the steady increase in the number of requests for travel and missions conducted by OIE experts and staff members, the procedures defined in Memoranda NS/2007/5 of 23 February 2007 and NS/2011/7 of 1 August 2011 have been simplified to facilitate the management of these travel arrangements and the procedure for signing mission orders.

**These two Memoranda are hereby repealed and replaced by the present Memorandum.**

As a general rule, ticket prices fluctuate over time (including during the period between ticket reservation and ticket issuance), and the earlier the reservation is made, the lower the cost. Therefore, to make it easier to obtain tickets at low cost and with the widest possible choice, it is important for the team of the Events Coordination Unit (ECU) responsible for organising travels to be informed of ticket purchase requests as early as possible.

For invited external experts, ticket purchase requests are authorised when an invitation letter issued by the OIE states that the cost will be defrayed by the OIE.

For OIE staff members, ticket purchase requests are conditional on a signed mission order authorising duty travel and the corresponding ticket reservation and purchase. The mission order is also the document that will serve as documentary evidence (i) for the staff member to obtain reimbursement of his/her travel expenses by the OIE and (ii) for insurance purposes, if required.

In the case of a Staff Member returning to his/her home country (home leave entitlement or repatriation at end of contract), as for any other mission, the staff member must submit a mission order request, which will be signed by the Director General or the Deputy Director General (Institutional Affairs and Regional Activities).

### 1. Mission order request by OIE staff

#### Headquarters staff

OIE staff members are invited to use the new form "Mission order request" (**Annex 1**). This form is in three parts:

- the first part is to be completed by the staff member with details of the mission and ticket preferences, and must be signed by the Head of the staff member's unit or department;
- the second part is for the mission to be approved by the Director General, the respective Deputy Director General or the Director of Finance;
- the third part is to be completed by the ECU when purchasing the ticket, to provide supplementary information useful for the reimbursement of expenses to the staff member, and by the Budget Unit for budgetary allocation.

As soon as he/she becomes aware of a triggering factor that will require the organisation of duty travel, the staff member concerned should complete the form.

Examples of triggering factors include the following:

- a letter of invitation from an organisation to a meeting, conference or workshop, mentioning the name of the staff member;
- a meeting, conference or workshop programme in which the name of the staff member appears (e.g. as speaker),
- a concept note (e.g. preparation of regional meetings) duly validated and mentioning the name of the staff member and the meeting, conference or workshop in which he/she is required to participate;
- an e-mail, CODIR meeting report, instruction, etc.

The staff member submits the form to his/her Head of Unit or Department for endorsement.

If the mission request is confirmed and authorised, the form is then transmitted, depending on the department concerned, to the Director of Finance, the relevant Deputy Director General or the Director General for validation. Mission requests from the Director of Finance and the Deputy Directors General are endorsed and signed by the Director General.

The decision on whether or not to authorise a mission is in most cases taken bearing in mind the workload, availability and priorities of the staff member concerned and those of his/her Unit or Department, the interest of the meeting or conference and the need for the OIE to be represented, before any budgetary considerations.

The form, duly completed and signed, constitutes the mission order. It is then transmitted to the ECU ([oietravel@oie.int](mailto:oietravel@oie.int)), which is responsible for making the travel arrangements (provision of the ticket). When purchasing the ticket, the ECU enters the Order No. on the form, updates the "Travel board" (follow-up table of purchased tickets), completes the form (including any information on travel dates/itinerary chosen for personal reasons) and immediately transmits it to the Budget Unit to update the dossier of reimbursement of staff members' mission expenses.

The ECU transmits signed mission orders to the Budget Unit for matters relating to the monitoring of budget commitments and the good governance of mission expense reimbursement procedures (supporting documents, budget allocation and expense authorisation).

This procedure also implies that a mission order must be signed for all missions by Headquarters staff even if the ticket is covered by the organisers, as this is important for insurance purposes.

### **Staff of the Regional Offices (and assimilated staff)**

"Assimilated staff" means OIE staff members seconded to other organisations or entities (e.g. ENSV, FAO) whose travel and mission expenses are likely to be covered by the OIE.

- **Tickets purchased at OIE Headquarters by "Oietravel" (ECU)**

The general procedure is the same as for Headquarters staff.

As soon as he/she is aware of a triggering factor (e-mail, invitation, programme, list of participants, note, instruction, etc.) the staff member concerned should use the new "Mission order request" form (Annex 1) now available.

Mission requests from staff of the OIE Regional Offices are endorsed by the Regional Representative or Sub-Regional Representative and then signed by the Deputy Director General (Institutional Affairs and Regional Activities).

Mission requests by staff members and chargés de mission seconded to other entities/organisations are signed by the Deputy Director General (Institutional Affairs and Regional Activities).

The decision on whether or not to authorise a mission is in most cases taken bearing in mind the workload, availability and priorities of the staff member concerned and those of his/her Regional Office, the interest of the meeting or conference and the need for the OIE to be represented, before any budgetary considerations.

If the mission request is confirmed and authorised and if the part of the form intended for the Deputy Director General (Institutional Affairs and Regional Activities) has been signed, the form thus completed constitutes the mission order. It is then transmitted, by the General Directorate secretariat, to the ECU ([oietravel@oie.int](mailto:oietravel@oie.int)), which is responsible for making the travel arrangements (provision of the ticket), and to the staff member concerned.

When the ticket is purchased, the ECU enters an Order No. on the form, updates the "Travel board" (follow-up table of purchased tickets), completes the form (information on the travel dates/itinerary

chosen for personal reasons) and immediately transmits it to the Budget Unit to update the dossier of reimbursement of staff members' mission expenses.

The ECU transmits signed mission orders to the Budget Unit for matters relating to the monitoring of budget commitments and the good governance of mission expense reimbursement procedures (supporting documents, budget allocation and expense authorisation).

- **Tickets purchased by Regional Offices**

The procedure for signing mission requests is the same as the procedure for tickets purchased by the Headquarters (see above).

If the mission request is confirmed and authorised and if the part of the form intended for the Deputy Director General (Institutional Affairs and Regional Activities) has been signed, the form thus completed constitutes the mission order.

The ticket must not be purchased until the corresponding mission order has been signed.

This procedure also means that a mission order must be issued and signed before the Regional Offices purchase the tickets, before the staff members concerned are authorised to travel and before their mission expenses can be reimbursed.

Each regional office is responsible for the follow-up (reference number, supporting invoices and payment of the per diem).

This procedure also enables a mission order to be signed for all missions by staff of the Regional Offices, even when the ticket is covered by the organisers, as this is important for insurance purposes.

## **2. Transport ticket booking requests by external experts and participants at events, meetings and missions organised by the OIE**

### **Participants invited to events organised by the OIE**

For **global thematic conferences, and for regional conferences/seminars/workshops**, the ECU, the relevant Headquarters Department, or the Regional Office organising the event, creates separate online forms for the registration of participants at each event (a separate electronic link for each event is communicated to invitees, see **Annex 2**). The ECU Event Coordinator, the person in charge at the Headquarters Department concerned or the Regional Office organising the event, receives the forms completed by the participants, validates the registration and transmits it to the ECU ([oietravel@oie.int](mailto:oietravel@oie.int)).

The duly validated registration constitutes the transport ticket booking request, if a letter of invitation from the OIE states that the expenses will be covered by the OIE.

When purchasing the ticket, the ECU enters the Order No. on the form and updates the "Travel board" (follow-up table of purchased tickets). Where appropriate, the ECU completes the form with specific information<sup>1</sup> and transmits the form to the Budget Unit for the reimbursement of the participant's mission expenses.

### **External experts invited by the OIE to participate in meetings and missions**

For all invited experts whose expenses are defrayed for their participation in meetings and missions organised by the OIE, at the OIE Headquarters or elsewhere (meetings of the **Council, ad hoc Groups, Working Groups, Specialist Commissions, PVS Pathway missions**, etc.), the single electronic link [https://www.oie.int/securise/Travel\\_Booking\\_form\\_en.asp](https://www.oie.int/securise/Travel_Booking_form_en.asp) (see **Annex 3**) will be sent to the experts concerned in the invitation letter, as well as in the electronic message containing the letter, requesting them to complete the online form. The contents of the link are available in the three official languages of the OIE. The 'submit' button in the online form transmits the request directly to [oietravel@oie.int](mailto:oietravel@oie.int).

The request received by [oietravel@oie.int](mailto:oietravel@oie.int) constitutes the travel booking request.

When the ticket is purchased, the ECU enters an Order No. on the form and updates the "Travel board" (follow-up table of purchased tickets). Where appropriate, the ECU completes the form with specific information<sup>1</sup> and transmits it to the Budget Unit for the reimbursement of the participant's mission expenses.

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<sup>1</sup> Management of special cases: where a portion of the fare is to be reimbursed by the expert if his/her stay in a country is extended for personal reasons or if the expert is accompanied by his/her spouse; where a ticket is purchased by the expert; etc.

### 3. Management of reservations and ticket issuance

In the context of examining potential itineraries for a mission, the ECU will always give preference to the most direct route in economy class for plane tickets and in 2nd class for train tickets. Furthermore, depending on the basic fare and conditions of each airline, bookings will be made taking into account the options “modifiable” with or without penalty, and “exchangeable” with or without penalty (this will depend on the fares available to the OIE).

For journeys lasting more than 7 hours (not including transit time): applications for a derogation may be formally submitted to the Director General, solely at the written request of the staff member or expert, and notably on the grounds of the age of the staff member or duly substantiated medical arguments.

Where feasible, for journeys lasting more than 7 hours, the possibility of travel in “Eco+/Premium” class on Air France flights will be examined and will be taken into account if the difference in fare compared to “Eco Simple” class is not more than 30% of the fare in “Economy Classic” class, and can be granted on a case by case basis, on the authorisation of the Director General (except when the fare is very close to that of economy class – a difference of less than 10%).

A direct flight will always be preferred to a flight with one or more stopovers if the quality-price ratio is reasonable.

Save in exceptional cases, the staff member is not permitted to make any changes to the schedule once the ticket has been issued as this would incur a financial penalty. However, a change of schedule may be requested if the electronic ticket has not yet been formally issued.

### 4. Travel formalities

The staff member must check that his/her passport will still be valid 6 months after the end date of the mission, as many countries refuse entry to persons with a passport nearing its expiry date. It is therefore incumbent on the staff member to check the validity of his/her passport and, where appropriate, the turnaround time needed to renew it, before submitting a mission order request.

Reimbursement by the OIE of certain prophylactic products and vaccines will only be provided for destinations at risk (e.g. for malaria) and on presentation of an invoice.

### 5. Obtaining visas

For Headquarters staff, it is the responsibility of the staff member to check his/her eligibility to obtain a visa for the final destination and/or transit, compile his/her visa application dossier, and transmit it to the diplomatic mission, if necessary with the support of the Logistics Unit at the Headquarters, according to the arrangements put in place by the Unit.

For staff of the Regional Offices, it is the responsibility of the staff member to check his/her eligibility to obtain a visa for the final destination and/or transit and to make the necessary arrangements.

### 6. Hotel reservation

In the case of OIE Headquarters staff, when the hotel booking is not automatically covered by the organisation issuing the invitation, the staff member may request the ECU to do this on his/her behalf.

If the staff member's request is received sufficiently in advance (minimum of one week), and if the workload of the ECU at the time of the request permits, the hotel reservation will be made by the ECU, in accordance with the budgetary rules put in place by the OIE.

The hotel invoice is to be paid by the staff member.

If necessary, the ECU can be consulted in the event of any doubt concerning the application of this Memorandum.



Monique Eloit

**Annex 1**

**1 - DEMANDE D'ETABLISSEMENT D'ORDRE DE MISSION / MISSION ORDER REQUEST**

Destiné à tout agent de l'OIE qui doit effectuer une mission, ce formulaire devant être rempli aussi longtemps à l'avance que possible.  
 For the use of all Staff members of the OIE supposed to travel for the OIE, this form should be completed as far in advance as possible.

Nom et prénom (comme indiqué sur le passeport) / <i>First name and Last name (as written on the passport):</i>	
Autres membres du personnel de l'OIE participant à la réunion/mission / <i>Other OIE Staff attending the meeting/mission:</i>	
Objet de la mission / <i>Mission objective:</i>	
Date(s) de la réunion (SVP, joindre l'agenda de la réunion et la lettre d'invitation) / <i>Date(s) of the meeting (thanks for including the agenda of the meeting and the invitation letter):</i>	
Destination => Nom du lieu / <i>Location:</i>	=> Pays / <i>Country:</i>
Mission à réaliser juste après une mission déjà enregistrée / <i>Mission to do just after another mission already registered:</i> <input type="checkbox"/> NON <input type="checkbox"/> OUI/YES	
Si OUI, nom et date de la mission déjà enregistrée / <i>If YES, name and date of the mission already registered:</i>	
Mission prise en charge par / <i>Travel expenses covered by:</i> <input type="checkbox"/> OIE <input type="checkbox"/> Autre organization(s) / <i>Other organization(s)</i>	

**BILLET/TICKET** =>  Avion/Plane  Train

Dates et heures souhaitées / *Preferred date and time (Exemple : 1/1/16 – 10 :40)*

Départ <i>Departure</i>	Arrivée au lieu de destination <i>Arrival at the destination</i>	Départ du lieu de destination <i>Departure from the destination</i>	Arrivée <i>Arrival</i>
–	–	–	–

**Passeport/ Passport Information**

Numéro de passeport/Passport number: Pays/Country of issuance: Date de fin de validité/Expiration date Date de naissance/Birth date

**DIVERS / MISCELLANEOUS**

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**SIGNATURES**

Date and signature of the requesting staff member	Date and signature of the supervisor
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**2 - ORDRE DE MISSION / MISSION ORDER**

**Decision, Date and Signature**

- for OIE HQ, of the Director General, the respective Deputy Director General, or the Director of Finance;  
 - for Regional Offices and staff members in other entities, of the Deputy Director General "Institutional Affairs and Regional Activities".

- APPROVED  
 DENIED

**3 - INFORMATION COMPLEMENTAIRE / SUPPLEMENTARY INFORMATION**

**RESERVED TO OIE TRAVEL**

No. of Order: \_\_\_\_\_ By: \_\_\_\_\_

TRAVEL AGENCY  VIAZUR  EUROWINGS (DELEGATED /NON DELEGATED ACTIVITY)      LOW COST COMPANY  YES  NO

PRICE: \_\_\_\_\_ FEES: \_\_\_\_\_

EARLY ARRIVAL  DUE TO FLIGHT AVAILABILITY  FOR PERSONNAL REASONS      PRICE DIFFERENCE TO BE PAID  NO  YES \_\_\_\_\_

LATE DEPARTURE  DUE TO FLIGHT AVAILABILITY  FOR PERSONNAL REASONS      PRICE DIFFERENCE TO BE PAID  NO  YES \_\_\_\_\_

OTHER COMMENTS:

**RESERVED TO BUDGET UNIT**

**IMPUTATION BUDGETAIRE**

OTHER COMMENTS:

**Annex 2**  
**Online form template for participants invited to events organised by the OIE**  
**(Distinct link for each event)**

Example of online registration form automatically sent to Department or Regional/sub-regional representations concerned, before being validated and sent to [oietravel@oie.int](mailto:oietravel@oie.int)

Global Workshop on ZZZ  
City, Country days/month/year

Atelier mondial de formation sur ZZZ  
Ville, Pays, jours/mois/année

Taller mundial de la OIE sobre ZZZ  
Ciudad, País, días/ mes / año

Please complete the information below and click on 'Submit'.

Sírvase completar la información solicitada abajo y hacer clic en "Enviar".

Veillez compléter le formulaire ci-dessous et cliquer sur "Envoyer".

Gender / Género / Sexe

First names (as per your passport)

Nombres (tal como figura en el pasaporte)

Prénom(s) (tel que mentionné sur votre passeport)

Family name/Last name/Surname (as per your passport)

Apellidos (tal como figura en el pasaporte) /

Nom de famille (tel que mentionné sur votre passeport)

Position / Cargo / Poste

Professional address / Dirección profesional / Adresse professionnelle

Country / País / Pays

Mobile phone (incl. country access code)

Nº de tel. móvil (incl. prefijo telefónico internacional)

Nº de tel. portable (y compris indicatif tél. du pays)

Other phone no. (incl. country access code)

Otro nº de tel. (incl. prefijo telefónico internacional)

Autre nº de tél. (y compris indicatif tél. du pays)

E-mail (main)

Correo electrónico (principal)

Courriel (principal)

E-mail (alternative)

Correo electrónico (otro)

Courriel (autre)	
City (Airport) of departure Ciudad (Aeropuerto) de partida Ville (Aéroport) de départ	<input type="text"/>
Nationality (as per your passport) Nacionalidad (tal como figura en el pasaporte) Nationalité (telle que mentionnée sur votre passeport)	<input type="text"/>
Working Language / Idioma de trabajo / Langue de travail	
Date of birth (dd/mm/yyyy i.e.: 22/03/1950) Fecha de nacimiento (dd/mm/aaaa e.g.: 22/03/1950) Date de naissance (jj/mm/aaaa, par ex.: 22/03/1950)	<input type="text"/>
Passport number / N° de pasaporte / N° de passeport	<input type="text"/>
Passport Type / Tipo de pasaporte / Type de passeport	
Date of passport issuance (dd/mm/yyyy i.e.: 22/03/2009) Fecha de expedición del pasaporte (dd/mm/aaaa e.g.: 22/03/2009) Date de délivrance du passeport (jj/mm/aaaa, par ex.: 22/03/2009)	<input type="text"/>
Date of passport expiry (dd/mm/yyyy i.e.: 22/03/2019) Fecha de vencimiento del pasaporte (dd/mm/aaaa e.g.: 22/03/2019) Date d'expiration du passeport (jj/mm/aaaa, par ex.: 22/03/2009)	<input type="text"/>
Participants are expected to bring to the workshop a PC-compatible laptop computer. Please indicate if you will be able to bring it along with you: Los participantes deben traer al taller su propia computadora portátil. Por favor, indique si puede llevarla o no: Il est demandé aux participants d'apporter leur ordinateur portable. Merci d'indiquer si vous serez en mesure d'apporter votre ordinateur portable avec vous:	
Specific requirements or comments Requisitos específicos o comentarios Demandes spécifiques ou remarques	<input type="text"/>
<p><b>Important notice!</b> Before travelling to a foreign country, all participants should find out if a visa and/or transit visa is required for any stage of their journey and make the necessary arrangements to obtain it/them. <b>¡Aviso importante!</b> Los participantes deberán informarse acerca de las visas que requiera para el viaje completo incluyendo visas de tránsito y hacer los trámites necesarios a fin de obtenerlas. <b>Important!</b> Avant de se rendre dans un pays étranger, tous les participants doivent vérifier si des visas et/ou visas de transit sont exigés pour toute étape de leur voyage et doivent prendre les dispositions nécessaires pour le / les obtenir.</p>	
<input type="button" value="Submit / envoyer / enviar"/>	

Example of automatic reply received by the participant and by the person in charge of the department concerned at HQ or at the Regional office organising the event. The person in charge forwards the validated registration to [oietravel@oie.int](mailto:oietravel@oie.int)

**De :** XXX\_organising\_service\_rrs\_rr\_XXX@oie.int [mailto:XXX\_organising\_service\_rrs\_rr\_XXX@oie.int@oie.int]

**Envoyé :** lundi 5 novembre 2018 11:26

**À :** abcde@gmail.com

**Objet :** Global Workshop on ZZZ\_City, Country DD-DD/MM/YYYY – PARTICIPANT NAME

Thanks for registering. For any queries on the organisation, please contact Mrs/Mr TDTDTD at the OIE XX-ORGANISING SERVICE/RR/SRR-XX (TDTDTD@oie.int) with copy to XXX\_organising\_service\_rrs\_rr\_XXX@oie.int (tel.: +12 (0) 1 23 45 67 89).

Gracias por registrarse. Respecto a cualquier consulta sobre la organización, por favor diríjase a la Sra./Sr. TDTDTD del XX-Departamento/RR/RSR organizador XXXXXX de la OIE (TDTDTD@oie.int) con copia a XXX\_organising\_service\_rrs\_rr\_XXX@oie.int (tel.: +12 (0) 1 23 45 67 89).

Merci de votre inscription. Pour toute question sur l'organisation, merci de contacter Mme/M TDTDTD au Service XX-ORGANISING SERVICE/RR/SRR-XX de l'OIE (TDTDTD@oie.int) avec copie à XXX\_organising\_service\_rrs\_rr\_XXX@oie.int (tel.: +12 (0) 1 23 45 67 89).



Gender/Género/Sexe	Mr/Sr
First names/Nombres/Prénom(s)	AAAA
Family Name/Apellidos/Nom	BBBB
Position/Cargo/Poste	XXXX
Professional Address/Dirección profesional/Adresse professionnelle	DDDD
Country/País/Pays	EEEE
Mobile/Nº de tel. móvil/Nº de tél. portable	(+123) 456789
Other phone no./Otro nº de tel./Autre numéro de tél.	(+123) 987654
Email 1/Correo 1 / Courriel 1	<a href="mailto:abcde@gmail.com">abcde@gmail.com</a>
Email 2/Correo 2/Courriel 2	
City of departure/Ciudad de partida/Ville de départ	JJJJ
Nationality/Nacionalidad/Nationalité	NNNN
Working Language /Idioma de trabajo/Langue de travail	French
Birth date/Fecha de nacimiento/Date de naissance	DD/MM/YYYY
Passport number/Nº de pasaporte/Nº de passeport	9876XX54321
Passport Type/Tipo de pasaporte/Type de passeport	Ordinary
Passport issue date/Fecha de expedición del pasaporte/Date de délivrance du passeport	DD/MM/YYYY
Passport expiry/Fecha de vencimiento del pasaporte/Date d'expiration du passeport	DD/MM/YYYY
Comments/Comentarios/Commentaires	XXXXXXXXXXXXXXXXXXXXXXXXXXXX

**NB: the next section will be completed by OIETravel after receiving the email**

**RESERVED TO OIE TRAVEL**

No. of Order: \_\_\_\_\_ By: \_\_\_\_\_

TRAVEL AGENCY  VIAZUR  EUROWINGS (DELEGATED /NON DELEGATED ACTIVITY )  LOW COST COMPANY  YES  NO

PRICE: \_\_\_\_\_ FEES: \_\_\_\_\_

EARLY ARRIVAL  DUE TO FLIGHT AVAILABILITY  FOR PERSONAL REASONS  PRICE DIFFERENCE TO BE PAID  NO  YES \_\_\_\_\_

LATE DEPARTURE  DUE TO FLIGHT AVAILABILITY  FOR PERSONAL REASONS  PRICE DIFFERENCE TO BE PAID  NO  YES \_\_\_\_\_

OTHER COMMENTS: \_\_\_\_\_

## TRAVEL BOOKING FORM

Please complete the information below and click on 'Submit'

All fields with (\*) are required

## MISSION/MEETING INFORMATION

Name of the mission/meeting (as per written on the invitation letter)* :	<input type="text"/>
Destination city/airport * :	<input type="text"/>
Dates of the mission/meeting (dd/mm/yyyy i.e. : 22/03/1950)* :	<input type="text"/>
Name of the OIE department, contact person in charge of the meeting, or invitation letter reference number * :	<input type="text"/>

## PASSENGER INFORMATION

Gender* :	<input type="text"/>
First names * : (as per your passport)	<input type="text"/>
Family name/Last name/Surname* : (as per your passport)	<input type="text"/>
Position :	<input type="text"/>
Passport number* :	<input type="text"/>
Date of expiry (dd/mm/yyyy i.e. : 22/03/2019)* :	<input type="text"/>
Date of birth (dd/mm/yyyy i.e. : 22/03/1950)* :	<input type="text"/>
Nationality (as per your passport)* :	<input type="text"/>
E-mail (main)* :	<input type="text"/>
E-mail (alternative) :	<input type="text"/>
Mobile phone (incl. country access code) * :	<input type="text"/>
Other phone N°(incl. country access code) :	<input type="text"/>

## FLIGHT/TRAIN INFORMATION

City (Airport) of departure* :	<input type="text"/>
Preferred date and time of departure (dd/mm/yyyy i.e. : 22/03/1950)* :	<input type="text"/>
Preferred date and time of return (dd/mm/yyyy i.e. : 22/03/1950)* :	<input type="text"/>
Specific requirements or comments:	<input type="text"/>

## Important notice!

- In order to avoid any mistake on the flight or train reservation, please send a scanned copy of your passport (only the page containing your name and passport information) to [oietravel@oie.int](mailto:oietravel@oie.int). A flight/train itinerary proposal will be sent to you upon reception of this document.

- The expert/the invitee is requested to check if he/she is required to get a transit visa and/or and entry visa for the flight schedules and to make the necessary arrangements to obtain it/them.

**Submit**

Example of automatic reply received by the expert and by [oietravel@oie.int](mailto:oietravel@oie.int)

**De :** [oietravel@oie.int](mailto:oietravel@oie.int) [mailto:[oietravel@oie.int](mailto:oietravel@oie.int)]

**Envoyé :** mardi 11 décembre 2018 14:08

**À :** [abcd@gmail.com](mailto:abcd@gmail.com);

**Objet :** TR: OIE ad hoc Group on XXX - DD-DD/MM/YYYY- Name of the expert

Thank you for submitting your travel request. In the next few days, the OIETravel team will send you a provisional booking for your consideration and approval.

Name of the mission/meeting	OIE ad hoc Group on XXX
Destination city/airport	XXX
Dates of the mission/meeting	DD-DD/MM/YYYY
Name of the OIE department	AAA
Gender	Mr
First names	BBBB
Family Name	CCCC
Mobile no.	(+123)123456789
Phone no.	
E-mail (main)	<a href="mailto:abcd@gmail.com">abcd@gmail.com</a>
E-mail 2 (alternative)	
City (Airport) of departure	EEEE
Nationality	DDDD
Date of birth	DD/MM/YYYY
Passport number	12345XX6789YY
Passport expiry	DD/MM/YYYY
Preferred date and time of departure	DD/MM/YYYY
Preferred date and time of return	DD/MM/YYYY
Comment	

**NB: the next section will be completed by OIETravel after receiving the email**

### RESERVED TO OIE TRAVEL

No. of Order: \_\_\_\_\_ By: \_\_\_\_\_

TRAVEL AGENCY  VIAZUR  EUROWINGS (DELEGATED /NON DELEGATED ACTIVITY) LOW COST COMPANY  YES  NO

PRICE: \_\_\_\_\_ FEES: \_\_\_\_\_

EARLY ARRIVAL  DUE TO FLIGHT AVAILABILITY  FOR PERSONNAL REASONS PRICE DIFFERENCE TO BE PAID  NO  YES \_\_\_\_\_

LATE DEPARTURE  DUE TO FLIGHT AVAILABILITY  FOR PERSONNAL REASONS PRICE DIFFERENCE TO BE PAID  NO  YES \_\_\_\_\_

OTHER COMMENTS: