



United Nations
Educational, Scientific and
Cultural Organization

Travel Statement for UNESCO participants to a meeting or a conference

This statement supersedes the former travel order form which officialises travel on behalf of the Organization.

1. Travel

UNESCO provides a lump sum to participants to meetings & conferences organized directly or indirectly by the Organization to cover all or some of their travel expenses. This lump sum is provided to cover the following expenses:

- the cost of travel by economy class only (or equivalent depending on the mode of transportation).
- a maximum of up to 75% of the standard daily subsistence allowance to cover expenses while on travel.

Any other expenses such as terminal fares or additional travel expenses (e.g. transport to and from the airport, visa fees, private insurance, vaccination, etc.) will not be granted.

2. Travel risks and Insurance

Coverage is provided to Participants to whom UNESCO pays the travel costs, under UNESCO insurance* for service incurred accidents, illnesses and death, with the terms of and provisions of UNESCO's policy. Any additional and/or private insurance purchase will not be borne by the Organization.

3. Preferred travel payment

Payment by bank transfer after the meeting or conference:

Or, Payment by cheque at the meeting or conference:

I, hereby, certify that I have read the letter of invitation and I fully understand, accept and endorse the above-mentioned UNESCO rules and regulations:

First name, surname:

Date:

Signature:

1 *General Insurance Provisions: The Organization has a commercial insurance policy, which provides limited accident and illness coverage for participants in meetings for whom UNESCO pays at least 50% of the total of the travel and daily subsistence allowance costs. The policy does not cover the loss or damage of personal effects and excludes treatment for any pre-existing conditions and/or routine treatments. Considering that medical costs vary from country to country this coverage may not be sufficient to fully cover unforeseen medical expenses. If you do not have insurance that covers you outside your country we strongly encourage you to purchase travel insurance.