Attachment 3

**APEC Project No: [project no]**

**[Name of project]**

Date (Please insert)

**Mr \_\_\_\_\_\_ (*please underline SURNAME*)**

Organization

Add1

Add2

Email:

Dear Mr \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**Advance Payment Undertaking**

Thank you for accepting the invitation to take part in this APEC-sponsored event.

This letter of undertaking states the tasks you are to undertake and the funding details of your entitlements.

Please sign this letter where indicated and initial each page to indicate your agreement to undertake the tasks and the terms and conditions contained therein. Please then return **ALL** signed pages via email to [name of PE] at [email address of PE] or fax to +65 68919690.

The amount remitted to you is inclusive of any Goods and Services Tax (GST) and bank charges levied by your agent and/or beneficiary banks for remittances made to your bank account.

If you have any queries, please contact [name of PE] at [contact number of PE].

May I wish you a successful APEC-funded event.

Yours sincerely,

Signature is required (Digital signature is acceptable)

[Name of PD]

[Contact details of PD]

*Cc: Project Overseer*

|  |  |
| --- | --- |
| **Project No.** |  |
| **Project Title** |  |
| **Venue** |  |
| **Period of Event** |  |
| **Type of Undertaking** | Undertaking for Receiving Travel Expenses in Advance  |
| **Name of Invitee**  |  |
| **Designation** |  |
| **Organization** |  |
| **Email** |  |  |
| **Invitee’s Role** | Speaker Active Participant |
| **Invitee’s Tasks** | * Arrive at venue on or before 1 July 2013;
* Attend, as required and invited, all sessions of the ‘Workshop on Treasury and Budget Reform’ and participate actively in the workshop exercise;
* Serve as Expert Speaker on the topic \_\_\_\_\_\_\_\_\_\_\_\_\_;
* Submit scanned airfare invoice or receipt and e-ticket to PE at \_\_@apec.org before (insert date). Please indicate “XXX 01/2013A” in the email subject.
* For Active Participants: respond to the APEC project evaluation survey to be circulated by the APEC Secretariat approximately 1 year after the event.
 |
| **Entitlement:** | Economy class airfare from [place] to [place] – (in foreign currency, if applicable) | US$ (*Ceiling*) |
|  | Per Diem : (period) – e.g 2-4 July 2013[rate] x 3 days | US$  |
|  | Additional Payment: 75% x [rate] | US$  |
|  | **Total Payable in Advance:** | **US$**  |
|  | Honorarium (*where applicable and to be paid after the event, subject to Project Overseer’s certification of satisfactory completion of tasks* ) | US$ |
|  | **Total Payable after the Event:** | **US$** |
| **Payment Instruction:** ***To be completed by APEC-funded traveler*** | 1. Name of Account Holder:
 |
| 1. Bank Name:
 |
| 1. Bank Branch:
 |
| 1. Bank Address:
 |
| 1. Account Number:
 |
| 1. Bank Code/SWIFT Code/ABA:
 |

**VISA REQUIREMENT**

Is visa required for entry to [venue city] and/or any transit city along the way?

 Yes No

***If yes, please ensure that the approved visa is obtained before your travel.***

**PLEASE READ THE TERMS AND CONDITIONS IN ANNEX BEFORE SIGNING THIS UNDERTAKING**

**DECLARATION**

I have studied the content of this letter including the terms and conditions stated in **Annex** and agree to undertake the tasks and receive the advance payment for airfare and per diem / payment of honorarium after the event (where applicable) in the amount and manner indicated.

I confirm that the information I provided in this undertaking is correct.

I declare that my receipt of APEC fund in the form of the airfare, per diem and honorarium (if applicable) as prescribed in this undertaking does not contravene any relevant laws, regulations or rules in my economy or my organization, or any terms and conditions in this undertaking.

I consent to the use of all information on this undertaking, including my personal data, the amount of funds I receive, and my role in the event I will take part in, for the processing of and follow up of my receipt of airfare, per diem and honorarium as prescribed in this undertaking.

If I fail to fulfill any of the terms and conditions on this undertaking, including to refund the amount of advance payment as determined by the APEC Secretariat in accordance with the prevailing Guidebook on APEC Projects (the Guidebook) and the terms and conditions on this undertaking, I understand that the APEC Secretariat may provide information on my participation in the APEC event, my receipt of APEC funds and the related outstanding issues to my economy or my organization for follow up. This includes, but is not limited to, response to the APEC Evaluation Survey which is circulated by the APEC Secretariat approximately one year after the event.

I understand that if any of the terms and conditions on this undertaking conflict with the prevailing Guidebook, the Guidebook will prevail.

I understand that the APEC Secretariat accepts no liability whatsoever in connection with my enrolment/preparation/attendance at the event, as well as any related travel. I am responsible for procuring insurance as I consider appropriate for my enrolment / preparation/participation/travel.

The amount and type of funds payable, my role and tasks in the event and the duration of my participation may not be changed unless there has been mutual written agreement between the Secretariat and me.

I understand that the laws of the Republic of Singapore govern this undertaking. I and the APEC Secretariat agree to submit to the non-exclusive jurisdiction of the Courts of the Republic of Singapore.

|  |  |
| --- | --- |
| Name |  |
| Government Official/International Organization Official |  Yes No (Please note that government officials, international organization officials, and anyone otherwise engaged to work on the project are not eligible for honoraria.)  |
| Organization |   |
| Signature |  |
| Date  |  |

**IMPORTANT: PLEASE READ THE FOLLOWING BEFORE SIGNING YOUR UNDERTAKING**

**Annex – Terms and Conditions of APEC Funding – Advance Payment**

1. **Airfare**
* Speakers: Round trip restricted economy class air ticket of the most direct route. Speakers may be eligible for restricted business class air ticket if their travel time exceeds 12 hours, subject to the availability of fund. *Please refer to your entitlement on Page 2.*

* Active participants from travel-eligible APEC member economies: Round trip restricted economy class air ticket of the most direct route for a maximum of two participants from each developing APEC member economy.
* The advance payment of your airfare is based on the airfare quotation as accepted by the Secretariat. In the event that the actual airfare is higher than the agreed ceiling by more than US$100, justification needs to be provided before the difference can be considered for reimbursement. A difference at or below US$100 will not be reimbursed.
1. **Per Diem & Additional Payment**
* A non-accountable[[1]](#footnote-1) 100% of the daily per diem rate of the venue city for the period of the APEC event plus the arrival day. The per diem rate is based on the latest release of the UN’s Schedule of Daily Subsistence Allowance Rates and covers **hotel accommodation, meals and incidentals**; plus
* A one-off, non-accountable “additional payment” of 75% of the per diem rate. This covers one-off costs associated with the travel, such as **land transfers, travel insurance, separate airport charges, visa applications and bank charges.**
* **No other expenses will be paid for by the Secretariat**.
* Hotel accommodation to be arranged by APEC-funded traveler, unless otherwise stated.
* The amount of per diem the traveller is entitled to upon reconciliation is subject to the Project Overseer’s certification that:
* The traveler has travelled and performed the prescribed tasks; and
* Attended the event on the prescribed dates.
1. **Speaker’s Honorarium** **(where applicable and to be paid after the event, subject to Project Overseer’s certification for attendance)**
* Government officials, international organization officials, and anyone otherwise engaged to work on the project (e.g. contractors, PO) are not eligible for honoraria. Government officials include public officers, such as political appointees and career civil servants, employed by the government of the respective economy. Academics whose remunerations are paid by the government may be exempted from this restriction if they undertake that the receipt of the honorarium will not contravene any relevant laws, regulations or rules in their economies.
* Honorarium will be paid after the event not later than 20 working days after receipt of the PO certification on the completion of the tasks indicated on page 2 of the undertaking.
1. **Visa**
* You will be responsible for obtaining any required visa for entry to the venue city, or for any transit point along the way. Visa application fees, if any, is to be paid by you as it is included in the ‘one-off additional payment’ provided in your travel allowance.
* **The APEC Secretariat will not be responsible for any airfare prepaid by you in the event that the application for visa is not approved**.
1. **Processing of Advance Payment**
* **Advance payment will only be processed upon the Secretariat’s receipt of the signed undertaking with clear payment instructions.**
* Please note that the amount remitted will be in USD and inclusive of any Goods and Services Tax (GST) and bank charges levied by your agent and/or beneficiary banks for remittances made to your bank account.
* The APEC Secretariat is not responsible for losses caused by fluctuations in exchange rates, nor does it require reimbursement of gains earned by fluctuations in exchange rates.
* In order for you to receive the funds prior to your travel, it is advisable that you send the signed undertaking with clear payment instruction to the APEC Secretariat eight working days before the event.
1. **Reconciliation of Advance Payment**
* The advance payment must be spent for its intended purpose for the specific project as stated in the Invitee’s Tasks in page 2 of the undertaking.
* A copy of the e-ticket and airfare invoice/ receipt must be submitted to the APEC Secretariat within **one calendar month** following the event so that a detailed accounting of the actual entitlement against the advance payment can be done.
* Any excess of the advance payment over the actual entitlement must be returned by you to the APEC Secretariat no later than one month after you have received our notification.
* If necessary, deductions from other claims made by you will be taken to recover the advance.
* No further advance will be made to you until this advance is fully accounted for.
* In view of bank charges and administrative costs, any underpayment of US$100or less of the advance payment overyour actual entitlement will not be reimbursed to you.
* The reconciliation of advance payment of airfare and per diem is subject to the PO’s certification that the traveler has travelled and performed the prescribed tasks in accordance with this undertaking. If the traveler has not travelled or performed the prescribed tasks according to this undertaking, the traveler is required to refund the whole sum or an appropriate amount of the advance payment, as determined by the Secretariat, to the Secretariat.

:: End of Document ::

1. Per diems are paid to cover expenses related to attending an APEC event or undertaking an APEC task outside of a traveller’s home city. They are intended to cover travel related costs such as hotel accommodation, meals, airport transfers, transportation in the venue city, travel insurance, and departure taxes. The per diem is non-accountable, which means that a traveller does not have to acquit the funds (Please refer to the Guidebook on APEC Projects). [↑](#footnote-ref-1)