<date>

<title> <first name> <last name>

<designation>

<organization>

<economy>

Dear <title> <first name> <last name>,

**Subject** : Undertaking for receiving travel expenses [<in Advance>] [<by Reimbursement>]

**Reference** : <project number> <event name>

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

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

Please sign this letter where indicated and initial each page to indicate your agreement to perform the tasks and accept the terms and conditions contained therein. Please return **ALL** the signed pages via email to <PE name> at<PE email>.

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

If you have any queries, please contact <pe name> at <pe email>.

May I wish you a successful APEC-funded event.

Yours sincerely,

<pd full name> (<pd title>)

Program Director

Email: <pd email>

APEC Secretariat

**This is a computer-generated letter and requires no signature.**

*Cc: Project Overseer*

|  |
| --- |
| **Undertaking for receiving travel expenses [<in Advance>] [<by Reimbursement>]** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event** | | | | |
| Name | <event name> | | | |
| Project No. | <project number> | | | |
| Project Title | <project title> | | | |
| Venue | <venue>  <city> <economy> | | | |
| Period | *from* | <start date: e.g. 1 February 2021> | *to* | <end date: e.g. 4 February 2021> |

|  |  |
| --- | --- |
| **Invitee** | |
| Name | <title> <first name> <last name> |
| Designation | <designation> |
| Organization | <organization> |
| Economy | <economy> |
| Email | <primary email> |
| Role | <attendee category> |
| Tasks | * Arrive at venue on or before (date – e.g. 31 January 2021); * Attend, as required and invited, all sessions of the ‘Workshop on Treasury and Budget Reform’ and participate actively in the workshop exercise; * Serve as Speaker/Expert 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 Participants: respond to the APEC project evaluation survey, to be circulated by the APEC Secretariat approximately 1 year after the event. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel Entitlements\*** | | | |
| Air Fare (Ceiling) | Round trip economy class airfare | | US$<total travel amount> |
| *From* | <departure city>, <departure economy> |
| *To* | <event city>, <event economy> |
| Per Diem Amount | *Daily Rate* | US$<per diem> | US$<net per diem> |
| *No. of Days* | <duration (+1)> |
| *Additional* | 75% of Daily Per Diem | US$<compute> |
| Honorarium | *Yes / N.A.* | (if applicable, payable as reimbursement) | US$<honorarium> |
| Total Payable: | <amount in words> | | **US$<total amount>** |

**\* Refer to the Annex for description on entitlements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| ***☞ Important*** *Please ensure that before signing this undertaking, you have read all the terms and conditions given in the Annex.* | | | |
| * I have studied the content of this letter including the terms and conditions stated in **Annex** and agree to perform the tasks and receive reimbursement of airfare and per diem and 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 have read and understood the section on Content and Disclosure in the Annex of 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 requirements in the prevailing Guidebook on APEC Projects (the Guidebook) and the terms and conditions on this undertaking, I understand that 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. APEC Secretariat and I agree to submit to the non-exclusive jurisdiction of the Courts of the Republic of Singapore. | | | |
| Name |  | | |
| Government Official / International Organization Official? (Please tick) | 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 |  | | |

**Annex: Terms and Conditions of APEC Funding**

***☞ Note: The items marked as \* are applicable only to the undertakings for receiving travel expenses in Advance.***

1. **Airfare Entitlement**
2. Speakers/Experts: You are entitled for a round trip restricted economy class air ticket of the most direct and economical route. You may be eligible for a restricted business class air ticket if your travel time exceeds 12 hours, however subject to availability of funds. *Please refer to your travel entitlements on Page 2.*
3. Participants: You are entitled for a round trip restricted economy class air ticket of the most direct and economical route.
4. Reimbursement of airfare is based on the actual airfare or the airfare ceiling, whichever is lower.

Note: “Airfare” refers to the basic price of the passenger ticket inclusive of baggage and 1 meal per flight plus the related mandatory taxes, surcharges, and processing fees. All other optional add-on air ticket charges are non-reimbursable items and not part of airfare under APEC funding.

1. **Per Diem**
2. You are entitled for a non-accountable daily per diem of up to 100% of the per diem rate of the venue city for the period of the APEC event (plus the arrival day and 75% additional payment, if applicable). Per diems are paid to cover expenses related to attending an APEC event or undertaking an APEC task outside of Invitee’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, departure taxes, bank charges and incidentals (e.g. separate airport charges, visa applications and optional add-on airfare charges). The per diem is non-accountable, which means that the Invitee does not have to acquit the funds.
3. Hotel accommodation is to be arranged by the Invitee, unless otherwise stated.
4. No other expenses will be paid for by the Secretariat.
5. The amount of per diem payable is subject to the Project Overseer’s certification that the Invitee has attended the event on the prescribed dates and has performed the prescribed tasks.
6. **Speaker’s/Expert’s Honorarium**
7. When applicable, the honorarium is paid after the event and is subject to the General Rules on Payment Processing (Paragraph 5 of this Annex).
8. Government officials, international organization officials, and anyone otherwise engaged to work on the project (such as, 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.
9. **Visa**
10. You will be responsible for obtaining any required visa for entry to the venue city/economy, 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 ‘per diem and additional payment (if applicable) provided in your travel entitlements.
11. The APEC Secretariat will not be responsible for any airfare prepaid by you in the event your visa application is not approved.
12. **Payment Processing**
13. **General rules**
14. Please note that the amount remitted will be in USD and is inclusive of any Goods and Services Tax (GST) and before deduction of bank charges, if any, levied by the agent and/or beneficiary banks for remittances made to your bank account.
15. 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.
16. A copy of the e-ticket and airfare invoice/receipt must be submitted to the APEC Secretariat within **one calendar month** following the event, for reimbursement processing. Please quote the **Project No**. in the email subject for reference.
17. If the Invitee does not submit the required supporting documents within one calendar month, the Invitee is deemed to have forfeited the right to receive APEC funds as prescribed by this undertaking.
18. Payments will be made no later than 20 working days upon the Secretariat’s receipt of all supporting documentation, the signed undertaking with payment instruction and the PO’s certification that the Invitee has travelled and performed the prescribed tasks in accordance with this undertaking.
19. **Processing of Advance Payment (\*)**
20. **Advance payment will only be processed upon the Secretariat’s receipt of the signed undertaking with clear payment instructions**.
21. In order for you to receive the funds prior to your travel, the signed undertaking with clear payment instructions should be received by the APEC Secretariat at least **8 working days before the start of the event**.
22. **Reconciliation of Advance Payment (\*)**
23. 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.
24. Any excess of the advance payment over the actual entitlement, amounting to US$100 and above, must be returned to the APEC Secretariat no later than one month after you have received our notification.
25. If necessary, deductions from other claims made by you will be taken to recover the advance.
26. A copy of the e-ticket and airfare invoice/receipt should be submitted to the APEC Secretariat within **one calendar month** following the event, to account for the advance payment for airfare. No further payment will be made to you until this advance payment is fully accounted for.
27. In view of bank charges and administrative costs, any underpayment of US$100 or less of the advance payment over your actual entitlement will not be reimbursed to you.
28. The reconciliation of advance payment of airfare and per diem is subject to the PO’s certification that the Invitee has travelled and performed the prescribed tasks in accordance with this undertaking. If the Invitee has not travelled or performed the prescribed tasks according to this undertaking, the Invitee is required to refund the whole sum or an appropriate amount of the advance payment, as determined by the Secretariat, to the Secretariat.
29. **Consent and Disclosure**

By signing this Travel Undertaking, you consent to APEC Secretariat to use and retain your information for as long as necessary to fulfil the above purposes. Reasonable steps will be taken to delete, destroy or anonymise your personal data when it is no longer necessary for any of the above purposes.

Your personal data will be kept confidential but may, where permitted by law and where such disclosure to third parties is necessary to satisfy the purpose or a directly related purpose for which the personal data was collected, disclose and transfer your personal data to the following parties, ether located inside or outside of Singapore:

* Administer your payment should you be eligible;
* Hosts of APEC events;
* Service vendors and providers appointed by APEC Secretariat to manage any of the administrative functions;
* Hospitals, doctors and insurance organisations;
* Other companies that help gather your information to communicate with you such as research companies, etc.;
* Our lawyers and auditors;
* Any law enforcement agency, statutory board, government regulator, government authority, industry bodies so as to comply with any laws, rules, regulations, agreements or schemes;
* Any party to whom you have consented the disclosure of your personal data; and
* Any other party as permitted under applicable law.

Please see the full Privacy Policy in the prevailing Guidebook on APEC Projects for further information concerning your rights.

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