

**GUIDE ON PURCHASE OF AIR TICKETS
FOR APO PROJECT PARTICIPANTS
With effect from 1st January 2019**

The APO arranges the round-trip discounted economy-class air tickets for the following categories of overseas participants who are attending conferences/forums, workshops, training, etc, as specified in the Project Notification:

- 1) All participants from nonprofit organizations;
- 2) All participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal; and
- 3) All participants from SMEs.

The APO bears the airfare by the most direct route between the international airport nearest to the participants' place of work and the international airport nearest to the venue of the project. The arranged air tickets enable participant's timely arrival (one day before the commencement of the project) and departure (one day after the project is over).

Please note the following procedures:

1. Participants must send copies of their passport pages showing their photo, name, passport number, other details, and signature to the APO Secretariat copying Liaison Officers once their participation is confirmed through the receipt of the Letter of Acceptance.
2. The APO Secretariat will coordinate with its officially-designated travel agent in Japan to arrange the air tickets for the selected participants upon receipt of the participants' passport copies.
3. Confirmed flight itinerary and e-tickets will be sent to the participants directly from the travel agent.
4. The APO will bear the cost of international air travel including fuel surcharges, security charges and airport taxes. All payments will be made by the APO directly with the travel agent.
5. Participants must obtain the necessary visas at their own cost.
6. Any inquiries regarding travel arrangement can be communicated to the travel agent directly copying the Liaison Officer and the Officer-in-Charge of the project in the Secretariat.