

Annex 2

UPU Travel Procedures

- 1- The travelers or their assistants after receiving approval will contact the travel agency preferably by email using the 'booking form'(Annex 3) created for this purpose.
- 2- The travel agency sends minimum three flight offers to the traveler by e-mail with a copy to the person authorizing the issuance of the transport ticket.
- 3- The persons having the right to authorize the issuance of transport tickets are included in a list sent separately to travel agent.
- 4- In case of doubt concerning the authorized person, a copy should be sent to the Human Resources Directorate (DRH).
- 5- Tickets may only be issued with the approval of an authorized person (List of authorized persons).
- 6- The e-ticket is sent to the relevant traveler, with copy to the authorized person.
- 7- The invoice for the ticket is sent also electronically to the person who gave the authorization and to the UPU Finance Directorate.
- 8- The UPU Travel manager (DRH) needs on request by email certificates based of all the Full fare prices for adults and children (less than 12 years old) by destination.