

1. MISSION ORDER REQUEST

For the use of all staff members of the OMSA supposed to travel for the OMSA, this form should be completed as far in advance as possible.

The personal data that you provide in this form will be processed by the OMSA, as a data controller, and will allow OMSA travel to arrange your travel, OMSA travel might contact you for requesting additional information needed for completing your itinerary. You can find more information regarding the processing and your rights on the **OMSA staff Privacy Policy** available on the OIE intranet.

First name (as written on the passport): KAILOU
Last name (as written on the passport): Garba Tinni
Other OMSA Staff(s) attending the meeting/mission:
Mission objective : Mission d'appui auprès des Services vétérinaires pour l'exploitation de la base de données zoo sanitaires sous environnement KOBOTOOLBOX (KBT).
Date(s) of the meeting (thanks for including the agenda of the meeting and/or the invitation letter): Du 09 au 16 décembre 2024
Departure city: Bamako and country: Mali Destination city: Niamey and country: Niger
Mission to do just after another mission already registered: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES If YES, name and date of the mission already registered:
Travel expenses covered by: <input type="checkbox"/> OMSA HQ <input checked="" type="checkbox"/> OMSA RR/SRR <input type="checkbox"/> Other organization(s)

TICKET => ☒ Plane ☐ Train

Departure	Arrival at the destination	Departure from the destination	Arrival
08/12/2024-09:05	08/12/2024-18:30	18/12/2024-08:20	18/12/2024-15:55

Preferred* date and time (Exemple: 1/1/16 - 10:40)

*Your request may be considered depending on the rates


DISCLAIMERS OF RESPONSIBILITY

Visa Information *
<input checked="" type="checkbox"/> As staff member, I am aware of the responsibility to check my eligibility to obtain a visa for the final destination and/or transit, compile my visa application dossier, and transmit it to the diplomatic mission, with or without the support of the General Services Unit at the OIE Headquarters.
Passport Information *
<input checked="" type="checkbox"/> As staff member, I am aware of the responsibility of confirming that my passport will still be valid 6 months after the end date of the mission, and of the responsibility to check the validity of my passport and, where appropriate, the turnaround time needed to renew it.
Sanitary Information *
<input checked="" type="checkbox"/> As staff member, I am aware of the responsibility of verifying if I comply with the sanitary requirements of the country of destination of my trip, of the country of origin of my trip for coming back, and to make the necessary arrangements to comply with them.
*Compulsory

DIVERS / MISCELLANEOUS

Retour le 18 décembre 2024 (pas de place disponible le 17 décembre 2024)

SIGNATURES

Date and signature of the requesting staff member 09/12/2024 	Date and signature of the supervisor
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2. MISSION ORDER

Decision, Date and Signature
- for OMSA HQ, of the Director General, the respective Deputy Director General, or the Director of Administration. - for Regional Offices and staff members in other entities, of the Deputy Director General "Institutional Affairs and Regional Activities".
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED

3. SUPPLEMENTARY INFORMATION

RESERVED TO OMSA TRAVEL

No. of Order:By:

TRAVEL AGENCY ☐ VIAZUR ☐ EUROWINGS (DELEGATED /NON DELEGATED ACTIVITY)LOW-COST COMPANY ☐ YES ☐ NO

PRICE:FEES:

EARLY ARRIVAL ☐ DUE TO FLIGHT AVAILABILITY ☐ FOR PERSONNAL REASONSPRICE DIFFERENCE TO BE PAID ☐ NO ☐ YES _____

LATE DEPARTURE ☐ DUE TO FLIGHT AVAILABILITY ☐ FOR PERSONNAL REASONSPRICE DIFFERENCE TO BE PAID ☐ NO ☐ YES _____

OTHER COMMENTS:

RESERVED TO BUDGET UNIT

IMPUTATION BUDGETAIRE

OTHER COMMENTS: