



0007170225

GANDE Noland Songawe

Matricule:

00014487

Papua New Guinea

Wewak

International Telecommunication Union

Place des Nations

1211 GENEVA 20 GENEVA

SWITZERLAND

Date: Aug 13, 2025

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Travel Expense Statement

of GANDE Noland Songawe for **Trip 7170225** from Aug 25, 2025 to Aug 29, 2025

General Data

Reason: Mission to Aitape
City: Aitape
Trip Type - Statutory: Travel Cost Only (TCO)
Trip Type - Enterprise-specific: 1 to 60 Days

Itinerary

Date	Event	Country	City	Reason
25/08/25	Start of Trip			
25/08/25	Trip Destination	PG	Aitape	Mission to Aitape
29/08/25	End of Trip			

Additional Destinations

Accommodations Per Diem

From	To	No	Destination	Rate (CHF)	Reimbursement (CHF)
25/08/25	29/08/25	4	Pap. New Guinea/Elsewhere	63.00	252.00
			Sum of Accommodations per Diems		252.00

Reimbursement Amount: 252.00 CHF

Meals Per Diem

From	To	No.	Destination	Rate (CHF)	Reimbursement (CHF)
25/08/25	20:08 25/08/25 00:00	1	Pap. New Guinea/Elsewhere	63	63.00
26/08/25	00:00 28/08/25 00:00	3	Pap. New Guinea/Elsewhere	63	189.00
29/08/25	00:00 29/08/25 00:01	1	Pap. New Guinea/Elsewhere	0	0.00
			Sum of Meals per Diems		252.00

Reimbursement Amount: 252.00 CHF

Total Amount and Cost Assignment



Total Amount and Cost Assignment		
Amount Type	Amount	Currency
Per Diems for Meals	252.00	CHF
Accommodations Per Diems	252.00	CHF
Sum of Receipts to be Reimbursed	-504.00	CHF
Reimbursement Amount	0.00	CHF
	0.00	
Sum of Receipts to be Reimbursed	620.00	USD
Reimbursement Amount	620.00	USD

Receipts							
Date	No.	Expense Type	Receipt Amount	Cur.	Exch Rate	Amount	Cur.
26/08/25	001	Adjustment DSA / stopover	-504.00	CHF	1,00000	-504.00	CHF
		Sum of Receipts				-504.00	CHF
26/08/25	002	Adjustment DSA / stopover	620.00	USD	1,00000	620.00	USD
		Sum of Receipts				620.00	USD

Reimbursement Amount: -504.00 CHF

Reimbursement Amount: 620.00 USD

0.00 CHF of 0.00 CHF assigned to:

Company Code:	1000	International Telecommun.
WBS Element:	P.40774.1.01	9PNG20003 STREIT PNG - SUPPORT TO RURAL
Funds Center:	C99999	Not relevant
Fund:	3040	Funds in Trust
Functional Area:	99999	NOT RELEVANT
Grant:	572	9PNG20003

620.00 USD of 620.00 USD assigned to:

Company Code:	1000	International Telecommun.
WBS Element:	P.40774.1.01	9PNG20003 STREIT PNG - SUPPORT TO RURAL
Funds Center:	C99999	Not relevant
Fund:	3040	Funds in Trust
Functional Area:	99999	NOT RELEVANT
Grant:	572	9PNG20003

Additional Trip Information

1.- Title of the mission:

Delivery and installation of equipment mission to Aitape and Wypom Junior High Schools

2.- Full detail of the mission with effective working days:

From 26.08.2025 to 28.08.2025

3 working days

From Wewak to Aitape

3.- Strategic Goals and objective for your participation to the mission:

- Take lead on delivery and installation of equipment mission to Aitape



and

Wypom Junior High Schools and Department of Agriculture and Livestock district

officers, Cocoa Board and Fishery officers in West Sepik Province.

- Conduct awareness and orientation trainings on the resource centers sustainability business planning implementations.

- Install the network for the desktop computers and use printers, smart TV, conference system and other equipment.

4.- Are lodging provided free of charge?

No

5.- Is official transport to/from airport provided?

No

6.- Cost recoverable from Organizer (please specify name and address):

N/A

7.- Other necessary information:

25 Aug, 2025 Travel – Wewak to Aitape By car

26-28 Aug, 2025 Deliver, install and establish resource centers in Aitape and

Wypom Junior High Schools, DAL, Cocoa Board and Fishery offices Mission days

29 Aug, 2025 Travel – Aitape to Wewak By car

The mission could not be anticipated earlier as the dates could not be confirmed with

FAO and school earlier.



Attach a copy of your itinerary in case of modifications.
Joindre une copie de votre itinéraire en cas de changement.

TERMINAL EXPENSES Chapter 7		FAUX FRAIS Chapitre 7	
Date	Details - Terminal expenses (taxis and porters) at departure and arrival of each official destination <i>Détails - Faux frais (taxis et porteurs) au départ et à l'arrivée de chaque destination officielle</i>	Currency <i>Monnaie</i>	Amount <i>Montant</i>

Other expenses: tickets, excess baggage, airport taxes, taxis during mission, official telephone calls, etc... (scanned receipts necessary).
Receipts for official telephone calls must mention the name of the person called.

Autres dépenses: billets, excédent de bagages, taxes d'aéroport, taxis pendant la mission, téléphones officiels, etc... (reçus scannés obligatoires).
Les reçus pour les appels téléphoniques officiels doivent mentionner le nom de la personne appelée.

Date		Currency <i>Monnaie</i>	Amount <i>Montant</i>

IMPORTANT: no reimbursement will be made without the information requested below (Rule 7.1.14 d)
IMPORTANT: aucun remboursement ne sera fait sans les informations demandées ci-dessous (Disposition 7.1.14 d)

	Has hotel accomodation been provided free of charge?	If yes, on which dates.....	yes	no
	<i>Des nuitées vous ont-elles été offertes gratuitement ?</i>	<i>Si oui, à quelles dates.....</i>	<i>oui</i>	<i>non</i>
	Have meals been provided free of charge?	If yes, how many and on which dates.....	yes	no
	<i>Des repas vous ont-ils été offerts gratuitement ?</i>	<i>Si oui, combien et à quelles dates.....</i>	<i>oui</i>	<i>non</i>
	Free transfers have been offered from the house / hotel to airport go and / or return?	If yes, how many	yes	no
	<i>Des transferts vous ont-ils été offerts gratuitement de la maison / Hôtel à l'aéroport aller et/ou retour ?</i>	<i>Si oui, combien</i>	<i>oui</i>	<i>non</i>
Date Signature				

Copy for Staff Member - To be sent by email to Travel Section, Financial Resources Management Department, with the travel claim filled and scanned copies (boarding passes, hotel invoice, receipts...).

Copie du fonctionnaire - A retourner par courriel à la Section des voyages, Département de la gestion des ressources financières, avec la demande de remboursement pour frais de voyage remplie et scan des copies (carte d'embarquement, facture d'hôtel, reçus...).