

**REST & RECUPERATION**  
**Travel Authorisation**

This is to authorise the traveller to undertake the travel described below as specified  
 This authorisation is in conjunction with PT.8 No\_\_\_\_\_

Staff member/level/tit/location	Staff Name :Amel AmirAli /Grade :P3 /Title :Protection Officer (Child)/ Location :Damascus
Dates of travel including travel time(TT) (also indicate dates of annual leave taken in conjunction with R&R if any)	: From 2021-04-03 To 2021-04-07 Travel Time(TT) : From 2021-04-01 To 2021-04-02 Travel Time(TT) : From 2021-04-08 To 2021-04-08
Requested travel destination	
Date of return from last R&R	10 Apr 2021
Expiry date of residency/visa	12 Apr 2021
Type/date of last travel interrupting R&R periodicity	

Details of Payment	Currency	Amount
Transportation allowance (Based on cheapest round-trip fare from duty station to Travel Cost Center)		
<b>TOTAL PAYMENTS</b>		

Staff Name : Amel AmirAli	Signature:E-Signature	Date:12 Apr 2021
R&R Entitlement due on: (Admin or Human Resources Unit)	Signature:E-Signature	Date:
Approved by Supervisor: Hannah Simon	Signature:E-Signature	Date:12 Apr 2021
Approved by Head of Office:	Signature	Date:

Certifying Officer: (Admin or Finance officer-ABOD & Payment approval)	Allotment Account Code:	Signature:
	Cost Center:	Date:

	Certification of completion of travel			
STAFF MEMBER	I certify that I have completed R&R travel as authorized above.	2021		
Travel to (Location):	From(Date):	To(Date):		(including TT)
Signature:	Date:			

**CERTIFYING OFFICER(Administrative Human Resources Officer):**

Travel has been completed as authorised and no further action is required

Travel has not been undertaken as authorised.Any payments made to be recovered from salary.

Next R&R due on \_\_\_\_\_ weeks from day after return,except if interrupted by an absence longer than five working days,on Home Leave,Family Visit,Reverse Education Grant Travel,Mission or Annual Leave)

If interrupted :Type of travel: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_