

Travel Plan

Full name

Yvonne Makena

Grade

Grade Four

Meeting/Institution

United Nations Environment Programme (UNEP) Kenya - Gigiri Offices

Venue

Nature Conference Hall

Dates From: 08/31/2017

To: 09/02/2017

Days Away 2

Justification

There is an interview that needs attendance.

Project

Information Management and Systems - UN Environment

Budget Line 500-700

Estimated Costs (USD) 630

Additional costs 40

Percentage of travel budget spent 60

Department

Technology

Applicable Quarter

Mid-Quarter

Total Allocated Travel Budget for the year 1500

Travel Budget Balance 600

Regional office of the mission destination

Gigiri Offices - Kenya

Communications support required

- ☐ Sign language support and interpreters
- ☐ Deafblind interpreters
- ☐ Lipspeakers
- ☒ Speech to text reporters
- ☐ Notetakers

☒ I confirm that the information above is correct