

**GUIDE ON PURCHASE OF AIR TICKETS
FOR APO PROJECT PARTICIPANTS**
(Updated 18 December 2024)

General Provisions

The APO in principle meets the cost of round-trip economy-class air tickets for the following categories of overseas participants selected to attend APO multicountry and in-country projects.

1. From National Productivity Organizations (NPOs), public-sector and nonprofit organizations, and SMEs.
2. From profit-making organizations of countries in the APO's category of LDCs, i.e., Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.

Participants from large, profit-making firms and organizations must meet the airfare at their own expense when attending projects with training elements, such as training courses or observational study missions.

For IOSMs or study missions to a nonmember country, participants must meet the airfare as specified in the Project Notification, Project Implementation Plan, Project Implementation Procedures, or Letter of Acceptance, regardless of whether they are from profit-making or nonprofit organizations.

Purchase of Air Tickets

NPOs/APO Liaison Officers are requested to assist participants or make necessary arrangements to purchase the required air tickets through the designated travel agents in their countries, given that travel-related knowledge and expertise are best provided locally.

1. Air tickets should be for the most direct and economical route between the international airport nearest to the participants' place of work and the international airport nearest to the venue of the project. Other international airports may be used if that would result in an overall reduction of international air travel (comparative quotations between the original and alternate itineraries should be provided). The APO only meets the cost of international air travel. The costs for domestic flights, if applicable, must be met by participants.
2. Discounted round-trip economy-class air tickets should be purchased, unless otherwise specified in the Project Notification, Project Implementation Plan, Project Implementation Procedures, or Letter of Acceptance. Low-cost carriers (LCCs) are not accepted unless prior communication is made to the APO Secretariat with evidence of no other available options.
3. Air tickets should enable timely arrival (one day before the commencement of the project) and departure (as early as possible but no later than one day after the project is completed). Additional airfare and accommodation costs incurred due to early arrivals and late departures for participants' personal or work reasons must be met by participants. If arrangements for early arrivals and late departures are requested by the nominating NPO for any reasons, the additional costs should be covered by the NPO.
4. Issuance of air tickets should be as soon as possible upon the issuance of Letters of Acceptance from the APO to participants (any cancellation fees and/or fees associated with changes not made by the APO thereafter will not be reimbursed).
5. The final itinerary of participants' flight schedules should be reported to the APO Secretariat before departure through the NPOs that endorsed the participants' nominations.

Designation of Travel Agent

1. Designation of a new travel agent should be reported to the APO Secretariat via an official letter in the name of the APO Director or NPO Head.
2. The letter should include the following information:
 - a) Travel agent's name, contact person, address, telephone, and email address.
 - b) Bank account designated by the NPO (either the NPO bank account or the bank account of the travel agent).

- Bank account holder's name
 - Bank account holder's address (address registered with the bank)
 - Bank name
 - Bank branch name
 - Bank address
 - SWIFT or IBAN
 - Other bank codes, if applicable, such as ABA number, IFSC number, routing number, BSB, etc.
- c) Evidence when consumption tax is not exempted.
- d) Removal of the previously designated travel agent, if applicable.
- e) Confirmation of the selection of the travel agent ensuring cost-effective services in line with the *Travel Arrangements: Air Ticket Arrangements for Participants in F2F Projects* and this guide, based on NPOs' policies and procedures.

Reimbursement

1. The APO will reimburse 1) the actual airfare including travel agent transaction fees on a monthly basis after receiving the invoices and copies of air tickets for the month after implementation of the project; and 2) flight cancellation fees and/or fees associated with changes made by the APO, e.g., modality change from F2F to virtual, rescheduling project dates, or cancellation of projects, if applicable. The APO will not reimburse any charges covered by travel insurance policies for participants. The APO Secretariat reserves the right to disqualify participants who withdraw or fail to attend after the issuance of a Letter of Acceptance from future participation in APO projects.
2. If for some reason a discounted ticket is obtained for or by a participant to travel on a route other than the most direct route, the APO's reimbursement is limited to the amount that would have been incurred if the direct route had been flown under similar conditions. Any additional expenses incurred due to flying by a different route will not be reimbursed by the APO.
3. There is no requirement for NPOs to obtain preapproval from the APO Secretariat on participants' itineraries as long as they meet the conditions outlined in the section on Purchase of Air Tickets above. The APO will provide reimbursements for air tickets in accordance with this guide.
4. Only actual airfares, including fuel surcharge, security surcharge, and airport tax, if included in the airfare, are reimbursable. Other charges such as consumption tax (if not exempted for the NPO or APO), travel tax, visa fees, seat assignment fees, baggage fees, meal fees, amenity fees, insurance fees, etc. will not be met by the APO. All these items should be clearly indicated in the invoice.
5. Reimbursement will be made monthly to the bank accounts of NPOs or travel agents designated by NPOs and requires the following supporting documents:
 - The APO invoice form signed by the NPO (pdf format), including foreign exchange rates used with evidence when they are different from the APO exchange rate or not mentioned in the payment receipt/invoice from the airline/travel agent.
 - Payment receipt/invoice from airline/travel agent for the amount paid/to be paid.
 - Clear photocopies of the complete air tickets (printout of e-tickets) used by participants.

This guide takes effect from 18 December 2024 upon the approval by the APO Governing Body by circulation and supersedes previous guidelines issued on 7 July 2006, 27 May 2015, 18 August 2016, 28 November 2017, and 1 October 2022.