


To: Mr. Martin Krause
Regional Practice Leader – Environment
and Sustainable Development
Regional Technical Advisor for Climate
Change
UNDP Regional Centre in Bangkok

Fax Number: 856-21-212-029/
856-21-214-819

CC: Khim LAY
ACD and Team Leader
Energy and Environment Unit
UNDP Cambodia

Message Number:

From: Ms. Seeta Giri
Country Director a.i. 
UNDP Cambodia

Priority:

Number of pages (including cover page): 2

Date: 09 Oct 2009

Subject: Authorization for Participants to Attend in the National Climate Change Forum on 19 – 21 October 2009 in Phnom Penh, Cambodia


Dear Martin,

We would like to request your office assistance to assist in logistical arrangement for the following participants who will attend the National Climate Change Forum, which will be held on 19 – 21 October 2009 in Phnom Penh, Cambodia.

No.	Name	Title	Agency	Contact
1	Mr. Timothy Boyle	Regional Policy Advisor	UNDP	Email: timothy.boyle@undp.org Tel: +66 (2) 2288 2728
2	Mr. Mozaharul Alam	Regional Climate Change Coordinator	UNEP	Email: mozaharul.alam@unep.org Tel: +66 (2) 288 2601
3	Ms. Serena Fortuna	Associate Programme Officer	UNEP	Email: serana.fortuna@unep.org Tel: +66 (2) 288 1808
4	Mr. Masakazu Ichimura	Chief, Environment and Development Policy Section, Environment and Development Division	UNESCAP	Email: ichimura@un.org Tel: +66 (2) 288 1455

Please find below the details of travel expenses that we authorize as following:

1. Daily Subsistence Allowance (DSA)
2. Air-ticket for round trip (economy class)
3. Terminal expenses (US\$152)
4. Airport taxes (Phnom Penh International airport tax is US\$25); and
5. Visa fees (if any, at cost)

For DSA calculation, please note that lunches will be provided on 20 and 21 October 2009 during the Forum. 

For all expenditures related to this authorization, please use the COA indicated in below table.

Account	Oper. Unit	Fund	Department	Project		Imp. Agent	Donor
716XX	KHM	04000	39605	PC Business Unit	KHM10	001981	00012
				Project	00070668		
				Activity ID	2		

For E-requisition approval, please send a notification to Mr. Sovanny CHHUM at sovanny.chhum@undp.org and copy Mr. Vannara CHEA at vannara.chea@undp.org. For PO or voucher approval, please send a notification to Mr. Khim LAY at khim.lay@undp.org and copy Mr. Vannara CHEA at vannara.chea@undp.org.

For all payment requests, please provide:

- 1) Detailed explanation in requisitions/POs/vouchers; and,
- 2) Supporting documents, including a copy of this authorization.

Thank you in advance for your assistance.