

Instructions on How to Claim Advance Payment/ Reimbursement of Travel Costs and Per Diem for the participants in the FCPF Global Consultation with Indigenous Peoples

- Please submit the Request Form (Annex I), together with the worksheet (Annex II) that shows the breakdown of the travel costs (transport, hotels, and visa fees) and per diem for your domestic and international travels to and from Panama.
- Please also use the worksheet to calculate the costs associated with your preliminary travel to visit Panamanian consulate and those of other countries for visa applications, as needed. However, please separate the cost calculation for the preliminary travel and those for the travel to and from Panama using two different sheets.
- Those who request an advance payment should submit the request form and worksheet to Atencio Lopez (atenciolopez@hotmail.com, atenciolopez@congresogeneralkuna.com), the President of Instituto de Investigación y Desarrollo de Kuna Yala (IIDKY), while copying to the FCPF Facility Management Team (fcpfsecretariat@worldbank.org) **by September 13, 2011**. Then, IIDKY will wire-transfer the money to your bank account.
- **For those who do not have a bank account, IIDKY will transfer money through Western Union. IIDKY will send all the participants separate instructions on how to receive money from your local Western Union agent.**
- Whether or not the participants request an advance payment, IIDKY will pay per diem and travel costs to the participants in Gaigirgordub for their travel to and from Panama. For this purpose, the participants need to submit this form (or resubmit based on actual expenses) in Gaigirgordub.
- The FCPF Facility Management Team set \$50/day as a flat-rate per diem for travels to obtain visas and travels to and from Panama. This rate will be applied to all the participants regardless of their countries of origin.
- IIDKY will calculate and pay per diem during your stay in Panama separately in cash while in Gaigirgordub. Therefore, please DO NOT include it in this sheet.
- In Gaigirgordub, IIDKY can also provide participants with advance payment of travel costs (transport and hotels) and per diem for the return trip from Panama, upon their request. The amount of such advance should not exceed the travel costs on the way to Panama.
- For obtaining reimbursement, in Gaigirgordub, you will need to provide receipts. Please use the receipt sheet (Annex III) to affix receipts and reference numbers which correspond to the numbers to be shown in the most right column of the table A, B, and C in Annex II. The expenses funded by the advance payments should also be documented in the receipt sheets.
- Should the expenses be made in local currency(ies), please indicate the exchange rate(s) between the local currency(ies) and US dollars in the worksheet (Annex II).

Annex I Request Form for Advance Payment/ Reimbursement of Travel Costs and Per Diem for the participants in the FCPF Global Consultation with Indigenous Peoples

Amount (US\$)	<i>To calculate the requested amount, please fill in the attached worksheet (Annex II). For reimbursement, please also attach actual receipts in the Annex III.</i>		
CONTACT INFORMATION OF THE PAYEE			
Title (Ms./Mrs./Mr.)	Mr. Khamla Soubandith		
Name, as it appears on Passport	Last: Soubandith	First: Khamla	Middle: None
E-mail Address	Khamlasbd@yahoo.com		
Home Address (house number, street name, city, country, zip code)	No. 136, unit 09 of Xangkhou village, Xangkhou Street, Xaithany, Vientiane Capital, Lao PDR.		
Office Phone number	+856 21 416 443		
Home Phone number	+856 21 770 408		
Mobile Phone number	+856 20 5568 5669		
Passport Information			
Passport Number	P0374756		
Issue Date	August 06, 2008		
Expiration Date	August 05, 2013		
Date of Birth (Date, Month, Year)	10 th November 1973		
Country that issued the passport	Lao PDR		
BANK INFORMATION FOR TRANSFER			
Bank Name	None		
Account Number and Routing Number	None		
Bank Address (house number, street name, postal code, city, country)	None		
SWIFT Code	None		
Federal ABA Number (US banks only)	None		

Payee's Certification & Approval:

I certify that these charges are accurate and that I am not claiming reimbursement from another source.

Payee's Signature	Date
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Signature of the President of IIDKY	Date
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Annex II

Calculation Sheet of travel costs and per diem for the participants of the FCPF Global Consultation with Indigenous Peoples

Transport (A)

Date (MM/DD/YY)	From	To	Means of transport	Estimated costs (local currencies)	Exchange rate used	Estimated costs (US\$)	Actual expenses (US\$)	Receipt Reference #
Sep 23, 2011	Home	Airport	Taxi	120,000	7985	15	15	
Oct 03, 2011	Airport	Home	Taxi	120,000	7985	15	15	
Total (US \$)								

Hotels (B)

Date (MM/DD/YY)	Location (name of the city)	Hotel name	Estimated costs (local currencies)	Exchange rate used	Estimated costs (US\$)	Actual Expenses (US\$)	Receipt Reference #
Total (US \$)							

Visa application fee (C)

Country	Date of issuance	Type of visas	Visa numbers	Fees (local currencies)	Exchange rate used	Fees (US \$)	Receipt Reference #
Lao PDR	August 25, 2011	Transit	C6225706	None	None	140	11004853
Total (US \$)							

Per diem (D)

Date (MM/DD/YY)	Location	Amount (US\$)
Sep 23, 2011	Thailand	50
Oct 03, 2011	Thailand	50
Sep 24, 2011	USA	100
Oct 01, 2011	USA	100
Sep 30, 2011	Panama	?
Oct 01, 2011	Panama	?
Total (US \$)		300+?

Grand Total (US\$): 470 +?

Remarks: I do not know the exactly per diem rate of WB in each location (except visa fee and travel cost)

Annex II

Receipt Sheet

In principle, please mount one receipt per sheet. Please do not fold the receipts as they need to be scanned for the record purpose.

Receipt Reference Number: 11004853

Remarks: I do not have any receipt # yet (except visa fee receipt) because the payments not yet happen.