

Najiyah Md Zaliki

From: Marianne Gail Luna Bernardes <mgb@apec.org>
Sent: Thursday, 13 July 2023 1:24 pm
To: Najiyah Md Zaliki
Cc: Piang-or Wacharaprapong; 20 US - Renee Hancher (Renee.S.Hancher@ustr.eop.gov); Tess Perselay; Emily Ward [SCSC, For information and compliance; DL 17 July] SCSC 07 2022A - 16th GRP Conference
Subject: Terms and Conditions of APEC Funding for APEC Event .PDF; Invitation Letter to SOM3.pdf; Sample airfare quote_via agent.pdf; Sample airfare quote_airline 2.pdf; 2023 APEC SOM GRP16 GIC (clean for circulation).docx; SOM3 Administrative Circular v. 2.pdf
Attachments: Terms and Conditions of APEC Funding for APEC Event .PDF; Invitation Letter to SOM3.pdf; Sample airfare quote_via agent.pdf; Sample airfare quote_airline 2.pdf; 2023 APEC SOM GRP16 GIC (clean for circulation).docx; SOM3 Administrative Circular v. 2.pdf

Dear Najiyah MD Zaliki,

Greetings from the APEC Secretariat.

Thank you for accepting the invitation to participate in the **APEC 16th Conference on Good Regulatory Practices (SCSC 07 2022A)**. The event will be held on 10-11 August 2023 in Seattle, Washington, United States within the SOM3 cluster of meetings and events. The APEC Secretariat is pleased to offer airfare and per diem funding – see attached terms and conditions for APEC funding. Please adhere to the administrative formalities below for successful funding arrangements.

1. Airfare Funding

- Before you purchase an air ticket, please provide one airfare quotation (samples attached) for the most direct and economic route for our approval. Please use a reputable online airfare search platform.
- You are entitled to economy class round trip air ticket on the most direct and economical flight from your resident city to Seattle. It is anticipated that you **arrive in Seattle on 9 August and depart Seattle on 12 August (or in the evening of 11 August)**.
- Please email one quotation to me **by 17 July**. I suggest you hold on to the flight booking while we review the quotation. Please do not purchase the ticket before you receive our approval for funding ceiling to ensure that the airfare is fully reimbursable, but feel free to hold on to the flight reservation without making payment if possible.
- Once we have determined the airfare funding ceiling, a letter of travel undertaking will be prepared for you to sign. You will then purchase the ticket within the funding ceiling, or self-fund the difference if you opt for a more expensive option.

2. Per Diem Funding

- I. You are entitled to a non-accountable per diem for the event plus the arrival day. The amount of per diem claimable is up to US\$320 x 3 (9-11 August) = US\$960. This covers hotel accommodation, meals and incidentals; plus
- II. A one-off, non-accountable “additional payment” of 75% of the per diem rate (US\$320 x 75% = US\$240). This covers such items as land transfers, travel insurance, separate airport charges, visa applications, bank charges and expenses incurred in the reimbursement process.

- No other expenses will be reimbursed by the APEC Secretariat. Expenses incurred outside the period of 9-11 August will be self-funded by you.

3. Fund Disbursement

- **Reimbursement** of the airfare and per diem will be remitted to your designated bank account within 20 working days following your attendance and upon the receipt of required documents.
- Remittance will be arranged in US dollar only. Please ensure your bank account can receive US dollar, or able to convert it to local currency.
- You are required to email the following documents for our records:
 - I. Airfare invoice; and

II. Electronic ticket (with e-ticket number clearly indicated).

4. General Information

- Please refer to the attached Administrative Circular and General Information Circular which contains important administrative information of this event.

5. Visa Application (for those outside of the U.S.)

- You are responsible for obtaining entry visa to the United States, and/or for any transit point along the way. We encourage you to start the application immediately.
- Information on visa requirements is provided on item 12 of the attached Administrative circular.
- We have attached a general letter from the United States White House to help with the processing of your visa.

6. Accommodation Booking

- Please refer to item 10 of the attached Administrative circular on suggested hotels, room rates and reservation procedure. Room charges to be billed to your personal account please.
- Alternatively, please feel free to book a hotel of your choice in the vicinity of the event venue.

7. Event Venue

Seattle Convention Center, Seattle, Washington, United States.

I look forward to receiving the airfare quotation from you. Please indicate Project Number SCSC 07 2022A in your email subject.

Thank you.

Best regards,

Rana

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