

4.11.1. Flight bookings

Once participants have submitted their details in the Logistics Registration Form, and they do not require a visa or have an approved visa, the flight booking process begins.

The general rules of how to book a flight ticket under APC guidelines can be found in the [Travel Expense Policy](#).

The Ops programme staff in charge of booking will search for or request the best options for the flight itinerary in terms of costs and flight duration, transit time, and transit airport location within the projected budget. Especially in cases where the flight itinerary entails a total cost of above USD 2,000, it is important that at least three quotations are stored in Share2 to be shared with the Finance team when the booking is confirmed.

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