

4.11.5. Bookings made by participants

In some cases, participants are allowed to book their own tickets. This is generally the case for METF grantees who take care of their own travel arrangements and choose to get the advance funds or reimbursement. Likewise in the case for some staff members who prefer to book their own flight tickets or partners ask about this possibility and the coordination team agrees. In these cases, it is important to provide participants with the budget for their specific flight ticket and let them know that any cost overruns should be borne by them and that for flights itinerary costing above USD 2,000, they need to attach three quotations as part of their reimbursement request.

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