Logistics Advisory

- Travel documents
- Health Requirements
- Travel Insurance
- Transportation from your home to the airport
- Signal group while traveling
- Accommodation
- Meals and Per diem
- Reimbursements
- Care and collective well-being

Travel documents

When traveling abroad, always remember to carry the following documents:

- Your passport, valid for at least six months from the day you enter the country (with at least two full blank pages)
- Your valid visa. or travel permit (if required)
- Your Yellow Fever vaccination certificate (if required)
- Accommodation confirmation
- A copy of your return flight ticket
- A copy of your travel insurance

Please double-check transit, arrival and return requirements before your trip.

Printing the relevant documents is a good option, as well as keeping digital copies downloaded and available offline on your phone to have them ready for transit and/or arrival procedures.

Health Requirements

Yellow Fever

After the Covid-19 pandemic, the most usual health requirement we face when traveling is the Yellow Fever Vaccine (YFV). Some countries we travel to have control over this disease and others have become endemic.

When traveling to a country with Risk of Yellow Fever, coming from a Yellow Fever endemic country, a Yellow Fever Vaccine certificate will be required at the entry process or even at the visa application stage.

When traveling to a country and staying in an area at Risk of Yellow Fever, coming from a non endemic country, the recommendation is to get the vaccine before traveling. This cost is eligible for reimbursement when APC is covering for your trip.

YF Country Requirements

You can search for your country requirements in the list of **Countries with risk of yellow fever transmission and countries requiring yellow fever vaccination** by the World Health Organisation.

YF Vaccination

Vaccination is the most effective preventive measure. A single dose provides lifelong immunity and no booster is needed. Immunity develops in for 80–100% of people within 10 days, and in over 99% within 30 days.

Side-effects are rare. Vaccination is not recommended for:

- infants under 9 months;
- pregnant women (except during outbreaks);
- people with severe egg allergies;
- individuals with severe immunodeficiency or thymus disorders.

Above 60 years, careful consideration should be given to the vaccination risk-benefit ratio (4).

Under the International Health Regulations (IHR), countries may require proof of vaccination for travellers. **Medical exemptions must be certified**.

Travel Insurance

Participants traveling to participate in an APC convening or invited by APC must ensure that they are covered by travel insurance. The insurance coverage should start from the date of departure to date of return to the city of origin.

When APC is covering for your trip, you are eligible to claim for the travel insurance cost reimbursement. APC will reimburse travel insurance costs with a limit of USD 65. This means that if your premium fee is under the limit, the actual cost will be reimbursed, and if it is above the limit only USD 65 will be reimbursed.

Transportation from your home to the airport

You must take care of arranging transportation to and from the airport in your city of origin. Participants whose flight bookings are sponsored by APC will receive a USD 100 reimbursement for this round trip without the need of presenting receipts. This will be included in your reimbursement payment, or in your next payment for APC staff and consultants.

If the costs of your local travel exceed USD 100, please let us know in advance to get approval for the total expenditure reimbursement. If this is your case, please keep your receipts, as they will be requested as supporting documentation and only claim for reimbursements once you have all final and actual receipts.

Signal group while traveling

In the previous days to the trip we will create a Signal Group for participants to be in contact while traveling and for remote support on the go. Please make sure to have Signal installed in your mobile phone.

You can exchange regular updates on your route, inform us about your travel status, flight delays, and any issues related to immigration that you may have while traveling. We suggest you send a message in the group before embarking, upon landing and before border crossing.

Accommodation

A room with single occupation will be provided for you from day of arrival to day of departure, according to the APC invitation dates.

Meals and Per diem

Breakfast and other meals are usually included in accommodation or meetings. Whenever this is not the case, Per diem will be disbursed at the local rate, which will be confirmed previous to the trip.

The final amount of per diem to be disbursed will be calculated by our team based on your flight timings and it will be transferred along other reimbursements.

Reimbursements

APC sponsored participants must claim for reimbursements by submitting the **APC Reimbursement Form**.

Here you will be able to upload the necessary supporting documents (receipts, invoices) for your reimbursement request.
Please upload supporting documents in one single (merged) PDF file.

Eligible expenses:

- Visa processing costs
- Travel insurance costs
- Previously approved Home-Airport-Home costs above 100 USD.

Per diem and home-airport transport costs and will be internally calculated for you, you don't need to claim for these costs. They will be included in your reimbursement payment.

APC staff will need to create an expense report to claim reimbursement for the costs with receipts requirement described above. Per diem and home-airport transport will be included in your next salary payment.

Care and collective well-being

APC values and is committed to providing a safe and welcoming experience for all the members of its community who will attend these meetings. We would like to invite and remind everyone to read and familiarise yourself with APC’s commitments towards the ethics of care and solidarity.
All spaces that APC will host and organise during these meetings, including social gatherings at restaurants or bars and other public spaces, as well as spaces that APC hosts online (email, Signal etc), will follow APC’s "Principles and practices of participation" , Code of conduct and ground rules for an APC meeting.
If you experience discomfort during any of the APC hosted meetings or spaces or if a participant engages in harassing behaviour, please reach out to a member of APC staff you trust on site.

For remote support, the following persons can be contacted as well:

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