** IDDS Operations Worksheet**

 **Travel Commitment Contracts**

Overview

Booking flights early can save your summit a good amount of funding. We recommend that you start purchasing your organizer flights no later than 6 months out from the summit start date. If you are purchasing flights with IDIN funding, you will need to have each passenger sign this travel commitment contract no later than 6 months before a summit.

It is very important that organizers note the section at the bottom that says if they cancel the flight for any reason after this point, they are responsible for covering the costs of the canceled flight and any other costs associated with it. We have had cases before where people have decided at last minute not to come or could not come because they could not take the time off. Remind participants that if they cannot afford to be there for the entire summit, they should not sign this form and another organizer that is available should be selected. If your summit has funding, you may be able to mitigate this challenge by offering to pay a small stipend if necessary.

Sample Commitment Contract

In order to receive approval from USAID and book your travel to IDDS, please answer the following questions and sign the commitment contract below.

* Required

**Top of Form**

**What is your full name as it is listed on your passport? \***

Please also send a scanned copy of your passport to the Lead Organizer.

**What is your date of birth? \***

**Where is your point of departure? \***

Please remember, under USAID funding no personal travel legs are allowed. Organizers and participants will be purchased a round-trip ticket from point of departure to IDDS and back.

**By selecting the button "I agree" below, I agree that I am able to attend IDDS XXX in its entirety, arriving for the organizer orientation on XXX and departing after the organizer retreat on XX. I understand that IDDS XXX is paying for the cost of my flight/bus, visa, health insurance and yellow fever (if necessary), as well as room and board for the duration of the summit. I understand that if I cancel my flight/bus, reroute it, or miss it then I am responsible for covering any costs incurred from the change of plans. I hereby grant IDDS XXX the permission to book my flight or bus ticket (depending on which is more cost effective) based on the suggested location above. \***

* + I agree
	+ I do not agree

Bottom of Form