** ANNEX B**

**FIELD TRAVEL ORDER - PMO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Within the activities of programmes undertaken by BDRCS, supported by IFRC the following person(s) are travelling:** | | | |  |
|  | **Full Name** | **Position / Designation**  **(FACT, ERU, RDRT)** | **Contact Number** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Travelling From:** |  | **Departure Date:** |  | **Departure Time:** |  |
| **Travelling To:** |  | **Arrival Date:** |  | **Arrival Time:** |  |
| **Vehicle Plate:** |  | **Vehicle Call Sign:** |  | | |
| **Flight Carrier:** |  | **Flight Number:** |  | | |
| **Accommodation:** |  | | | | |

Merchandise listed in the waybill will be transported, plus all materials necessary for accomplishment of the mission.

|  |
| --- |
| **PURPOSE OF MISSION: (All Field Travel must be in line with an operational goal)** |

**In the event of concerns or incident please call:**

|  |  |
| --- | --- |
| **Security Delegate:** |  |
| **HEOps:** |  |

**IFRC thanks all civilian and military authorities in the Upazila’s crossed for doing everything possible to facilitate and accelerate the secure passage of the above travellers.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prepared by:**  **Position:**  **Signature:**  **Date:** |  | **Security Advice Received:**  **Position:**  **Signature:**  **Date:** | **YES / NO** | **Approved by**  **(Line Manager)**  **Position:**  **Signature:**  **Date:** |  |
|  |  |  |
|  |  |  |
|  |  |  |

Original carried with traveller / Copy to Security Delegate / Logs / Admin / Receiving Destination