

Travel Request Template

This template must be completed for all staff intending to fly into South Sudan that have not received a valid entry permit or visa. The completed template must be submitted to the NGO Forum Programme Manager and Communications Adviser 72 hours before the intended date of arrival.

The NGO Forum will present this form for approval by RRC.

This completed template will reduce the risk of an airline refusing the staff member to board a flight to South Sudan and smooth the arrival of the staff member into South Sudan

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| | |
| Name of NGO | |
| Name of traveller | |
| Proposed date of travel | |
| Mobile number of traveller #1 Including country code | |
| Email address of traveller: business | |
| Starting point of travel (city & country) | |
| Indicate all transit points (city & country) | |
| Point of Entry into South Sudan | |
| Will the traveller receive Covid-19 test results prior to travelling to South Sudan? | |
| 14-day quarantine is mandatory for arrivals in South Sudan | |
| Location of quarantine | |
| Senior manager at quarantine location | |
| Mobile number of senior manager #1 | |
| Email address of senior manager: business | |

Signed by Senior representative of employer:

Name _____ Date: _____

Title _____

Signature: _____

| |
|---------------------|
| Employer's stamp |
|---------------------|

Signed by Representative of the RRC

Name _____ Date: _____

Signature _____

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|--------------|
| RRC stamp |
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