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Democratic Transition Unit (DTU)
For Social Cohesion and Democratic Participation (SCDP)

Travel Report

Name :	Bal Krishna Gurung
Title :	Regional Project Assistant
Itinerary:	Kathmandu-Dhangadi-Chisapani-Dhangadi-Kathmandu
Purpose :	<ul style="list-style-type: none">To conduct orientation to the 7 MCG partners of mid-west and far-west regionsAssets verification of RFO Dhangadi

1. Persons Accompanying Travel

S.No.	Name	Title
1	Ajay Das	PM, a.i.
2	Shailja Ale	Administration Officer

2. Travel Details

Date	From	To	Main Activity
10 Apr 2017	Kathmandu	Dhangadi	- Travelled to Dhangadi from Kathmandu by air
10 Apr 2017	Dhangadi	Chisapani	- Travelled to Chisapani from Dhangadi by land - Participated in MCG orientation and planning workshop
11 April 2017	Chisapani	Chisapani	- Participated in MCG orientation and planning workshop for grantees of mid-west and far-west regions - Facilitated a session on Admin & Finance reporting - Made TA reimbursement and DSA payment
12 April 2017	Chisapani	Dhangadi	- Participated in MCG orientation and planning workshop - Meeting with hotel for collecting invoices - Travelled to Dhangadi from Chisapani by land
12 April 2017	Dhangadi	Dhangadi	- Conducted assets verification, prepared a list and got it endorsed by RDA, RFO-Dhangadi. One copy is left at RFO-Dhangadi
13 April 2017	Dhangadi	Kathmandu	- Travelled back to Kathmandu from Dhangadi by air

3. Main activities undertaken during travels (meetings, interactions, discussions)

<ul style="list-style-type: none">Facilitated session on admin and financial reportingTook note for registration of participants, their arrival date for preparation of TA and DSA reimbursementProvided other logistic support to conduct the workshopPrepared TA/DSA payment sheet and distributed them to participants as per rulesMet with hotel personnel for hotel billingConducted assets verification of RFO-Dhangadi and got it endorsed by RDA, RFO-Dhangadi

4. Main observations and findings

<ul style="list-style-type: none">The workshop was conducted smoothly

5. Issues and problems observed

<ul style="list-style-type: none">NTR

6. Main decisions of the TRAINING/MEETING

<ul style="list-style-type: none">NTR

7. Recommendations for further actions

<ul style="list-style-type: none">NTR

Submission Date :	19 April 2017	Signature:	
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