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UNITED NATIONS DEVELOPMENT PROGRAMME
Democratic Transition Unit (DTU)
For Social Cohesion and Democratic Participation (SCDP)

Travel Report

Name :	Bal Krishna Gurung
Title :	Regional Project Assistant
Itinerary:	Kathmandu-Bharatpur-Kathmandu
Purpose :	<ul style="list-style-type: none">• To conduct orientation to the 4 MCG partners of central region• Assets verification of RFO Bharatpur

1. Persons Accompanying Travel

S.No.	Name	Title
1		
2		

2. Travel Details

Date	From	To	Main Activity
05 June 2017	Kathmandu	Bharatpur	<ul style="list-style-type: none">- Travelled to Bharatpur from Kathmandu by air- Conducted assets verification of RFO Bharatpur
06 June 2017	Bharatpur	Bharatpur	<ul style="list-style-type: none">- Participated in MCG orientation and planning workshop for grantees of central region- Facilitated a session on Admin & Finance reporting- Made TA reimbursement and DSA payment
07 June 2017	Bharatpur	Kathmandu	<ul style="list-style-type: none">- Travelled back to Kathmandu from Bharatpur by air

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

<ul style="list-style-type: none">• Facilitated session on admin and financial reporting• Took note for registration of participants, their arrival date for preparation of TA and DSA reimbursement• Provided other logistic support to conduct the workshop• Prepared TA/DSA payment sheet and distributed them to participants as per rules• Conducted assets verification of RFO-Bharatpur and got it endorsed by RDC, RFO-Bharatpur
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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 :	07 June 2017	Signature:	
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