

Diplomatic **Negotiation** *Action*



18-22 MAY 2026
WARSAW, POLAND

#ASEFDNA2026

Diplomatic Negotiation Action (DNA) Training

18 - 22 May 2026 | Warsaw, Poland

REIMBURSEMENT GUIDELINES

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Dear Participant,

We look forward to welcoming you to the **ASEF Diplomatic Negotiation Action (DNA) Training 2026** to held from 18 – 22 May 2026 in Warsaw, Poland. **Please read the following instructions on reimbursements carefully before making your travel arrangements.**

Pre-event

Step 1. Booking of Flight and ASEF Approval

All participants are responsible for making their own travel arrangements to and from Warsaw, Poland. **BEFORE MAKING FINAL FLIGHT BOOKING**, please submit (via [Formstack](#)) 1 airfare quotation for your return journey to Warsaw for approval.

- Please seek the most direct economy-class connection.
- The price quote submitted should have either clear screenshots or a travel agent/online quote as attachment.

ASEF will only reimburse the participant for the approved price quote for flights or train.

Budget Airlines

Should participants choose to travel by budget airlines, please be advised that:

- ASEF will not reimburse meals on flights.
- Luggage allowance will be reimbursed up to a maximum of 20kg.
- In the event of a last-minute cancellation of flight, ASEF will not reimburse flight cancellation fees and/or airfare for new flight tickets.

Post-event

Step 2. Reimbursement of Travel Costs: Required Documents

1. Airfare Invoice / Receipt

Please submit documents according to one of the scenarios below.

- A) For air ticket purchased through your organisation / paid by your organisation, please submit all of the following documents:**
- 1) Invoice issued by the travel agent to your organisation
 - 2) Proof of payment by your organisation (e.g. receipt addressed to your organisation, bank statement, or bank transfer confirmation)
 - 3) Official invoice issued by your organisation to ASEF for the airfare amount.

B) For air ticket purchased by you (Participant)

i) For purchase via online booking

- 1) Booking confirmation of **approved** flight (**quote submitted**)
- 2) Online receipt(s) / invoice(s) for all payments made
 - Must show:
 - your full name as the payer
 - amount paid
 - payment method
- 3) Bank statement (if payment was made via bank transfer)

ii. For purchase via a travel agent

- 1) Copy of the original travel agent's invoice(s) and receipt(s)
 - Must show:
 - your full name as the payer
 - amount paid
 - payment method
- 2) Bank statement (if payment was made via bank transfer)

Important: If you plan to change your original travel arrangements, please inform ASEF before making any changes.

2. Boarding Passes / Tickets

Please submit all of the following, where applicable:

- E-tickets and boarding passes for all inbound and outbound legs of travel
- If boarding passes or e-tickets are lost:
 - Official confirmation letter/or email from the airline
- If travel connections were changed:
 - Updated itinerary
 - Corresponding boarding passes or e-tickets
 - Message / notification /email from airline for change of flight due to flight delay with updated flight detail.

In summary, **complete reimbursement documents MUST include the following**

- 1) E-ticket /confirmation of flight booking
- 2) Online or travel agent invoice to payer (individual participant or organisation)
- 3) Online or travel agent receipt of payment with full details of payee

- 4) Official invoice from organisation to ASEF (if paid by organisation)
- 5) Copies of both inbound and outbound boarding passes
- 6) Flight itinerary

Please refer to full details listed above.

Visas

Participants are responsible for securing their own visa. Should you encounter any difficulty, please contact the organisers at governance@asef.org for assistance.

For more information on visa requirements, please refer to [Visas - general information](#)

For those requiring visa, co-organisers will provide a supporting document and assistance for the visa application.

Travel Insurance

Please note that it is the responsibility of each participant to have adequate travel and health insurance for the whole duration of his/her trip. The organisers will not be held liable for any incidents related to the travel to or within Poland.

Post-Event Payment Information

Reimbursement timeline

Please note that the reimbursement process may take approximately 9 –12 weeks from the date ASEF receives a complete set of required documentation.

Exchange rates

Reimbursements will be processed from ASEF's SGD, EUR, or USD accounts. As a result, exchange rate differences may apply and are beyond ASEF's control.

Bank charges

ASEF will cover remittance and agent bank charges. However, if your local bank applies an additional fee for receiving overseas transfers, this cost will need to be borne by the participant or their organisation.

Participants are kindly requested to confirm in advance that their bank account is able to receive international transfers.

Important note

Please be advised that **reimbursement will only be processed on submission of complete set of required documents.**