

Multiple-travel grant for participants in conference

CONTACTS MODULE:

1. Register a new Contact from type ORGANIZATION and name it like "Participants in a conference in" – for ex. ""Participants in a conference – LAW - Almaty – Dec`03 "
2. Register all individuals (if they are missing in GMS) and add them as AFFILIATES from type "Business Relations - Participants in CONFERENCE" – this will be the list of all participants in the conference!

APPLICATION MODULE:

3. Register one application to Group (contact registered in p.1) for the whole amount for the whole group of participants in the conference.
4. Follow the procedure for Activating of that Application.

GRANTS MODULE -issue grant-PRs:

5. Always initiate a grant-payment request and change its type to ADVANCE in the following cases:
 - a. Ticket-purchase request. In this case payment type should be changed to "TRAVEL and VISA-..". Beneficiary should be the respective Travel agency. Further processing of this request is due to the respective OSI coordinator that deals with Central tickets-purchasing.
 - b. Per-diems for the whole group of participants. A Beneficiary should be either the specially assigned Supervisor of the group OR the OSI-coordinator that initiates this grant-PR.

ADVANCE REPORTS MODULE (applicable to case 5b ONLY):

6. After the payment of case 5b the system generates Advance Report (type: Grant AR).
7. Finalization and submission of Advance report should be done by respective OSI coordinator (after the money from advance is given to participants or to the group-leader)

GRANTS MODULE -grantee report:

8. After the completion of the conference a grantee report (original tickets + list of per-diem amounts received by participants and signed by each of them) must be submitted by the grantee (the group-leader) and registered in the system.