

## Air Travel Options

Check on all of the following possibilities.

1. Commercial flights by local airlines (but consider their safety records).
2. NGOs whose mission it is to provide flight services to other NGOs

Two examples:

- a. Mission Aviation Fellowship
- b. Pactec
3. UN flight services (UNHAS)
4. ICRC flights
5. USAID or other donor-provided flight services

We have also attached a list of important questions to ask each organization when you contact them. See the web page for a link to that document.

There are generally two different kinds of service. Airlines may offer one or both.

1. **Scheduled flights:** Regularly scheduled flights on which you book a seat, just like taking any other flight.
2. **Charter services:** Flights that we arrange and schedule ourselves, purchasing all the seats on the plane.

If chartered flights are your only option, contact other agencies that might also need to get into or out of the area and see if you can coordinate and split the costs. You could even ask the airline which organizations use them on a regular basis. Maintain a contact list for organizations that might be willing to share flights on a regular basis.

### **Overnight Stay Required on the Way?**

Sometimes air travel to remote locations will require an overnight stay in a city in between the main office and the field. If this is the case, the Travel Coordinator should:

1. Develop a list of reliable hotels in those locations,
2. Make contact with them, and
3. Set up a convenient billing and payment procedure.

See the document on Hotel Information for more on this.

### **When S/he has all this information, the Travel Coordinator should:**

1. Combine it with the Road Travel and Hotel information,
2. Organize all of it into an easy to read format, and
3. Make it available to both the field and the office teams.

**He or she should update it on a regular basis.**