

# Chartered Medical Evacuation Travel

**Staff Member**

1. Request Chartered MET; Advise HR Administrator

**HR Administrator**

2. Verify entitlement eligibility

**Head of Office/  
Resident Representative (RR)**

3. Consult UN Examining Physician / UN Dispensary Physician

5. Approve Chartered MET

**UN Examining Physician / UN Dispensary Physician**

4. Evaluate and Recommend MET

Communicate to Resident Representative

**UN Medical Services (UNMS)**

Advise on suitable location outside region, where applicable

Advise Resident Representative

**Insurance Company**

8. Letter of guarantee to hospital

Settle claim disclosure

**SOS International**

9. Submit invoice to Country Office for Chartered

7. Takes Chartered MET; Completes 'Prior Agreement' form; Submits to HR Administrator for extension approval where MET has exceeded 45 days; Submits medical report to UN Examining Physician / UN Dispensary Physician; Submits claims to insurance company

Reporting submission

6. Communicate approval to staff; Contact SOS International; Inform insurance company; Ensure submission of 'Prior Agreement' form; Inform receiving UNDP duty station; Monitor cases until evacuation completed; Raise PO for charter services; Settle invoice for charter service

