

Online Travel Form Procedure



Procedure For National Sections

The International Police Association (IPA) International online travel form has been introduced to provide a consistent way for members to submit travel requests.

PLEASE NOTE

Submitting the online travel form does NOT automatically send the travel request to the destination Section.

The member's home Section is responsible for verifying the member's IPA membership and forwarding the completed travel request to the destination Section.

How Does the Process Work?

1. Member completes the online form

The member completes the Online Travel Form via the website: <https://ipa-international.org/benefits/travel/>

The member provides details of their planned visit, including their destination, dates and travel requirements.

2. Member receives confirmation

Once the form has been submitted, the member receives an automatic email confirming that their travel request has been received.

3. Home Section receives the request

A copy of the completed travel form is sent to the member's home Section.

The home Section is responsible for:

- Checking and verifying the member's IPA membership.
- Processing the travel request.
- Ensuring the member is eligible to make the request.
- Forwarding the verified travel request to the relevant destination Section.

4. Home Section contacts the destination Section

Once membership has been verified, the Travel Secretary or relevant responsible person within the home Section must forward the request to the destination Section.

Please use the International Online Travel Form

All National Sections are encouraged to promote and use the official International IPA online travel form.

Using one international form ensures that:

- Members have a consistent experience when submitting travel requests.
- The same information is collected from members.
- Sections follow the same process.
- The IAC can maintain and improve the system centrally
- Members do not need to complete different forms depending on their home Section.

Please therefore encourage your members to use the International IPA online travel form rather than creating or using your own Section-specific version.

Questions or changes to Section contact details?

Please contact the International Administration Centre (IAC) at iac@ieb-ipa.org