

UNITED NATIONS



SECRETARIAT



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ST/AI/137
27 December 1960

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations

Subject: REVISED SYSTEM OF DAILY SUBSISTENCE ALLOWANCES

1. The purpose of this instruction is to establish, effective 1 January 1961, (a) a new system of daily subsistence allowances and (b) a new procedure for publishing subsistence allowance rates. This change in system, as agreed by the United Nations and the specialized agencies, is designed to provide uniform daily subsistence allowances applicable to all United Nations staff whose daily subsistence allowances are established pursuant to Staff Rule 107.15(a) and technical assistance project personnel whose daily subsistence allowances are established pursuant to Staff Rule 203.9,^{1/} hereinafter referred to as regular staff and project personnel, respectively.
2. This instruction cancels and supersedes, as of 31 December 1960, ST/AI/96/Amend.25 to ST/AI/96/Amend.29, inclusive. The Controller will issue as necessary daily subsistence allowance circulars, setting forth the approved schedule of basic rates applicable under the revised system. The first circular establishing the schedule of rates for all areas, effective 1 January 1961, is being issued separately and will be distributed to Executive Officers and Administrative Officers.
3. A distinction is made in the new system between the rates payable during the first sixty days in any one location and the rates payable after sixty days. The rates for the first sixty days are established in dollars and in local currency. The rates applicable after the first sixty days are established in local currency only. The rates quoted in local currency payable during the first sixty days are equivalent, subject to minimum rounding, to the United States dollar rates converted at the United Nations accounting rate of exchange, except

^{1/} Staff Rules effective 1 January 1961, document ST/SGB/Staff Rules/2.

7160

in a few countries where the rate of exchange available to the traveller for United States dollars is materially different from the United Nations accounting rate.

4. During the first sixty days in any one location, the entitlement of regular staff shall be based upon the United States dollar rates; payments may be made during this period in United States dollars, unless payment in some other currency is deemed more appropriate. For periods after sixty days regular staff will normally receive the subsistence allowance in local currency. Project personnel or regular staff assigned to projects shall receive subsistence allowance in local currency at the local currency rates shown and in accordance with the procedure outlined in this instruction, except for short periods of travel on official business away from the mission area when arrangements may be made to pay subsistence on the basis of the dollar rates in the currency deemed most appropriate.

5. In the case of regular staff and project personnel, including regular staff assigned to projects, on intermediate-term or long-term assignments, the first sixty days in any one location will be interpreted to mean the first sixty days, consecutive or otherwise, within any one authorized journey or tour of temporary duty, away from the official duty station. For short-term project personnel and other short-term staff subject to these rates, the rule will be interpreted to mean sixty days at any one location, consecutive or otherwise, within a tour of duty during a single or consecutive series of short-term contracts.

6. The rates published in the daily subsistence allowance circulars will apply to the travel of regular staff in levels P-5 and below and to all project personnel including regular staff, regardless of level, when assigned to a technical assistance project.

7. In the case of regular staff travel carried out by Under-Secretaries and by staff in the Director and Principal Officer categories, the dollar rates published in the daily subsistence allowance circulars for the first sixty days shall form the basis for computing the appropriate daily subsistence allowance.

(a) The rates for Under-Secretaries and officials of equivalent rank will be as follows:

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7160

When the published rate is less than \$12.50	\$16
When the published rate is \$12.50 or higher, but less than \$17.50	\$20
When the published rate is \$17.50 or higher	\$23 or the rate published, whichever is higher
In the United States of America	\$25

The regular staff travel rates for Under-Secretaries will not normally be subject to reduction after sixty days in any one place.

(b) The rates for the first sixty days for staff at levels D-2 and D-1 will be determined by adding 20 per cent to the published rates, subject to a maximum of \$20; where the published rate is \$20 or higher, staff in levels D-2 and D-1 will receive the rate indicated on the schedule. The 20 per cent factor will not apply to rates for periods after sixty days in any one place nor will it apply during the first sixty days when regular staff in levels D-2 and D-1 are assigned to a technical assistance project.

8. The rate established in the daily subsistence allowance circulars for "all other areas" will be used as a basis for determining subsistence allowance entitlement during inter-country travel by rail and/or air.
9. In determining the rate payable to regular staff or project personnel as from 1 January 1961, the date of arrival in the locality should be taken as the starting point of the sixty day initial period. For example, if an expert or staff member in travel status in the same location arrived on 1 December 1960, he will receive the rate applicable for the first sixty days from 1 January to 29 January 1961; from 30 January 1961 on he will receive the rate payable after sixty days while in the same location. As a transitional measure in cases where the present TAB subsistence allowance rates are higher than the new "after 60 day" rates, the TAB rates are authorized until completion of existing contracts, but not beyond 30 June 1961, of project personnel under contract on 31 December 1960 who would otherwise be adversely affected.
10. The installation grant will be computed on the basis of the rates payable under the revised system during the first sixty days, i.e. on the basis of the

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7160

United States dollar rates for regular staff, and on the basis of the local currency rates for project personnel. The level of the installation grant will be uniform for all staff and experts in the same location, except that in respect of Under-Secretaries and staff in levels D-2 and D-1 serving as regular staff, the level of the grant will be adjusted in accordance with the formulas provided under paragraph 7 above.

11. The Secretary-General may establish special rates of subsistence allowance in accordance with Staff Rules 107.16 and 203.9. Separate rules will continue to govern the payment of mission subsistence allowances established in accordance with Staff Rule 103.21. Staff Rule 107.17, which provides for a reduction of \$3 in the daily subsistence rate of staff without dependents, after they have received the daily subsistence allowance for sixty days, will, as of 1 January 1961, be suppressed; a suitable amendment to the staff rules will be issued in due course.
