



UNITED NATIONS

SECRETARIAT



7161

ST/AI/137/Amend.5
13 October 1971

ADMINISTRATIVE INSTRUCTION

To: Members of the staff
From: The Controller
Subject: REVISED SYSTEM OF DAILY SUBSISTENCE ALLOWANCE

1. Paragraphs 6, 7 and 10 of ST/AI/137 are amended with effect from 1 November 1971 to read as follows:

"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 at equivalent levels, including regular staff assigned to technical assistance projects."

"7. In the case of all regular staff travel carried out by Under-Secretaries-General, Assistant Secretaries-General and by staff in the Director and Principal Officer categories, or by project personnel at equivalent levels, the rates published in the daily subsistence allowance circulars for the first 60 days shall form the basis for computing the appropriate daily subsistence allowance.

(a) The rates for Under-Secretaries-General, Assistant Secretaries-General and officials of equivalent rank shall be the published standard rates plus 40 per cent, provided that the Secretary-General may establish maximum rates if he deems it appropriate. The travel rates for Under-Secretaries-General, Assistant Secretaries-General and officials of equivalent rank may be subject to reduction after 60 days in any one place.

(b) The rates for the first 60 days for staff at levels D-2 and D-1, or project personnel at equivalent levels, shall be the published standard rates plus 15 per cent, provided that the Secretary-General may establish maximum rates, if he deems it appropriate. The 15 per cent factor shall not apply to rates payable after 60 days in any one place.

7161

(c) The daily subsistence rates, which are expressed in United States dollars, shall, when increased by 40 per cent or 15 per cent, as appropriate, be rounded to the nearest dollar - 50 cents or more to be rounded upwards."

"10. The installation grant will be computed on the basis of the rates payable under the revised system during the first 60 days, i.e., on the basis of the 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 in the same location, except that in respect of regular staff and project personnel above the P-5 or equivalent level the grant will be adjusted in accordance with formulas provided under paragraph 7 above."

2. Amendment 4 of ST/AI/137 is hereby superseded as from 1 November 1971.
