

See also ST/AI/133, 8 April 1959
ST/SGB/107/Amend.1, 17 March 1959
Superseded by ST/SGB/107/Rev.1,
1 Jan.1961

ST/SGB/107



UNITED NATIONS

***Rules Governing Payment of Travel Expenses
and Subsistence Allowances
in Respect of Members of Organs
or Subsidiary Organs of the United Nations***

New York, April 1957

SECRETARY-GENERAL'S BULLETIN

In accordance with resolution 1075 (XI) adopted on 7 December 1956 by the General Assembly, the United Nations bears travel expenses and subsistence allowances to members of certain of its organs and subsidiary organs. Payment is governed by the following rules and procedures:

1. Travel (but not subsistence) expenses are borne by the United Nations in the following cases:

- (i) In respect of not more than five representatives (or alternates) of each Member State attending a regular session of the General Assembly; or not more than one representative (or alternate) attending any other session of the General Assembly. If a member of a permanent mission is designated as a representative or alternate representative to the General Assembly, the United Nations will be prepared (within the limit of five representatives per Member State) to reimburse the cost of a journey undertaken by him to his capital city during, or within a reasonable time before or after the General Assembly, providing the claim is supported by a statement signed by the Permanent Representative stating that the representative is required to travel in connexion with the work of the General Assembly.
- (ii) In respect of one representative of each Member State participating in a functional commission or sub-commission of the Economic and Social Council, where such representatives are nominated by their Governments in consultation with the Secretary-General and subsequently confirmed by the Council.
- (iii) In respect of one representative of each Member State participating in the Commission on Narcotic Drugs.

2. Travel and subsistence expenses are borne by the United Nations,

- (i) In respect of members of other organs or subsidiary organs who serve in their individual personal capacity, as distinct from serving as representatives of Governments;
- (ii) In respect of the following persons regardless of whether they serve in their individual personal capacity or as representatives of Governments:
 - (a) A rapporteur or chairman of a subsidiary organ who is called upon to present in an expert capacity the report of such subsidiary organ to a parent body;
 - (b) One member of a commission acting as its representative on a second commission or committee;
 - (c) One representative of any Member State participating in a commission of inquiry or conciliation instituted by the General Assembly or by the Security Council; where the organ concerned decides that an alternate for each member is necessary, payment may also be made in respect of an alternate;
 - (d) Members of the Board of Auditors.

3. In all other cases, neither travel nor subsistence expenses are payable by the United Nations.

4. A list of continuing organs and subsidiary organs falling under the various categories above is given in Annex A. Members of bodies not listed in the Annex, or of bodies which may be established in future, should ascertain from the Secretary-General what their position is before they commence travel, if they anticipate that costs are to be borne by the United Nations.

5. Payment, or reimbursement, by the United Nations is subject to the following conditions:

Travel Expenses

6. Payment is only made in respect of journeys actually accomplished, and costs actually incurred, subject to the following limitations:

- (a) In the case of members serving in a personal capacity, the travel costs to be borne by the United Nations must normally not exceed the cost of a return journey from their usual place of residence to the place of the meeting.
- (b) In all other cases, the travel costs to be borne by the United Nations will not exceed the cost of a return journey from the capital city of the member's country to the place of meeting.
- (c) "Travel costs" means
 - (i) In the case of air travel, the standard first class return air passage fare between the points concerned (unless no first class flights are available) including the cost of a sleeping berth if such a berth is actually utilized and vouchers are submitted accordingly. Advantage must be taken of all available discounts, such as round trip rates and off season rates;
 - (ii) In the case of other means of transport, the cost of a minimum first class round trip, or its equivalent, by recognized public transport via the most direct and economical route between the points concerned. Where sea travel is involved, single cabin accommodation will be allowed in the case of chief representatives to the General Assembly; for all others, one berth in a double cabin, or an equivalent standard of accommodation will be allowed. For transatlantic sea passage these standards of accommodation are subject to the following cost limits:

	Chief Representative		Other Representatives	
	On season	Off season	On season	Off season
To United Kingdom port . . .	\$620	\$565	\$505	\$450
To French port	\$630	\$575	\$515	\$460

For other sea journeys, minimum first class return fares will be allowed; if no berths are available at these rates, prior United Nations authority must be obtained for the payment of higher rates, otherwise reimbursement will be limited to the minimum rate. Any necessary rail journeys will be reimbursed on the basis of first class accommodation if used; journeys accomplished by private automobile will be paid for at the cost of the rail journey between the points concerned.

- (iii) Reasonable expenses for taxi-cabs and other incidental travel charges incurred by members serving in an individual capacity will be reimbursable. The United Nations will not be responsible for reimbursement of costs for excess baggage and insurance. The position of members regarding compensation for injury or illness incurred while travelling at United Nations expense is explained in a separate pamphlet (ST/SGB/103).

Procedure for arranging travel or reimbursement therefor

7. In the case of members serving in an individual capacity, the United Nations will itself normally arrange for the issue of the necessary travel tickets and will pay for them direct to the travel company or agent. Similar arrangements will be made in other cases of members serving in an individual capacity at the request of the member or his Government. Where no such arrangements are made the United Nations will reimburse the member or his Government, as may be appropriate, for necessary and actual expenditures within the above limitations.

8. Reimbursement for travel of representatives (or alternates) to the General Assembly and to functional commissions of the Economic and Social Council will not be made to any individual, but will be paid directly to the permanent mission. In such cases, claims for reimbursement, signed by the Secretary-General of the Mission, should be submitted to Conference Control, Department of Conference Services, Room 1548, on form F/56 (Claims for reimbursement). These claims should specify the dates that the travel commenced and was concluded and be accompanied by bills or vouchers or other information pertaining to the travel. Where travel has been arranged by the United Nations under paragraph 7 or 9, costs will be paid direct by the United Nations and no question of reimbursement will arise.

9. To enable Member States to pay their United Nations contributions so far as possible in currencies other than U.S. dollars, it is desirable that travel journeys should wherever possible be arranged by the United Nations, in accordance with paragraph 7; in the case of representatives of Governments, this can readily be done if the Government concerned, or its permanent mission completes form TT/48 (Requisition for transport services) which is obtainable from and returnable to the United Nations Travel Unit (Room 2169A). In any event, the United Nations reserves the right to make reimbursement for travel expenses in the same currency which was used to pay the fare, or the currency of the Member State concerned.

10. In the case of other bodies the method of payment or reimbursement of travel costs will depend on circumstances. The member of the body concerned should obtain any necessary information from the United Nations Travel Unit or the secretary of the body of which he is a member.

11. The United Nations will not be liable for any claim for reimbursement of travel expenses which is submitted later than 31 December of the year following the close of the relevant session.

Subsistence Expenses

12. Subsistence expenses, where payable, will be met by a flat daily allowance. The rates and conditions are:

13. In the case of a member who resides or whose duty station is at the place of the meeting—\$10 a day, or the equivalent in local currency. A member entitled to this allowance shall receive it only for the days during which he actually attends a meeting.

14. In the case of other members—\$25 per diem in respect of meetings at Headquarters (New York) and the equivalent in local currency of \$20 per diem in respect of meetings away from Headquarters. Subsistence allowances at these rates are limited to the period during which a member's presence is required at the place of meeting, except that

- (i) Where travel is arranged by the United Nations, subsistence will be allowable from the nearest obtainable arrival and departure dates before and after the meeting;
- (ii) Where travel is not arranged by the United Nations, the allowance may be paid for one day prior to the opening and one day after the end of the relevant session.

15. During periods of travel aboard vessels, trains or aircraft, the rate of allowance is \$8 a day. No subsistence allowance shall be paid for the day on which travel is concluded.

16. No subsistence allowance is payable during unofficial stop-overs en route.

17. Members should submit any claims for subsistence allowance, when applicable, on UN Form F/10. Secretaries of the bodies concerned will give members any assistance they may require. The claims should be submitted to the officer or officers indicated by the Secretary of the body concerned within two weeks of the completion of the journey concerned.

Annex A

(a) Organs or subsidiary organs in respect of which the United Nations pays or reimburses Members' travel expenses but not subsistence:

1. The General Assembly
2. The Commission on Human Rights
3. The Commission on Narcotic Drugs
4. The Commission on the Status of Women
5. The Population Commission
6. The Social Commission
7. The Statistical Commission
8. The Transport and Communications Commission

(b) Organs or subsidiary organs in respect of which the United Nations pays or reimburses Members' travel and subsistence expenses:

1. Administrative Tribunal
2. Advisory Committee on Administrative and Budgetary Questions
3. Advisory Committee on Peaceful Uses of Atomic Energy.
4. Board of Auditors
5. Committee on Contributions
6. Interim Co-ordinating Committee for International Commodity Arrangements
7. International Civil Service Advisory Board
8. International Law Commission
9. Investments Committee
10. Permanent Central Opium Board and Drug Supervisory Body
11. Scientific Committee on Radiation
12. Sub-Commission on Prevention of Discrimination and Protection of Minorities
13. United Nations Advisory Council for Somaliland under Italian Administration
14. United Nations Commission for the Unification and Rehabilitation of Korea
15. United Nations Conciliation Commission for Palestine
16. Visiting Mission to Trust Territories (from home residence to New York and then to Trust Territories concerned).