

SECRETARY-GENERAL'S BULLETIN NO. 7, REVISION 2

To: Members of the Staff of United Nations

Subject: PROVISIONAL TRAVEL AND SUBSISTENCE RULES

Attached is a consolidation of the rules for the payment of travel expenses and per diem subsistence allowance which have been established by the Secretary-General in accordance with his authority under Regulations 24 and 25 of the Provisional Staff Regulations adopted by the General Assembly.

This bulletin cancels and supersedes SGB/7, SGB/7/Add.2/Rev.1, SGB/7/Add.3, SGB/7/Add.3/Rev.1, SGB/7/Add.5, SGB/7/Add.5/Rev.1, SGB/7/Add.5/Rev.2, SGB/7/Add.5/Rev.3, SGB/7/Add.6, SGB/7/Add.7, SGB/7/Rev.1, AI/6, AI/6/Rev.1 and AI/23. Rules 23 and 25 are revised and combined in one new Rule 25. Rule 38 is amended by the addition of one sentence.

PROVISIONAL TRAVEL AND SUBSISTENCE RULES

SECTION I: GENERAL PROVISIONS

Rule 1: Applicability of Provisional Travel and Subsistence Rules

The United Nations shall pay, subject to the rules herein set forth, the travel expenses and travel subsistence allowance of members of the staff, and in appropriate cases their wives and dependent children (see Rule 15 below and Annex I), for authorized travel:

- (a) upon official business;
- (b) upon appointment to the Secretariat and upon subsequent changes of official station;
- (c) at intervals, in accordance with the Provisional Staff Rules, for a journey to and from the place recognized as the staff member's home at the time of initial appointment;
- (d) upon termination of the appointment by the United Nations or upon resignation of the staff member in accordance with the Staff Rules governing resignations.

Rule 2: Definition of Staff Members

For the purpose of these rules a member of the staff shall be defined as

- (a) a member who is given a contract for an indeterminate period; or
- (b) a member who is appointed under a contract for not less than five years subject to the possibility of renewal; or

/(c) a member who

- (c) a member who is employed on a short term contract of less than five years; or
- (d) a member who is seconded or on loan from the service of a Member Government or other organization; or
- (e) a member who is given a temporary appointment.

Rule 3. Funds for Travelling Expenses

The subsistence and travel allowances herein specified have been calculated on a dollar basis provisionally until such time as it is possible to assess costs in accurate terms and in the currency of each specific country or area. Members of the staff travelling on official business will provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary, and are expected to exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

Rule 4. Purchase of Tickets

Whenever practicable, all tickets for transportation of members of the staff shall be purchased by the United Nations in advance of the actual travel.

Rule 5. Advances

Staff members travelling on official business who are unable to advance personal funds for travelling expenses may apply for an advance from the United Nations in an amount sufficient to cover the estimated travel expenses but not to exceed two thousand dollars (US). Any balance of an advance over the certified expenses must be refunded to the United Nations. Travel advances require the prior approval of the Secretary-General or his duly authorized representative.

Rule 6. Reimbursable Expenses

Only those expenses prescribed in the Staff Regulations as quoted above will be reimbursed.

Rule 7. Official Station

The limits of official station will be the corporate limits of the city or town in which the member of staff is stationed, but if the staff member is not stationed in any incorporated city or town the official station is the established area within which the designated post of duty is located.

Rule 8. Permanent Change of Official Station

A permanent change of official station shall be a transfer of a staff member for duty from one official station to another in which the administrative decision has been taken that the assignment is for an indefinite period.

/Rule 9. Leave of Absence

Rule 9. Leave of Absence

When annual leave or absence of any kind is taken while in a travel status (including Sundays and holidays), the exact hour of departure from and of return to duty station or duty status must be shown in the expense account.

SECTION II: AUTHORITY FOR TRAVEL

Rule 10. Form of Authority

All travel shall be authorized or approved in writing by an official designated by the Secretary-General or by his duly authorized representative.

Rule 11. Prior Authority

In all cases authority for travel shall be obtained prior to the incurrence of expenses. The written authority or approval shall be specified by the travel to be performed as definitely as circumstances will permit. In exceptional cases staff members may be authorized to travel on oral orders from the Secretary-General or from his duly authorized representative. Such oral authority will require written confirmation prior to the payment of claims.

Rule 12. Definition of Travel Expenses

All staff members shall be reimbursed for actual transportation costs resulting from necessary official travel on railroads, airlines, steamboat, street cars, taxi cabs and other usual means of conveyance. Travel expenses will be limited to fares and such expenses incident to transportation as baggage transfer, official telegraph, telephone, radio and cable messages in connection with items classified as transportation. The usual taxi cab fares from station, wharf or other terminal to place of abode or place of business and from either place of abode or place of business to station, wharf or other terminal will be allowed.

The hiring of motor car transportation for more extensive use than that detailed in the preceding sentence shall not be permitted unless such hiring is specifically authorized in the original Travel Authorization.

Reimbursement for insurance of personal baggage of staff travelling on official business shall not be allowable. Exception to this rule may be made on the prior authorization of the Assistant Secretary-General for Administrative and Financial Services in the case of staff assigned to missions in disturbed areas.

Rule 13. Excess Baggage

Baggage in excess of weight or size greater than that carried free by transportation companies will be classed as excess baggage. Unless the excess has been previously authorized, explanation must be made when submitting the claim for reimbursement for excess baggage charges, showing
/the official

the official necessity therefor. The authorization or a copy thereof must accompany the expense account, and all charges for excess baggage must be supported by receipts showing the weight of the baggage and points between which the baggage has been moved. When transportation is made by airline, special authorization must be obtained in advance for the conveyance of baggage the weight of which is in excess of the normal maximum laid down by the particular airline by which the staff member and/or his dependents are travelling.

Privately owned automobiles shall not be transported at United Nations expense unless, in the case of a staff member on original appointment or transfer to an official duty station other than Headquarters, the Assistant Secretary-General for Administrative and Financial Services, or his duly authorized representative, determines in advance that the automobile is essential for the performance of the staff member's official duties.

Rule 14. Storage of Baggage

Charges for the storage of baggage will be allowed only when it is shown that such storage was solely on account of official business or that a saving of transfer charges was effected thereby.

Rule 15. Transportation of Dependents (see also Annex I)

1. In accordance with Regulation 25 of the Provisional Staff Regulations, only wives and dependent children of staff members may be considered as "dependents" for purposes of authorizing payment by the United Nations of travel expenses and travel per diem in lieu of subsistence expenses.
2. Travel expenses, including excess baggage (but not furniture) charges and insurance on baggage, will be authorized for the staff member's dependents upon his meeting one of the conditions listed below, except that excess baggage charges will not be authorized in respect of home leave:

- (a) upon appointment to the Secretariat for a period of not less than one year;
- (b) when the staff member has been in the Secretariat for six months or more, provided that the Assistant Secretary-General of his department certifies that the staff member will be recommended for an appointment for a period of one year or more. Staff members who bring dependents to the headquarters area at their own expense and who subsequently become eligible for payment as above provided may receive reimbursement for such expenses;
- (c) when the staff member is entitled to home leave under the Provisional Staff Rules;
- (d) upon termination of the appointment (by the United Nations or upon resignation of the staff member in accordance with the Staff Rules

/governing

governing resignations), provided that the staff member is serving under an appointment of not less than one year, or has had expenses authorized under (b) above. Should the staff member and his dependents, upon termination of appointment, desire to travel to a place other than the place where they were resident at the time of his appointment, the limitation on payment or reimbursement by the United Nations will be the estimated cost of the transportation to the place of residence of the staff member at the time of his appointment.

Rule 16. Expenses for Home Leave

A member of the staff who spends all or part of his annual leave at the place recognized as his home at the time of his initial appointment shall be entitled to be paid every two years, in respect of himself, his wife and dependent children, the cost of one journey by an approved route and type of transport, to and from such place.

Rule 17. Routing of Travel

All travel should be by the most economical route. Travel by other routes may be allowed under written authority when the official necessity therefor is satisfactorily established.

Rule 18. Indirect Route Travel

Where a member of the staff travels by an indirect route for his own personal convenience the extra expense will be borne by himself and the reimbursement for expenses will be based only on such charges as were actually incurred, not to exceed what would have been incurred by the most economical route.

Rule 19. Accommodations on Train and Steamers

The maximum accommodations specified in (a), (b) and (c) below will be allowed staff members and their dependents when eligible for transportation at United Nations expense, except that, wherever possible, staff below the rank of director shall travel on United Nations business in cabin class or in comparable accommodations on steamers. In any event, all staff below the rank of director (i.e., grade 19) shall travel on home leave by cabin class or its equivalent.

(a) Secretary-General and Assistant Secretaries-General:

- (i) One Pullman accommodation up to and including a drawing room.
- (ii) One first-class stateroom accommodation with bath on steamer or equivalent accommodation.

(b) Staff members in Grades 16 and above including top-ranking directors:

- (i) One Pullman accommodation up to and including one compartment.
- (ii) One medium rate first-class stateroom accommodation with bath on steamer or equivalent accommodation.

/(c) Staff members

- (c) Staff members in Grades 1 through 15 inclusive:
 - (i) One standard first-class Pullman accommodation.
 - (ii) Cabin class or comparable accommodation on steamer.
- (d) Executive Officers may authorize travel by air for staff members travelling on official business only.
- (e) Travel by extra-fare trains or accommodation in excess of actual entitlement may be authorized by the Transportation Division when the necessity or advantage of United Nations requires such travel. The staff member will be held responsible for any excess over the cost of authorized accommodations.
- (f) Accommodations for rail travel are for travel within the continental United States of America. Allowable rail accommodations in other countries will be the equivalent of that provided herein depending upon the equipment available.
- (g) United Nations will make reimbursement only for accommodations actually authorized and used.
- (h) Personnel officially on loan to United Nations will be provided accommodations appropriate to their status in United Nations.
- (i) Staff members paid at a daily or hourly rate will be considered to be in the group appropriate to the income they would receive if their daily or hourly rate, excluding overtime or night differential pay, were computed on an annual basis.
- (j) Decisions by the Transportation Division relating to travel accommodation shall be final.

Rule 20. Purpose of the Per Diem Allowance

A per diem allowance in lieu of subsistence expenses will be granted to all staff members who are in official travel status. The per diem will be regarded as covering all charges for meals, lodging, baths, fees and gratuities to waiters, porters, baggagemen, bellboys, hotel maids, dining room stewards and any other payment made for personal service rendered, personal telegrams and telephone calls, laundry, cleaning and pressing of clothing, and other personal expenses.

Rule 21. Travel Subsistence Allowance Rates

1. Unless otherwise expressly provided for by the Secretary-General and subject to Rule 25 below, the officer authorized to issue travel orders may authorize to a staff member travelling on official business a travel per diem allowance in lieu of subsistence expenses in accordance with the following schedule:

/Applicable to:

<u>Applicable to:</u>	<u>Daily Rates:</u>
Secretary-General.	\$25.00 (US)
Assistant Secretaries-General.	\$20.00 (US)
All staff members in grade 20 having base salaries of \$11,000	\$15.00 (US)
All staff members having base (first step) salaries from \$6,700 to \$10,000 in grades 15 through 19. . . .	\$12.50 (US)
All staff members having base (first step) salaries of \$6,050 or below in grades 14 and below	\$10.00 (US)

2. When a staff member is on loan from a Member Government or other organization his salary will be assimilated into the grade appropriate to his appointment with the United Nations for the purpose of determining his travel per diem rate.
3. When a staff member is required to travel on duty with a staff member of a higher grade, he may be authorized to receive up to eighty per cent of the travel subsistence rate applicable to the higher grade, if his daily rate is less than eighty per cent of the rate paid to the staff member in the higher grade. The higher subsistence rate is intended to cover only those persons whose official duties require that living expenses be established primarily by the staff member receiving the higher rate. Participation in the same field trip is not enough to warrant payment of the increased subsistence rate, unless these corollary conditions obtain and appropriate written recommendations are submitted by the Assistant Secretary-General directly concerned. The higher rate will be authorized by the Assistant Secretary-General for Administrative and Financial Services only upon receipt of such certification and recommendation.
4. If annual leave of absence begins or terminates within the traveller's prescribed hours of duty, the per diem subsistence allowable will terminate or begin at the same time.
5. The standard travel subsistence rates are applicable in such areas where salary differentials are in effect, without regard to differentials. When found necessary special per diem rates (varying from the standard rates) will be fixed and announced by the Assistant Secretary-General for Administrative and Financial Services for areas where the level of subsistence costs varies substantially from costs in the Headquarters Area.
6. In determining the appropriate travel per diem rate applicable to a particular staff member, the grade of the staff member governs, rather than the salary rate, even though the salary is subject to a differential.

Rule 22. Subsistence Allowance to Dependents

- (a) Where dependents of a staff member have been authorized to accompany the member of an approved journey, a subsistence allowance
/of one-half

of one-half of the appropriate rate in Rule 21 above will be payable in respect of each dependent.

(b) Where dependents are travelling on an authorized journey unaccompanied by the staff member the full rate of subsistence allowance appropriate to the staff member will be payable in respect of one adult and one-half of that rate to each other dependent.

(Rule 23 has been combined with Rule 25)

Rule 24. Application and Duration of Travel Per Diem Allowances

Staff members in travel status will receive a travel subsistence allowance at the rate established for their grade in Rule 21, except when a special travel subsistence allowance rate is established for the area in which the travel occurs.

After the first thirty days in travel status at any one duty station the allowance rate will be reduced by twenty-five per cent and paid at the reduced rate while the staff members remains in travel status at that station.

Rule 25. Computation of Travel Per Diem Allowance

(a) Definition of calendar day:

The calendar day is the 24-hour period from midnight to midnight and is divided into two 12-hour periods.

(b) For periods in travel status in excess of 24 hours

- (i) One-half the rate for a calendar day will be allowed for each period of 12 hours or fraction thereof except for the first and last day in travel status.
- (ii) The full per diem rate for a calendar day (subject to the limitations in (iv) and (v) hereunder) will be paid for the first day in travel status regardless of the hour of departure.
- (iii) No per diem allowance will be paid for the last day in travel status.
- (iv) For time spent in transit on aircraft or vessels where the price of passage covers meals and sleeping accommodation (including overnight flights) 1/6 of the per diem rate for a calendar day will be allowed for each 12-hour period or fraction thereof.
- (v) For time spent in transit on trains where sleeping accommodation is provided, 1/3 of the per diem rate for a calendar day will be allowed for each 12-hour period or fraction thereof.

/(c) For periods

(c) For periods in travel status of 12-24 hours:

The full per diem rate for a calendar day will be allowed inclusive of time spent in transit on aircraft, vessels or trains.

(d) For periods in travel status of less than 12 hours:

(i) One-half the per diem rate for a calendar day will be allowed, regardless of the mode of transportation.

(ii) No per diem allowance will be paid when the departure is after 8.00 a.m. and the return is on the same day prior to 8.00 p.m., or when the period in travel status does not exceed 3 hours.

(e) Travel of dependents:

Per diem rates in respect of dependents shall be determined in accordance with the principles established in Rule 22, subject to the limitations in Rule 25.

Rule 26. Time of Departure and Arrival

In all cases the date and hour of departure from and arrival at official station and other points where such arrival or departure affects the allowance of per diem in lieu of subsistence must be shown in the expense account, and the date of arrival at the last-mentioned place of uncompleted duty should be shown on subsequent voucher or vouchers, so long as the traveller remains on duty at such place.

(a) If duty at a particular place within the traveller's itinerary is prolonged beyond a period of thirty (30) days, his travel voucher should also state the approximate period to be covered by his duty assignment at such place, or the approximate date of return to official headquarters, or both, as well as any other pertinent facts.

(b) The time of arrival at and departure from a place will be considered as the hour at which the train, boat, or other conveyance used by the traveller actually leaves or arrives at its regular terminal.

SECTION V: TELEGRAPH, CABLE AND RADIO SERVICE

Rule 27. Authorized for Official Business

Telegraph, cable and radio service may be used on official business when such expeditious means of communication is essential. The cheapest practicable class of such service should be employed.

Rule 28. Discretion in Use

The time required to transmit and deliver telegrams, cablegrams, and radiograms, the difference in time between points, and the probable closing time of offices should be considered in determining the method of communication.

Rule 29. Form of Messages

Care should be exercised in preparing messages to omit words, figures and punctuation unnecessary to the meaning of the message. Initials and titles in the text and signature should be used only when needed for identification. Numbers and dates in the text of telegrams, cablegrams, and radiograms should be expressed in figures, except where impracticable in code messages. Every message should show the place and date of transmission.

Rule 30. Copies of Messages

A copy of each official telegram, cablegram, and radiogram paid for by the traveller must accompany his expense account, except only in such rare instances as the subject matter is of such a confidential nature that to divulge its contents would be prejudicial to the interest of the United Nations. In such cases the points between which sent and number of words must be stated, and a receipt from the person to whom payment was made must be furnished.

SECTION VI: TELEPHONE SERVICE.

Rule 31. Local Calls

Charges for local telephone calls on official business will be allowed. The expense account shall show the number of calls, rate per call, total amount expended each day, and that the calls were on official business.

Rule 32. Long-distance Calls

Charges for long-distance telephone calls on official business will be allowed, provided a statement is furnished showing the name of the party with whom communication was held, the points between which service was rendered, the date, time occupied, the amount paid on each call, and that the calls were on official business. When the interest of United Nations so requires the name of the party and the points between which the service was rendered need not be stated in the expense account, but may be stated in confidence to the proper authority. Telephone calls applying for leave of absence or extension thereof or inquiry as to, or as to payment of salary or expense vouchers, and answers thereto, or those as to any matter of a purely personal nature, must not be made at United Nations expense, and charges therefor will not be allowed.

SECTION VII: MISCELLANEOUS EXPENSES

Rule 33. Definition

Charges will be allowed for necessary stenographic or typewriting services or rental of typewriting machines in connection with the preparation of reports or correspondence; clerical assistance, services of guides, interpreters, packers, drivers of vehicles; storage of property used on official business. Fees in connection with the issue of passports,

/visa fees,

visa fees, cost of photographs for passports and visas, cost of birth certificates, and charges for inoculation will also be allowed when authorized or approved by the properly designated authority.

Rule 34. Hire of Room for Official Use

When it is necessary to engage a room at a hotel or other place in order to transact official business, a separate charge therefor will be allowed when authorized or approved by the properly designated authority.

Rule 35. Cash Payment

Where cash payment is made for miscellaneous expenses, reimbursement for the charges actually paid may be allowed. Reimbursement expense account must be supported by receipts showing the quantity, unit and unit price and a statement that cash payment was made.

SECTION VIII: EXPENSE ACCOUNTS

Rule 36. Memorandum of Expenditures

All persons authorized to travel on business for the United Nations should keep a memorandum of expenditures properly chargeable to the United Nations, noting each item at the time the expense is incurred, together with the date, in order that the information thus accumulated may be available for the proper preparation of expense accounts.

Rule 37. Expense Accounts

(a) All claims for the reimbursement of travelling expenses shall be submitted on the regular authorized form of travel expense voucher and must be itemized and stated in accordance with these rules.

(b) Every expense account must be supported where practicable by a copy of the travel authorization, or, if travel authorization has been filed or attached to previous expense account, proper reference thereto should be made.

(c) Every account must show in the space provided for such information on the voucher form, dates of travel, the points of departure and destination, name of transportation company, and the value of the transportation secured.

(d) Expense accounts must be supported by receipts, indicating the amount of actual cash expenditure.

Rule 38. Submission of Accounts

Accounts shall be submitted on Form F/10 (Revised), "Voucher for Reimbursement of Personal Expenses".

For travel trips of less than two months' duration, a voucher shall be submitted in duplicate on completion of travel. For trips exceeding two months, the first voucher shall be submitted for the period from the beginning of travel to the end of the following month and monthly thereafter

/by calendar

by calendar month until the completion of travel.

In all cases, the final account shall be submitted to the Executive Officer of the Department concerned within one week of completion of the travel, transportation of household effects or other occasion of the claim. The claimant shall clearly indicate on the face of the voucher the date of its submission to the Executive Officer.

Vouchers shall be typewritten, whenever practicable, and submitted in duplicate with the original only signed by the claimant.

The original of Form TT/8, "Travel Authorization", which is carried by the traveller, shall be attached to the Form F/10 submitted on completion of travel.

Rule 39. Itemization of Accounts

(a) Items in accounts must appear in chronological order and all charges for the period covered must be included.

(b) Itemization of subsistence expenses must not be made in expense accounts as a per diem is allowed in lieu of subsistence expenses.

The exact period for which per diem is claimed, however, must be stated.

(c) Items suspended from previous accounts and reclaimed must be stated after all other items have been listed.

(d) Receipts must be numbered consecutively, commencing with number one for each account.

(e) Where claim is made for transportation obtained with cash, the expense account must show the name or initials of the transportation company.

Rule 40. Suspension of Charges

Items in accounts not stated in accordance with these rules, or not properly supported by receipts when required will be suspended and the notification of such action will indicate the reasons therefor. Such items as may be subsequently allowable should be included in a subsequent regular or supplemental expense account submitted by the traveller. Full itemization will be required for all suspended items which are reclaimed and charges must be supported by the original suspension notice or a copy thereof.

Rule 41. Modification of Rules

In exceptional circumstances these rules may be modified at the discretion of the Secretary-General or his duly authorized representative.

Rule 42. Effective Date

These rules are effective as of 16 February 1946.

By direction of the Secretary-General

(signed) MARY SMITON

Acting Assistant Secretary-General
for Administrative and Financial Services

/ANNEX I

ANNEX I

TRAVEL AND SUBSISTENCE OF DEPENDENTS OF STAFF MEMBERS

1. Purpose

The purpose of this Annex is to set forth (a) pertinent instructions, (b) references to established rules, and (c) interpretations which relate to travel and subsistence of dependents of staff members.

2. Definition of Dependents

(a) In accordance with Regulation 25 of the Provisional Staff Regulations only wives and dependent children of staff members may be considered as "dependents" for purposes of authorizing payment by the United Nations of travel expenses and travel per diem in lieu of subsistence allowances.

(b) A dependent child shall be any child of a staff member who is under the age of sixteen years, or, if the child is in full-time attendance at a school or University, under the age of twenty-two years. The Assistant Secretary-General in charge of Administrative and Financial Services shall determine the dependency status of children who do not come within the terms of the definition given above, but who are considered dependent by the staff member.

3. Eligibility for Payment

Travel expenses for dependents of entitled staff members will be authorized in accordance with Rule 15 of the travel rules.

4. Arrangements for Transportation

(a) Accompanied by Staff Member

When a staff member, who has an appointment of one year or more, is authorized to bring dependents with him when reporting for duty, Voucher for Reimbursement of Personal Expenses, Form F/10 (Revised), will be completed by the staff member when he reports for duty.

(b) Unaccompanied by staff member

In arranging for subsequent travel of dependents, the eligible staff member should submit written notice (through the Executive Officer of his department) to the Bureau of Personnel, which shall set forth:

- (i) the name of each dependent,
- (ii) the relationship of each to the entitled staff member,
- (iii) the extent to which excess baggage required for the use of dependents at the new official station (for example: clothing, bedding, small personal possessions, but not furniture) is to be authorized. (See also paragraph 8)

/5. Preparation

5. Preparation of Requisition for Travel

The preparation of the Authorization of Travel, Form TT/8, is the responsibility of the Bureau of Personnel, and shall set forth the pertinent facts as outlined in paragraph 4 above. (See Annex II).

6. Advance of Funds

Staff members eligible under Rule 15 (b) (2) to bring dependents to the headquarters site may request, if necessary, advance of funds for the travel expenses of dependents in an amount sufficient to cover the estimated expenses. Any balance of an advance over the actual expenses must be refunded to the United Nations. Arrangements for advances are made by the Bureau of Personnel with the Bureau of the Comptroller. (See Rule 5).

7. Accommodations

Allowable accommodations at the United Nations expense are the same as those for staff members as outlined in Rule 19. Costlier accommodations may be secured by the staff member if he so desires providing the difference between the cost of the accommodations so secured and the allowable accommodations are borne by the staff member.

8. Excess Baggage

Baggage, required for the use of dependents (for example, clothing, bedding, small personal possessions but not furniture), in excess of the weight and size carried free by transportation companies may be authorized by the Bureau of Personnel, but excess baggage over 100 pounds per person will be set off against the limitation of weight if and when household furniture and effects are subsequently moved. (Rule 3 (d), SCB/11/Rev.1, Provisional Rules for Payment of Removal Expenses, 17 October 1946).

9. Travel Per Diem While En Route

Per diem allowance will not commence until actual travel begins.

(a) Accompanied by staff member

The staff member is entitled on behalf of each dependent to one-half of the appropriate per diem rate set forth in Rule 21, as qualified by Rule 25, with regard to travel in aircraft, vessels and trains.

(b) Unaccompanied by staff member

The full rate of per diem allowance appropriate to the staff member's status as set forth in Rule 21 will be payable in respect to one adult dependent and one-half of that rate for each other dependent, provided that the per diem allowance shall be limited in respect to travel in aircraft, vessels or trains in accordance with Rule 25.

10. Administration

The Bureau of Personnel shall be responsible within the scope of these rules for determining the eligibility of staff members as to payment or reimbursement of expenses of travel of dependents.

/s/ Upon approval

Upon approval of the Bureau of Personnel, travel for the dependents of entitled staff members will be authorized as provided under paragraphs 4 and 5 above.

The Bureau of the Comptroller shall be responsible for payment or reimbursement of travel and transportation expenses, upon submission by the staff member of Form F/10 together with copies of supporting papers indicating the Bureau of Personnel's approval as to entitlement.

ANNEX II

PROCEDURE FOR EFFECTING OFFICIAL UNITED NATIONS TRAVEL

1. Use of Forms

The following forms are referred to in this procedure:

Notification of Travel Authorization Form TT/8

Transportation Order " TT/9

Traveller's Identification Card " TT/10

2. Procedure for Travel on Official Business

(a) For authorization of travel, "Notification of Travel Authorization" (Form TT/8) shall be completed by the Executive Officer who shall sign the form in the space marked "Issuing Officer". In the case of travel for Commissions, the TT/8 shall be signed by the Secretary or Administrative Officer of the Commission.

(b) The Executive Officer shall also insert the amount for travel advances and complete the block marked "Estimated Cost" (including the insertion of per diem allocation and any other special costs) in the lower right-hand corner. The Executive Officer shall be responsible for ascertaining that the allocation for per diem allowance is in accordance with Rule 24. At the time of filling out the TT/8, the Executive Officer shall ascertain from the traveller whether he will require a travel advance. If so, the original of the request for travel advance shall accompany the copies of the TT/8 sent to the Comptroller.

(c) The appropriate allotment code shall be inserted in the space provided for that purpose in the upper right-hand corner by the preparing office, but this office will not write in the space provided for the authorization number.

(d) Special rates of per diem allowance not covered by the existing regulations must be approved by the Assistant Secretary-General for Administrative and Financial Services in writing prior to the issuance of the Form TT/8, and a copy of the approval attached to the TT/8 when it is forwarded to the Bureau of the Comptroller.

(e) The Transportation Division has furnished the Executive Officers with cost estimates for travel to the most common destination points outside the United States. These estimates should be used by the Executive Officers in computing fares for travellers. Costs of travel by rail and air to points in the United States and for points outside the United States now shown in the Executive Officers' estimates may be secured by calling the Transportation Division.

/(f) Upon completion

(f) Upon completion of Form TT/8, the blue copy marked "For Transportation Service" shall be detached and forwarded to the Transportation Division, and the remaining copies of the form forwarded at once to the Bureau of the Comptroller, who will assign an authorization number in the space so provided.

(g) The Transportation Division will make reservations immediately upon receipt of its copy of the Form TT/8. It should be clearly understood, however, that the Transportation Division will not be able to purchase tickets until certification that funds are available for this purpose has been issued by the Bureau of the Comptroller. The Bureau of the Comptroller will accomplish this certification by signature in the space marked "For the Comptroller" on the original (traveller's copy) of the TT/8 and will forward it to the Transportation Division.

(h) It will ordinarily take one full working day for the papers to clear the Bureau of the Comptroller and a day for the Transportation Division to complete travel arrangements. In the event of any emergency in which it is necessary to complete travel arrangements in less than two full working days, the Executive Officer should call the Bureau of the Comptroller, in order to advise that Bureau of the necessity for the trip, and secure oral confirmation of the availability of funds. After securing approval of the expenditure from the Bureau of the Comptroller, the Executive Officer should notify the Transportation Division by telephone that the approval has been secured and provide the Transportation Division with the other information concerning the trip which will enable it to proceed with the securing of reservations and the purchase of tickets. These arrangements must be followed immediately by the formal documents necessary for completion of travel arrangements, and a memorandum to the Comptroller describing the nature of the emergency.

(i) The Executive Officer is responsible for ascertaining that funds are available before initiating a travel authorization.

3. Travel on Home Leave, Removal of Household Effects and Termination of Employment

(a) In cases of travel on home leave, the Executive Officer shall route all copies of the TT/8 to the Bureau of Personnel, which shall certify approval by counter-signature of the Issuing Officer's name and proceed in accordance with paragraph 2 (f) above.

(b) TT/8's for removal of household effects shall be completed and approved by the Bureau of Personnel on application of the staff member and processed in accordance with the terms of Section 13 of SGB/11/Rev.1, "Provisional Rules for the Payment of Removal Expenses".

(c) Arrangements for transportation of dependents accompanying a newly-recruited staff member shall be made by the Bureau of Personnel under the terms of this bulletin. TT/8's for dependents arriving after the
/staff member

staff member shall be initiated by the Executive Officer concerned and routed through the Bureau of Personnel.

(d) After notifying the staff member of termination of employment, the Bureau of Personnel shall complete Form TT/8 in accordance with the terms of this bulletin, in addition, making special arrangements with the Transportation Division, in consultation with the staff member, for travel accommodations.

4. Transportation Orders

The Transportation Division will then assign to the traveller a number of United Nations Transportation Orders, Form TT/9, sufficient for the completion of the trip, and to cover such contingencies as cancellations, etc. The serial numbers of these will be entered on the traveller's Identification Card (Form TT/10). If a lengthy journey is authorized, the traveller will be issued one or more books of Transportation Orders. (A list of the carriers on which these are acceptable will be furnished by the Transportation Division). Each of these orders shall bear the signature of the Chief of the Transportation Division or his designated representative, and when used shall be countersigned in the presence of the ticket agent by the traveller at the time of purchase of a ticket. The traveller must at all times have his (Notification of) Travel Authorization, Form TT/8, with him, as he will be required to place the number of the (Notification of) Travel Authorization on each Transportation Order which he issues, and he must be prepared to show to the ticket agent his Identification Card as evidence of his authority to sign Transportation Orders. The (Notification of) Travel Authorization, Form TT/8, will clearly indicate the routing and points of travel. If at any time the traveller is ordered to deviate from his authorized route, it will be the responsibility of the requesting office to request an amendment to the authorization. The traveller will be personally responsible for any Transportation Orders issued over his signature for travel not authorized. It will not be the responsibility of the ticket agent of the carrier to question the use of these orders.

Upon completion of the necessary documents the Transportation Division will notify the traveller and will secure his signature upon the Identification Card in the presence of a representative of the Chief of the Transportation Division, who will then countersign the card. At that time the traveller will be presented with the original of the (Notification of) Travel Authorization, his Identification Card, his Transportation Orders and any other documents which may be necessary for him to complete his trip.

This procedure is applicable to official travel authorized by the New York Office. Comparable procedures for other regional offices will be established.

/5. Reimbursement

5. Reimbursement for Travel by Privately Owned Automobile

- (a) Official travel authorization may specify or permit the use of privately-owned automobiles.
- (b) Reimbursement will be at the rate of five cents (5¢) per mile for such approved travel. Reimbursement for travel outside the general area of the headquarters interim site will be made on the basis of mileage shown on official road guides (maps). Reimbursement for travel within general area of the headquarters interim site (within thirty-five miles of the Sperry Plant) will be based upon actual mileage.
- (c) Commutation (routine travel back and forth between one's residence and place of business) will not be reimbursable.
- (d) When a privately-owned automobile is used for official travel outside the general area of the headquarters interim site, travel time for per diem allowance purposes will be based upon the fastest applicable bus schedules.
- (e) Claims for reimbursement shall be made at least once a month but not more often than once each week. Claims shall be filed in duplicate on Reimbursement Voucher, Form F/10, and shall show the time and the points of departure and destination for each trip outside the general area of the headquarters interim site. Claims for travel within the general area of the headquarters interim site shall show in addition to the time and the points of departure and destination, the mileage for each trip.
- (f) Claims for emergency trips in amounts of less than \$5.00 may be paid from Petty Cash, if approved by the Executive Officer of the Department concerned, without the issuance of a formal travel authorization

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of the proper use of the laissez-passer. Any questions concerning the use of the laissez-passer should be referred to the Passports and Visa Section of the Transportation Division.

6. Cancellations

Any holder of a laissez-passer who, for any reason, ceases to be a member of the staff of the United Nations will be required to return the laissez-passer to the Transportation Division.

7. Offices away from Headquarters will issue United Nations laissez-passer upon receipt of authorization from the Assistant Secretary-General for Conference and General Services.

8. A duplicate copy of each Form TT/28 will be forwarded to the Transportation Division, New York, to serve as a report of each laissez-passer issued.

9. In the event a holder of a laissez-passer is terminated or leaves the United Nations for any reason, it is important that each office have in operation a procedure for voiding this document. In all instances where a laissez-passer is voided, the document must be destroyed by fire and the Transportation Division, New York, must be advised.
