

SECRETARY-GENERAL'S BULLETIN NO. 9, REVISION 1

To: Members of the Staff of the United Nations

Subject: TRAVEL AND SUBSISTENCE RULES FOR REPRESENTATIVES AND
MEMBERS OF COMMITTEES, COMMISSIONS AND SUB-COMMISSIONS

I. Authority /

The General Assembly, during the first part of the first session, authorized the United Nations to meet the travel expenses of five representatives of each Member Government to meetings of the General Assembly. The Assembly further recommended that the United Nations pay the travel expenses and per diem subsistence allowance of members of expert groups.

During the second part of the first session, the General Assembly authorized the payment of actual travelling expenses of representatives to Commissions and Sub-Commissions of the Economic and Social Council to and from meetings of the Commissions and Sub-Commissions of the Economic and Social Council.

II. Purpose

This bulletin, in accordance with the above actions, establishes rules for the payment of travel expenses and per diem allowances in connection with meetings of the GENERAL ASSEMBLY, Commissions and Sub-Commissions of the ECONOMIC AND SOCIAL COUNCIL, and of expert groups. Superseded are SGB/9, of 9 March 1946, "Provisional Travel and Subsistence Rules for Members of Committees and Commissions"; SGB/9/Add.1, 10 April 1946, "Modification of Travel and Subsistence Allowances for Members of Commissions and Committees"; and SGB/9/Add.2, 2 May 1946, "Rules for Travel and Per Diem Allowances for Members of Commissions of the Economic and Social Council".

III. Definitions

(a) A representative, for the purposes of these rules, shall be a person who has been properly accredited by a Member Government as a representative or alternate to the General Assembly, or as a representative or alternate to a specific Commission or Sub-Commission of the Economic and Social Council.

/(b) A member

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(b) A member is defined as:

- (i) A person elected by the General Assembly to serve the Secretary-General or the General Assembly as one of a body of experts, or a person named so to act by a Member Government which has been designated by election or otherwise by the General Assembly.
- (ii) A representative to a main Commission invited by the Secretary-General to report to a Council or to assist in the work of a Commission, not as a representative of his Government, but in his individual capacity. This shall apply also to representatives on Sub-Commissions invited by the Secretary-General to report to another Sub-Commission or to a main Commission, but not to a Council. If the representative in such case also represents his government on the Commission or Sub-Commission to which he is invited to report, his status as representative shall take precedence over that of member, that is, his travel expenses only will be borne by United Nations.
- (iii) A representative of a government or agency, who, acting in his individual capacity as an expert, is invited by the Secretary-General to participate in the work of a Council, or a Commission or Sub-Commission.

IV. Travel Rules

Rule 1. Transportation Accommodations and Routing

- (a) Five accredited representatives to the General Assembly from each Member Government, and one accredited representative to a specific Commission or Sub-Commission of the Economic and Social Council from each Government represented thereon may travel at United Nations expense by first-class accommodation by recognized public transport via an approved route from the capital city of the representative to the place of meeting.
- (b) An accredited member may travel at United Nations expense by first-class accommodation by recognized public transport via an approved route from his residence or last post to the place of the meeting.
- (c) A representative or member is entitled to return to the point of departure or any other destination, provided that the actual travel cost is not greater than the travel cost to his home capital, residence or last post, whichever is applicable under these rules.

/Rule 2.

Rule 2. Subsistence Allowances

(a) Members are entitled to a per diem subsistence allowance while in travel status and for the period during which their presence is required at the place of meeting. The allowance shall be at the rate of \$20 a day, except to individuals whose post or permanent residence is within 25 miles of the place of meeting, in which case the rate shall be \$10 a day. Where travel accommodations include a berth, a reduction of 1/3 shall be made in the subsistence allowance and, when both meals and accommodations are furnished in the cost of travel, a reduction of 2/3 shall be made in the per diem rate during the period of actual travel.

(b) Payment of per diem subsistence allowance for such members at the place of meeting shall be limited to the period of the conference including any reasonable period necessarily spent waiting for earliest available transportation or as otherwise specified in the letter of invitation from the Secretary-General.

(c) The Conference Division will check arrival listings and, where applicable under these rules, will register such arrivals for per diem entitlement. The Conference Division may, at its discretion, agree with the Committee Secretary to delegate this responsibility to the Committee secretary.

Rule 3. Travel and Per Diem Subsistence Allowances for Members of the Permanent Central Opium Board and the Drug Supervisory Body

Travel expenses shall be paid for such representatives under the terms of Rule 1 (b) and (c) above, from their last post or residence to and from the place where the Board and Body meet. Per diem subsistence allowances shall also be paid in accordance with the terms of Rule 2 above.

V. General

Rule 4. Expenses of Advisers, Secretaries and other Assistants

Travel expenses will not be paid for representatives other than those authorized under Rule 1 or for advisers, secretaries, or other assistants to the representatives. Transportation for such individuals may be obtained through United Nations services, subject in each case to written agreement of the Government concerned to reimburse the United Nations in U.S. dollars (or such other currency as may be billed) within a period of ninety days from the date of payment of such travel. Travel arrangements will not be made for relatives of representatives.

Rule 5. Loss of Personal Effects and Baggage

United Nations will not accept responsibility for loss or damage of personal effects or baggage.

/Rule 6.

Rule 6. Settlement of Claims of Representatives

Representatives

Travel expenses of representatives will be paid by the Comptroller to Member Governments or to the representative himself, on the authority of the Member Government concerned.

Members

Reimbursement for travel and per diem subsistence allowance will ordinarily be settled directly with the member.

Rule 7. Provision for Local Transportation

The United Nations will furnish local transportation between the place of meeting and the representatives' temporary residence, when and where feasible, and within the limits of the budget for transportation voted by the General Assembly.

Rule 8. Entitlement for Newly Elected Representatives or Members

Individuals other than those provided for in these Rules, who travel to the meeting place of a Committee or a Commission or Sub-Commission of the Economic and Social Council, before election to the Committee, Commission or Sub-Commission will have their return travel expenses only reimbursed following service on the Committee, Commission or Sub-Commission. Representatives of Governments or individuals, who travelled to the place of meeting before being elected by the General Assembly or invited by the Secretary-General to serve on a Committee, Commission or Sub-Commission in their individual capacity of expert, shall be entitled to per diem subsistence allowance as of the date of election, provided that their services as members are immediately required.

Rule 9. Certification of Travel and Subsistence Claims

Representatives to the General Assembly, Committees, Commissions, Sub-Commissions and members must certify, in claiming reimbursement of travel expenses and the subsistence allowance, if applicable, that they will not claim or receive reimbursement or payment on the same account from their governments, or as members of any other United Nations Committee, Commission, or Sub-Commission, or from other sources.

By direction of the Secretary-General
(signed) Byron Price

BYRON PRICE

Assistant Secretary-General for
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