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SECRETARY-GENERAL'S BULLETIN NO. 7 Add.2

To: Members of the Staff of United Nations

REIMBURSEMENT FOR TRAVEL BY PRIVATELY  
OWNED AUTOMOBILE

1. Official travel authorization may specify or permit the use of privately owned automobiles.
2. 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 35 miles of Hunter College or Sperry Plant) will be based upon actual mileage.
3. Commutation (Routine travel back and forth between one's residence and place of business) will not be reimbursable.
4. 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.
5. 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 shall show in addition to the time and the points of departure and destination, the mileage for each trip.

6. 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.

By direction of the Secretary-General

(Sgd.) J. B. HUTSON

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Assistant Secretary-General, for  
Administrative and Financial  
Services