

UNITED NATIONS

NATIONS UNIES

SECRETARY-GENERAL'S BULLETIN NO. 11 REVISION 1

To: Members of the Staff of United Nations

Subject: PROVISIONAL RULES FOR THE PAYMENT OF
REMOVAL EXPENSES

The purpose of this bulletin is to set forth the revised Provisional Rules for Payment of Removal Expenses which supersede those rules announced in SGB/11, dated 27 March 1946, and made effective by SGB/11/Add.1 of 3 July 1946:

Rule 1: Applicability of Provisional Rules for Payment of Removal Expenses

Payment of transportation expenses in connection with the removal of household goods and other personal effects will be made to the entitled staff member:

- (a) upon appointment for a period of not less than two years, subject to the provisions of Rule 12, from the place where he is ordinarily residing at the time of appointment to the place where he is assigned to duty;
- (b) upon transfer for permanent or indefinite duty, from one official station to another, subject to provisions of Rule 12;
- (c) upon leaving the service of the United Nations from his place of duty to the place at which he was resident at the time of appointment (or some other place provided that payment or reimbursement shall not exceed the estimated amount which would have been payable for removal to the place of residence at the time of appointment):
 - 1. after completion of at least two years' service; or
 - 2. after termination resulting from unsatisfactory service, summary dismissal, or the necessities of the service which cause abolition of the post or reduction in staff; or
 - 3. after voluntary resignation on proper notice; or the Bureau of

Personnel accepts the resignation and a separation date is mutually agreed upon.

With the approval of the Bureau of Personnel, payment of removal costs may be made in the case of a temporary staff member who has been recommended by the Assistant Secretary-General for his Department for an appointment the length of which added to at least six months of acquired service totals a two-year or longer period.

A member of the staff who incurred removal expenses upon his own personal responsibility prior to receipt of an appointment for a period which would make him eligible for reimbursement will be reimbursed for removal costs in accordance with Provisional Rules for Payment of Removal Expenses at the time of completion of two years' service or with the approval of the Bureau of Personnel when receiving an appointment the length of which added to at least six months of acquired service totals a two-year or longer period.

Rule 2: Arrangements for Removal

The staff member will be required to make his own arrangements for transportation. The United Nations Transportation Service will provide, (insofar as possible) assistance in arrangements for transporting household goods and personal effects of entitled staff members. Payment or reimbursement of expenses will be limited to the extent indicated in Rule 3 through Rule 10.

Rule 3: Maximum Allowance for Transportation

Reimbursement or payment of removal expenses will be limited to the following:

(a) Weight. The actual cost of transporting the household goods and other personal effects of the staff member and his/her dependents will be allowed subject to a maximum gross weight of 6250 pounds. Members of the staff who have no dependents living with them will be subject to a maximum gross weight of 3125 pounds. Gross weight is defined as the weight of the property and shall not include the weight of packing crates, boxes or lift vans required for the proper conveyance of the property. Reimbursement of

expense or defrayment of cost of transporting household goods and personal effects will be allowed within the following maximum weights:

<u>Staff Members having dependents living with them</u>	
Conveyance involving transportation by vessel over all or part of the route	Pounds 12,500
Conveyance by rail or rail and motor freight	7,500
Conveyance by motor freight only	6,250
<u>Staff Members without dependents</u>	
Conveyance involving transportation by vessel over all or part of the route	6,250
Conveyance by rail or rail and motor freight	3,750
Conveyance by motor freight only	3,125

The additional poundage as shown in the above categories over the gross weights heretofore mentioned consists of the allowance for the weight of the packing crates, boxes, lift vans or other temporary containers used in the conveyance of property.

Exception to these maximum allowances may be granted at the discretion of the Assistant Secretary-General for Administrative and Financial Services or his duly authorized representative.

(b) Volume. In exceptional cases where it is the practice to compute charges for transportation on a basis of measurement rather than weight, charges for transportation will be allowed regardless of poundage subject to a maximum of thirty-six (36) measurement tons of forty cubic feet each, inclusive of packing crates, and lift vans provided that employees who have no dependents living with them shall be allowed charges within a maximum of twenty-seven (27) measurement tons.

(c) Weight and Volume on Same Conveyance. When conveyance must be made over such a route that the transportation necessarily involves charges based upon weight over part of the distance the following conditions shall apply:

1. If the weight does not exceed the limitation prescribed in sub-section (a) payment shall be allowed for actual charges over the

entire distance regardless of whether the measurement is in excess of the limitations imposed by sub-section (b);

2. If both weight and measurement are in excess of the prescribed limitations, payment shall not be allowed for the excess by weight over that part of the distance where charges are based on weight, or for the excess by measurement over that part of the distance where charges are based on measurement.

(d) The weight of excess baggage over one hundred (100) pounds per person, which may have been authorized under Rule 15 of Provisional Travel and Subsistence Rules, shall be considered as being part of the maximum allowances prescribed herein.

(e) Storage charges, other than those incident to transportation expense, are not allowable except upon specific approval of the Assistant Secretary-General for Administrative and Financial Services or his duly authorized representative.

Rule 4: Allowance for Packing, Crating, Unpacking and Uncrating

The actual costs of packing, crating, unpacking, and uncrating shall be allowed, provided that no charges shall be allowed for the packing, crating, unpacking and uncrating of property in excess of the weight or measurement allowable under Rule 3.

Rule 5: Allowance for Cartage

The actual cost of cartage to and from the common carrier shall be allowed provided that in no case shall cost of cartage be paid where door-to-door common carrier rates are applicable.

Rule 6: Means of Transportation

Transportation shall be made by the most economical means, taking into consideration the costs of packing, crating, cartage, unpacking and uncrating. The transportation by express of articles required for immediate use up to 500 pounds for staff members having dependents living with them or 250 pounds for staff members having no dependents living with them will be allowed. The United Nations Transportation Service shall be responsible for determining what

is the most economical means of transportation under this rule except that household furnishings (but not furniture) may be conveyed by airline if authorization has been granted previously by the Assistant Secretary-General for Administrative and Financial Services or his duly authorized representative.

Rule 7: Computation of Excess Costs

Excess costs under Rule 3 (c) (2) payable by the staff member shall be computed from the total charged according to the ratio of excess weight to the total weight of transportation.

Rule 8: Use of Lift Vans

Charges allowable for packing and crating and for transportation shall include expenses incurred in hiring and packing lift vans and their transportation when shipments are made in whole or in part by water, but shall not include charges in connection with any shipment of empty lift vans or for payment of storage charges or import duties on lift vans.

Rule 9: Valuation

The valuation of property as declared for shipping purposes will not exceed that at which the lowest freight rates will apply except upon specific approval of United Nations Transportation Service.

Rule 10: Insurance

The cost of insurance in transit of household goods and property (excluding articles of value for which special rates of premium are charged) will be paid or reimbursed by the United Nations up to the value for which such effects are ordinarily insured by the staff member.

Rule 11: Time Limit

All transportation allowable under these rules (except as provided under the last paragraph of Rule 1) shall begin within the twelve months of the effective date of original appointment or within six months of the effective date of transfer for permanent duty or termination of service of the member of the staff unless an extension is specifically granted by the Assistant Secretary-General for Administrative and Financial Services or his duly authorized representative.

Rule 12: Transfer for Convenience of Staff Member

No payment shall be allowed from the United Nations funds for the packing, crating, cartage, transportation, storage, unpacking or uncrating in transferring household goods or other personal effects of the staff member and his dependents from one residence to another within the vicinity of the place of duty, except upon specific approval of the Assistant Secretary-General for Administrative and Financial Services or his duly authorized representative.

Rule 13: Administration and Payment

The Bureau of Personnel shall be responsible for determining the eligibility of individual staff members to payment or reimbursement of removal expenses. The United Nations Transportation Service shall be responsible for determining the most economical means of transportation. Payment or reimbursement will be made by the Bureau of the Comptroller. Reimbursement claims to the Comptroller are to be accompanied by:

- (a) authorization from the Bureau of Personnel to incur the expense; and
- (b) receipts indicating amount expended, weight and/or measurement of the goods transported; and
- (c) certification (or statement of exceptions) from the United Nations Transportation Service indicating that the means of transportation was (or was not) most economical under Provisional Rules for Payment of Removal Expenses.

A cash advance to the entitled staff member for meeting removal costs may be authorized by the Bureau of the Comptroller upon request of the staff member up to eighty percent of the certified cost estimate of the United Nations Transportation Service.

Rule 14: Effective Date

These rules shall become effective as from 18 June 1946.

By direction of the Secretary-General

J. B. Hutson
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Administrative and Financial Services
