

**UNITED NATIONS****NATIONS UNIES**

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SECRETARY-GENERAL'S BULLETIN NO. 11

To : Members of the Staff of the United Nations

PROVISIONAL RULES FOR THE REIMBURSEMENT  
OF REMOVAL EXPENSES

1. The General Assembly directed that a member of the Staff will be reimbursed for expenses incurred in the transportation of his household goods and other personal effects, subject to such conditions as may be prescribed by the Secretary-General or his duly authorised representative.
2. I have today approved the attached Provisional Rules for Reimbursement of Removal Expenses. They will be subject to review on the appointment by the Assistant Secretary-General in charge of Administrative and Financial Services.

TRYGVE LIE  
Secretary-General

PROVISIONAL RULES FOR THE REIMBURSEMENT OF REMOVAL EXPENSES

Rule 1. Applicability of provisional Rules for Reimbursement of Removal Expenses.

A member of the staff will be reimbursed for expenses incurred in the transportation of his household goods and other personal effects in the following circumstances:

- (a) on original appointment for a period of not less than three years at an official station, after completion of a satisfactory period of probation, from the place where he is ordinarily resident at the time of appointment to the place where he is assigned to duty;
- (b) on transfer for permanent duty, from one official station to another, except as provided in paragraph 12;
- (c) on leaving the service of the United Nations, from his official station to the place at which he was resident at the time of appointment subject to the provision that if he desires transportation to some other place, the total reimbursement shall not exceed the amount which would have been payable for transportation to the place of residence at the time of appointment.

Rule 2. Arrangements for Removal

The member will be required to make his own arrangements for transportation and submit a statement of cost\* of such transportation to the United Nations for approval. Reimbursement of expenses will be limited to the following:-

Rule 3. Maximum allowances for Transportation:

- (a) Weight. The actual cost of transportation of the household goods and other personal effects of the staff member,

his wife and dependent children, not in excess of 5,000 pounds gross and of the packing, crates, boxes, lift vans or other temporary containers required for the conveyance shall be allowed provided that members of the staff who have no dependents living with them shall be entitled to the transportation of household goods and other personal effects not in excess of 2,500 pounds gross. Gross weight shall include the net weight of the property and the weight of the usual containers of the property, but shall not include the weight of packing, crates, boxes or lift vans which have no connection with the property except for the purpose of the immediate conveyance and which do not constitute a continuing part of the property of the employee. For the application of the limitations prescribed by this sub-section the gross weight of the property shall be computed as being eighty per cent of the combined weight of the property and the packing and crating used for the conveyance: PROVIDED that in the case of conveyance involving transportation by vessel over all or part of the distance the gross weight of the property shall be computed as being fifty per cent of the combined weight of the property and the packing, crating, boxing and lift vans used for the conveyance, and provided further that when conveyance is by motor freight the gross weight for the

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\* Consideration might be given to the payment of a lump sum to cover all removal expenses, any costs in excess of this sum to be borne by the staff member.

property shall be the actual weight of the goods transported.

Thus, transportation will be allowed at United Nations expense for property when packed, crated, boxed, or placed in lift vans for conveyance within the following maximum weight:

Employees having dependants living with them:	Pounds
Conveyance involving transportation by vessel over all or part of route	10,000
Conveyance by rail only or by rail and motor freight	6,250
Conveyance by motor freight only	5,000
Conveyance involving transportation by vessel over all or part of route	5,000
Conveyance by rail only or by rail and motor freight	3,125
Conveyance by motor freight only	2,500

Exceptions to these maximum allowances may be granted at the discretion of the Secretary-General 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 will be allowed regardless of weight subject to a maximum of twenty-nine measurement of forty cubic feet each, inclusive of packing, crating, and lift vans; PROVIDED that employees who have no dependants living with them shall be allowed charges within a maximum of twenty-two 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:

- (i) if the weight does not exceed the limitations 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)
- (ii) 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.

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 paragraph 2 of these rules.

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, PROVIDED that, in computing comparative costs, the allowance which may be made for the saving of charges for packing, crating, cartage, unpacking and uncrating resulting from the use of motor freight shall in no case exceed \$2.50 per

hundred pounds, PROVIDED FURTHER that, if the Secretary-General or his duly authorized representative determines it to be in the interests of the United Nations, he may specifically authorize the transportation by express of articles required for immediate use at the new official station (for example, professional books, clothes, bedding, or kitchen utensils, but not furniture), which shall in no case exceed a weight of 500 pounds for staff members having dependants living with them or 250 pounds for staff members having no dependants living with them and which shall not be conveyed by airline unless authorization has previously been granted.

Rule 7. Computation of Excess Costs:

Excess costs under paragraph 5 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 shall not exceed that at which the lowest freight rates will apply. Should the staff member desire a higher valuation, he must assume all costs of transportation in excess of the charges at the lowest rates.

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 reimbursed by the United Nations up to the

value for which such effects are ordinarily insured by the staff member. Competitive quotations for such insurance should be obtained where possible and payment will be limited to the amount of the lowest quotation.

Rule 11. Time Limit:

All transportation allowable under these rules shall begin within thirty 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 Secretary-General or his duly authorized representative.

Rule 12. Transfer for Convenience of Staff Member:

If a transfer for permanent duty is made at the request and primarily for the convenience or benefit of a staff member, no payment shall be allowed from the United Nations funds for the packing, crating, cartage, transportation, unpacking or uncrating of the household goods or other personal effects of the member, his wife and dependant children.

Rule 13. Expense Accounts:

All claims for reimbursement of transportation expenses under these rules shall be:-

- (a) submitted on the regular authorized form of expense vouchers,
- (b) accompanied by a copy of the authorization for incurring the expense, and
- (c) supported by receipts indicating the weight and/or measurements of the goods transported, and the actual amount expended.

Rule 14. These rules shall become effective as from

1946.