

**Secretariat**

27 June 2005

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**Information circular\***

To: Members of the staff  
From: The Under-Secretary-General for Management  
Subject: **Official travel**

**Amendment**

In order to implement section 3.2 of administrative instruction ST/AI/2000/20, as amended by instruction ST/AI/2005/7, paragraph 3 of information circular ST/IC/2001/43 is replaced by the following:

“3. Prior authorization for official travel continues to be required as explained in section 3.1 of the instruction. As explained in section 3.2, reports on official travel by senior officials at the level of Under-Secretary-General and by heads of mission in the field, must be submitted to the Executive Office of the Secretary-General on a quarterly basis, using form SG.33, providing the anticipated dates to be spent away from the duty station for the next three months, including dates of travel, and the actual dates spent away from the duty station during the previous three months, including dates of travel. A sample of form SG.33 is reproduced in the annex to the present circular and is available on the Intranet forms website. Travel undertaken by senior officials at the Assistant Secretary-General level must be authorized by their respective heads of department.”

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\* The present circular will be in effect until further notice.

## Annex

UNITED NATIONS



NATIONS UNIES

POSTAL ADDRESS-ADRESSE POSTALE UNITED NATIONS, N.Y. 10017

CABLE ADDRESS-ADRESSE TELEGRAPHIQUE UNATIONS NEW YORK

To : Executive Office of the Secretary-General

From :

Subject : **Quarterly report on travel and leave plans of officials at the Under-Secretary-General level and heads of mission in the field**

For the quarter starting \_\_\_\_\_, the following travel and leave plan is proposed:\*

Travel begin and end dates	Number of working days	Place of travel	Purpose of travel

During the quarter ending \_\_\_\_\_, the following travel and leave was undertaken:\*

Travel begin and end dates	Number of working days	Place of travel	Purpose of travel

Total number of days spent away from the duty station: \_\_\_\_\_

\*Rows may be added, as necessary, by using the tab key after the last column.

SG.33 (4-05) - E