



Secretariat

ST/AI/224/Rev.1
4 May 1987

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Controller

Subject: REIMBURSEMENT FOR TRAVEL BY PRIVATE MOTOR VEHICLE

1. The purpose of this instruction is to elaborate on the conditions under which staff members who are authorized to travel by private motor vehicle shall be reimbursed under staff rule 107.11. The provisions governing reimbursement of expenses for travel by privately owned automobile set forth in administrative instruction ST/AI/224 of 9 January 1975 and Amend.1-30 are hereby revised and superseded with effect from 1 May 1987.
2. Under staff rule 107.11 (a), staff members who are authorized to travel by private motor vehicle shall be reimbursed at rates and under conditions established by the Secretary-General on the basis of operating costs in the area in which the travel is undertaken and an appropriate minimum distance for the calculation of the daily subsistence allowance.
3. The total reimbursable amount that a staff member may claim in respect of a particular journey by private motor vehicle shall be limited to the maximum travel expenses to which the staff member would have been entitled had the staff member and his or her eligible dependants, if any, travelled by the approved route, mode of transportation and standard of accommodation. Maximum travel expenses for this purpose shall be calculated on the basis of the cost of the most economical airfare and/or cost of travel by the fastest available surface mode of transportation, when air travel is not feasible, by a direct route using the appropriate standard of accommodation determined in accordance with administrative instruction ST/AI/249/Rev.2 and Amend.1, including charges for accompanied excess baggage, if applicable.
4. Reimbursement of expenses related to authorized travel by privately owned motor vehicle may include:

(a) Reimbursement of operating costs on the basis of total vehicle mileage by the most direct and economical route as shown in official road guides at established rates applicable to the area in which travel is undertaken;

(b) One day's daily subsistence allowance for every 560 kilometres or 350 miles travelled in respect of the staff member and half the daily subsistence allowance in respect of each eligible dependant, if any;

(c) Road/bridge or tunnel tolls;

(d) Where the journey requires that a portion of travel be by train, a vehicular roll-on/roll-off ferry or a ship, or a combination thereof, reimbursable expenses shall be limited to port charges and the cost of passage for both the vehicle and the authorized passengers. In this regard, to determine the daily subsistence allowance under (b) above, the distance covered by train, ferry or ship shall be included in the computation of distance travelled, unless the cost of passage includes either accommodation or food or both.

5. For cases involving travel by more than one staff member in the same vehicle, except for the applicable daily subsistence allowance, only one of the staff members travelling is entitled to claim reimbursement for the above-mentioned expenses.

6. The rates of reimbursement indicated in paragraph 4 (a) which are applicable to different groups of countries with effect from 1 March 1987 are given in the annex to the present instruction. These rates shall be updated from time to time on the basis of changes in the pertinent operating costs in the area concerned.

7. Terminal expenses are not payable for travel by privately owned motor vehicle.

8. A staff member who is authorized to travel by private motor vehicle shall be granted travel time, not chargeable to annual leave, equivalent to the time that would have been required had the staff member travelled by air by the approved route and mode of transportation.

9. A staff member who elects to travel by private motor vehicle for personal convenience should obtain prior authorization from the appropriate administrative or executive officer by submitting a written request indicating, among others, the purpose of travel, the planned itinerary and the names of accompanying dependants or colleagues. As in all other travel claims, request for reimbursement of travel expenses (other than mileage and the daily subsistence allowance) must be supported by proper receipts and ticket stubs.

10. The attention of staff members is drawn to article 2 (b) (iii) of appendix D to the staff rules (rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations), which provides that "the provisions of this subparagraph shall not extend to private motor vehicle transportation sanctioned or authorized by the United Nations solely on the request and for the convenience of the staff member".

AnnexRate for group I - 13 cents per mile or 8 cents per kilometre

All countries other than those listed in groups II, III or IV below.

Rate for group II - 16 cents per mile or 10 cents per kilometre

Algeria	Guatemala	Pakistan	Tunisia
Anquilla	Israel	Philippines	Turkey
Bahamas	Lesotho	Samoa	United Arab Emirates
Bermuda	Libyan Arab	Sao Tome and Principe	United States of
Canada	Jamahiriya	Solomon Islands	America
Chile	Malaysia	Sudan	Yemen
Cook Islands	Nauru	Swaziland*	Zaire*
Costa Rica	Netherlands Antilles	Thailand	
El Salvador	Oman	Tonga	

Europe - All countries in Europe except those listed in group III or IV below.

Rate for group III - 20 cents per mile or 12.4 cents per kilometre

Angola	Cape Verde	Madagascar	Saint Kitts and Nevis
Antigua and Barbuda	Democratic People's Republic of Korea	Malawi	Saint Lucia
Argentina	Denmark	Maldives	Saint Vincent and the Grenadines
Australia	Djibouti	Mauritania	Singapore
Bangladesh	Ethiopia	Montserrat	Sri Lanka
Barbados	Fiji	Morocco	Sweden
Belgium	Greece	Mozambique	Switzerland
Belize	India*	Netherlands	Vanuatu*
Benin	Iran (Islamic Republic of)	New Caledonia*	Zimbabwe
Bhutan		Norway	
British Virgin Islands	Jordan	Panama	
Cameroon	Kenya	Papua New Guinea*	
	Kiribati	Paraguay*	
		Republic of Korea	

* Indicates a change in the groupings effected by the present instruction.

Rate for group IV - 23 cents per mile or 14.3 cents per kilometre

Austria	Democratic	Italy	Portugal
Burkina Faso	Yemen	Japan	Romania*
Burundi	Dominica	Liberia	Rwanda
Central African Republic	Equatorial Guinea	Mali	Senegal
Chad	France	Malta	Seychelles
Comoros	Gabon	Mauritius	South Africa
Congo*	Germany, Federal	Mongolia	Spain
Côte d'Ivoire	Republic of	Nepal*	Syrian Arab Republic*
Cuba	Ghana	Niger	Togo*
Cyprus	Grenada	Niue	Uruguay
		Poland	
