



## Secretariat

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## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: STANDARD OF ACCOMMODATION, TRAVEL TIME AND REST STOPOVERS

1. The purpose of this instruction is to revise and update the provisions on standard of accommodation, travel time and rest stopovers contained in ST/AI/249/Rev.1 of 25 June 1982. This revision will enter into effect from the date of this circular.

Standard of accommodation

2. (a) Under-Secretaries-General and Assistant Secretaries-General and, where applicable, their eligible family members shall be provided with first-class accommodation for travel on official business and on appointment, transfer or separation, when the duration of a particular flight exceeds nine hours; for flights under nine hours duration, these staff members shall be provided accommodation by the class immediately below first class. When designated to represent the Secretary-General on ceremonial occasions or to undertake missions in the exercise of his good offices under the Charter or relevant resolutions of the General Assembly or the Security Council, these staff members shall be provided with first-class travel, irrespective of the duration of the flights involved. For home leave and family visit travel, these staff members and their eligible family members shall be provided with accommodation by the class immediately below first class irrespective of the duration of a particular flight.

(b) Staff members below the Assistant Secretary-General level and, where applicable, their eligible family members, shall be provided accommodation by the class immediately below first class for travel on official business and on appointment, transfer or separation when the duration of a particular flight exceeds nine hours; for flights under nine hours duration, these staff members

\*/ This administrative instruction replaces ST/AI/249/Rev.1 in Section XVII, paragraph II.F, of the Administrative Handbook.

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shall be provided with transportation at the least costly airfare structure regularly available or its equivalent. This provision, however, shall not apply when special fare arrangements are made by the Organization for group travel on missions or to conferences. For home leave and family visit travel, these staff members and their eligible family members shall be provided transportation at the least costly airfare structure regularly available or its equivalent.

(c) For education grant travel, the eligible dependants of all staff members shall be provided with air transportation by the least costly airfare structure regularly available or its equivalent.

(d) For all travel for which the least costly airfare provision applies, economy class, excursion fares or special fares, including advance purchase excursion (APEX), shall be used, whenever available and applicable. In particular, home leave, education grant and family visit travel can often be planned sufficiently in advance to permit the use of APEX fares. The Organization will assume responsibility for the surcharge imposed on any changes made in APEX fare tickets after they have been issued if the changes in the original travel plans were necessitated by the Organization, or for other compelling reasons.

3. In application of paragraph 2 (a) through 2 (c) above, the Administration shall determine the flight duration on the basis of the most direct and economical route, including scheduled stops for such purposes as change of planes or refueling, but excluding travel time to and from airports. For journeys emanating from New York, column A of the annex identifies with an "X" the destinations for which the nine-hour flight time threshold applicable under paragraph 2 (a) and (b) would be met. The entitlement will not be affected if a journey is interrupted for personal reasons or for an official overnight stopover. However, if the journey is interrupted en route for official business of more than one day duration, the entitlement will be based on the duration of the travel to that location.

4. A higher standard of accommodation may be approved when, in the opinion of the Secretary-General, special circumstances warrant it, such as for duly certified medical reasons.

5. If a staff member or an eligible family member travels by a more economical fare than the approved entitlement, the United Nations shall only pay for the fare actually paid not exceeding the entitlements for the authorized itinerary. For travel on home leave or family visit, special arrangements, such as package tours, may be authorized. The staff member shall be responsible for any delays, penalties, or additional expenses incurred as a result of taking such lower fare or special arrangements. The use of a more economical fare shall not entitle the staff member to apply any savings in cost to any deviation from the approved arrangements.

Travel time (other than on home leave or family visit)

6. Travel time by direct route and normal mode. When staff members travel by the most direct and economical route, either by air or by the fastest available surface

mode of transportation when air travel is not feasible, actual travel time spent during a normal working day shall not be charged against annual leave, nor shall annual leave be charged in the case of:

(a) Stopovers authorized for rest purposes when travel is by air (see para. 8 below);

(b) Unavoidable stopovers, which could not reasonably be regarded as rest stops.

Where a staff member is required to undertake travel on official business on non-working days, no annual leave credit will be allowed in respect of the travel time that falls on those days.

7. Travel time by other than direct route and normal mode. Staff members travelling for all or part of a journey by an indirect air route, or wholly or in part by surface when air transportation is the normal mode, or by other than the fastest available surface means of transportation when air travel is not feasible, shall be granted travel time, not chargeable to annual leave, equivalent to the time which would have been required had the travel been undertaken by the most direct route and normal mode.

8. Rest periods and authorized stopovers. For travel by air or mostly by air, staff members shall be entitled to rest periods before commencing duties or stopovers for rest purposes as follows.

(a) If the scheduled time for the journey is more than 6 hours but not more than 10 hours, the staff members will not normally be required to commence duty within 12 hours of arriving at the destination.

(b) If the scheduled time for the journey is more than 10 hours but not more than 16 hours, the staff member will not normally be required to commence duty within 24 hours of arriving at the destination. Alternatively, the staff member may have a stopover for rest purposes, not exceeding 24 hours at an intermediate point in the journey, with appropriate daily subsistence allowance. If the final stage of the journey is more than 6 hours, the staff member will not normally be required to commence duty within 12 hours of arriving at the destination.

(c) If the scheduled time for the journey is more than 16 hours, the staff member may have two stopovers for rest purposes, neither of which shall exceed 24 hours, at intermediate points in the journey, with appropriate daily subsistence allowance. If the final stage of the journey is more than 6 hours, the staff member will not normally be required to commence duty within 12 hours of arriving at the destination. Alternatively, the staff member may have one stopover not exceeding 24 hours at an intermediate point in the journey, with appropriate daily subsistence allowance, and a rest period not exceeding 24 hours on arriving at the destination.

(d) In the computation of the scheduled time described above, a maximum of four hours shall be allowed for each necessary waiting period between connecting flights.

9. Normally, a stopover for rest purposes shall be taken during an air journey; it may, however, be taken at the end of the air portion of a journey while awaiting onward travel by another mode of transportation.

10. In application of the formula set forth in paragraph 8 above on the basis of current airline schedules, the number of stopovers normally authorized for rest purposes for air journeys in each direction between Headquarters and capital cities in various countries is shown in column B of the annex to this instruction.

#### Travel time on home leave or family visit

11. For travel on home leave or family visit, staff members shall be granted, in respect of journeys in each direction, a fixed amount of travel time, not chargeable to annual leave, determined by reference to the most direct flight available under current airline schedules, as follows: one day for each journey of less than 10 hours; two days for each journey of 10 hours or more but less than 16 hours; and three days for each journey of 16 hours or more. Such approved travel time includes any rest stopovers made by the staff member, which have been authorized with appropriate daily subsistence allowance under paragraph 8 above, and the time that may be required for any additional journey within the home country, to or from the place of home leave as established under staff rule 105.3 (d). An adjustment of up to two additional days, not chargeable to annual leave, may be made if a staff member can show that the actual travel time by the most direct and fastest available mode of transportation, including authorized stopovers for the journey, exceeds the approved amount of travel time. For journeys between Headquarters and various countries, the approved travel time is as shown in column C of the annex to this instruction.

#### Deviations from approved route, mode of transportation or standard of accommodation

12. When staff members are permitted to travel for their personal convenience by a route, mode of transportation or standard of accommodation other than the approved one, their entitlement in respect of a particular journey shall be limited to the maximum travel expenses and travel time to which they would have been entitled had the travel been undertaken by the approved route, mode of transportation and standard of accommodation. The maximum travel expenses shall be calculated on the basis of the most economical airfare by a direct route at the appropriate standard and rate, including the charges for accompanied excess baggage, if applicable, to the extent of the difference between the free baggage allowance by first class and by air economy class for the approved direct route. Excursion fares or special fares, if applicable, shall always be taken into account in accordance with paragraph 2 (d) above.

13. Staff members travelling by an indirect air route who are otherwise eligible for stopovers shall be entitled to such stopovers with appropriate daily subsistence allowance on the basis of travel time by a direct route, provided that the stopovers actually made were in conformity with the time factors outlined in paragraph 8 above. Where an entitlement to accompanied excess baggage exists, they shall also be entitled to reimbursement of excess baggage charges incurred up to the limit of the entitlement for the direct air route.

Implementation

14. Responsibility for giving effect to authorized transportation, accommodation and routing of all official travel of staff members and eligible family members, as provided for in this instruction, shall rest with the Assistant Secretary-General for General Services. A separate schedule similar to that shown in the annex will be issued locally by each of the established offices away from Headquarters, after consultation with the Assistant Secretary-General for General Services.

<u>Country and city</u>	(A) <u>Journeys</u> <u>involving</u> <u>flying time</u> <u>exceeding 9 hrs</u>	(B) <u>Rest stopovers</u> <u>(days)</u>	(C) <u>Travel time (days)</u> <u>for home leave and</u> <u>family visit travel</u>
<u>From New York to:</u>			
Afghanistan (Kabul).....	X	2	3
Albania (Tirana).....	X	1	2
Algeria (Algiers).....	X	1	2
Angola (Luanda).....	X	2	3
Antigua and Barbuda (St. John's).		0	1
Argentina (Buenos Aires).....	X	1	2
Australia (Canberra).....	X	2	3
Austria (Vienna).....	X	0	1
Bahamas (Nassau).....		0	1
Bahrain (Manama).....	X	1	2
Bangladesh (Dhaka).....	X	2	3
Barbados (Bridgetown).....		0	1
Belgium (Brussels).....		0	1
Belize (Belmopan).....		0	1
Benin (Porto Novo).....	X	2	3
Bermuda (Hamilton).....		0	1
Bhutan (Thimphu).....	X	2	3
Bolivia (La Paz).....	X	1	2
Botswana (Gaborone).....	X	2	3
Brazil (Brasilia).....	X	1	2
Bulgaria (Sofia).....	X	1	2
Burma (Rangoon).....	X	2	3
Burundi (Bujumbura).....	X	2	3
Byelorussian Soviet Socialist Republic (Minsk).....	X	2	3
Canada (Ottawa).....		0	1
Cape Verde (Praia).....	X	2	3

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<u>Country and city</u>	(A) <u>Journeys involving flying time exceeding 9 hrs</u>	(B) <u>Rest stopovers (days)</u>	(C) <u>Travel time (days) for home leave and family visit travel</u>
<u>From New York to:</u>			
Central African Republic (Bangui) .....	X	2	3
Chad (N'Djamena) .....	X	2	3
Chile (Santiago) .....	X	1	2
China (Beijing) .....	X	2	3
Colombia (Bogota) .....		0	1
Comoros (Moroni) .....	X	2	3
Congo (Brazzaville) .....	X	2	3
Costa Rica (San Jose) .....		0	1
Cuba (Havana) .....		0	1
Cyprus (Nicosia) .....	X	1	2
Czechoslovakia (Prague) .....	X	1	2
Democratic Kampuchea (Phnom Penh) .....	X	2	3
Democratic Yemen (Aden) .....	X	2	3
Denmark (Copenhagen) .....		0	1
Djibouti (Djibouti) .....	X	2	3
Dominica (Roseau) .....		0	1
Dominican Republic (Santo Domingo) .....		0	1
Ecuador (Quito) .....		0	1
Egypt (Cairo) .....	X	1	2
El Salvador (San Salvador) .....		0	1
Equatorial Guinea (Malabo) .....	X	2	3
Ethiopia (Addis Ababa) .....	X	2	3
Fiji (Suva) .....	X	2	3
Finland (Helsinki) .....	X	1	2
France (Paris) .....		0	1

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<u>Country and city</u>	(A) <u>Journeys involving flying time exceeding 9 hrs</u>	(B) <u>Rest stopovers (days)</u>	(C) <u>Travel time (days) for home leave and family visit travel</u>
<u>From New York to:</u>			
French Guiana (Cayenne).....	X	1	2
Gabon (Libreville).....	X	2	3
Gambia (Banjul).....	X	1	2
German Democratic Republic (Berlin) (E).....	X	1	2
Germany, Federal Republic of (Bonn).....	X	1	2
Ghana (Accra).....	X	1	2
Grand Cayman (Red Bay).....		0	1
Greece (Athens).....	X	1	2
Grenada (St. George's).....		0	1
Guadeloupe (Pointe-à-Pitre).....		0	1
Guam Island (Guam).....	X	2	3
Guatemala (Guatemala City).....		0	1
Guinea (Conakry).....	X	1	2
Guinea-Bissau (Madina do Boé)....	X	1	2
Guyana (Georgetown).....		0	1
Haiti (Port-au-Prince).....		0	1
Honduras (Tegucigalpa).....		0	1
Hong Kong (Hong Kong).....	X	2	3
Hungary (Budapest).....	X	1	2
Iceland (Reykjavik).....		0	1
India (New Delhi).....	X	2	3
Indonesia (Jakarta).....	X	2	3
Iran (Islamic Republic of),.....	X	1	2
Iraq (Baghdad).....	X	1	2
Ireland (Dublin).....		0	1
Israel (Tel Aviv).....	X	1	2

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<u>Country and city</u>	(A) <u>Journeys</u> <u>involving</u> <u>flying time</u> <u>exceeding 9 hrs</u>	(B) <u>Rest stopovers</u> <u>(days)</u>	(C) <u>Travel time (days)</u> <u>for home leave and</u> <u>family visit travel</u>
<u>From New York to:</u>			
Italy (Rome) .....	X	0	1
Ivory Coast (Abidjan) .....	X	1	2
Jamaica (Kingston) .....		0	1
Japan (Tokyo) .....	X	1	2
Jordan (Amman) .....	X	1	2
Kenya (Nairobi) .....	X	2	3
Kiribati (Tarawa) .....	X	2	3
Kuwait (Kuwait) .....	X	1	2
Lao People's Democratic Republic (Vientiane) .....	X	2	3
Lebanon (Beirut) .....	X	1	2
Lesotho (Maseru) .....	X	2	3
Liberia (Monrovia) .....	X	0	1
Libyan Arab Jamahiriya (Tripoli) .....	X	1	2
Luxembourg (Luxembourg) .....	X	1	2
Madagascar (Antananarivo) .....	X	2	3
Malawi (Lilongwe) .....	X	2	3
Malaysia (Kuala Lumpur) .....	X	2	3
Maldives (Male) .....	X	2	3
Mali (Bamako) .....	X	1	2
Malta (Valletta) .....	X	1	2
Martinique (Fort de France) .....		0	1
Mauritania (Nouakchott) .....	X	1	2
Mauritius (Port Louis) .....	X	2	3
Mexico (Mexico City) .....		0	1

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<u>Country and city</u>	(A)	(B)	(C)
<u>From New York to:</u>	<u>Journeys involving flying time exceeding 9 hrs</u>	<u>Rest stopovers (days)</u>	<u>Travel time (days) for home leave and family visit travel</u>
Mongolia (Ulan Bator) .....	X	2	3
Montserrat (Plymouth) .....		0	1
Morocco (Rabat) .....	X	1	2
Mozambique (Maputo) .....	X	2	3
Namibia (Windhoek) .....	X	2	3
Nepal (Kathmandu) .....	X	2	3
Netherlands (The Hague) .....		0	1
Netherlands Antilles (Curacao) .....		0	1
New Caledonia (Noumea) .....	X	2	3
New Zealand (Wellington) .....	X	2	3
Nicaragua (Managua) .....		0	1
Niger (Niamey) .....	X	2	3
Nigeria (Lagos) .....	X	1	2
Norway (Oslo) .....		0	1
Oman (Muscat) .....	X	2	3
Pakistan (Islamabad) .....	X	2	3
Panama (Panama) .....		0	1
Papua New Guinea (Port Moresby) .....	X	2	3
Paraguay (Asuncion) .....	X	1	2
Peru (Lima) .....	X	1	2
Philippines (Manila) .....	X	2	3
Poland (Warsaw) .....	X	1	2
Portugal (Lisbon) .....		0	1
Puerto Rico (San Juan) .....		0	1

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<u>Country and city</u>	(A) <u>Journeys involving flying time exceeding 9 hrs</u>	(B) <u>Rest stopovers (days)</u>	(C) <u>Travel time (days) for home leave and family visit travel</u>
<u>From New York to:</u>			
Qatar (Doha) .....	X	2	3
Republic of Korea (Seoul) .....	X	2	3
Reunion (St. Denis) .....	X	2	3
Romania (Bucharest) .....	X	1	2
Rwanda (Kigali) .....	X	2	3
Saint Kitts (Basseterre) .....		0	1
Saint Lucia (Castries) .....		0	1
Saint Vincent and the Grenadines (Kingstown) .....		0	1
Samoa (Apia) .....	X	2	3
Sao Tome and Principe (Sao Tome) .....	X	2	3
Saudi Arabia (Riyadh) .....	X	2	3
Senegal (Dakar) .....		0	1
Seychelles (Victoria) .....	X	2	3
Sierra Leone (Freetown) .....	X	1	2
Singapore (Singapore) .....	X	2	3
Solomon Islands (Honiara) .....	X	2	3
Somalia (Mogadiscio) .....	X	2	3
South Africa (Pretoria) .....	X	2	3
Spain (Madrid) .....		0	1
Sri Lanka (Colombo) .....	X	2	3
Sudan (Khartoum) .....	X	2	3
Suriname (Paramaribo) .....	X	1	2
Swaziland (M'Babane) .....	X	2	3
Sweden (Stockholm) .....		0	1

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<u>Country and city</u>	(A) <u>Journeys involving flying time exceeding 9 hrs</u>	(B) <u>Rest stopovers (days)</u>	(C) <u>Travel time (days) for home leave and family visit travel</u>
<u>From New York to:</u>			
Switzerland (Geneva) .....		0	1
Syrian Arab Republic (Damascus) .....	X	1	2
Tahiti (Papeete) .....	X	1	2
Thailand (Bangkok) .....	X	2	3
Togo (Lome) .....	X	2	3
Trinidad and Tobago (Port of Spain) .....		0	1
Tunisia (Tunis) .....	X	1	2
Turkey (Ankara) .....	X	1	2
Uganda (Entebbe) .....	X	2	3
Ukrainian Soviet Socialist Republic (Kiev) .....	X	1	2
Union of Soviet Socialist Republics (Moscow) .....	X	1	2
United Arab Emirates (Abu Dhabi) .....	X	2	3
United Kingdom of Great Britain and Northern Ireland (London) .....		0	1
United Republic of Cameroon (Yaounde) .....	X	2	3
United Republic of Tanzania (Dar es Salaam) .....	X	2	3
United States of America (Washington, DC) .....		Not applicable	
United States Trust Territory in Pacific (Yap) .....	X	2	3

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<u>Country and city</u>	(A) <u>Journeys</u> <u>involving</u> <u>flying time</u> <u>exceeding 9 hrs</u>	(B) <u>Rest stopovers</u> <u>(days)</u>	(C) <u>Travel time (days)</u> <u>for home leave and</u> <u>family visit travel</u>
<u>From New York to:</u>			
United States Virgin Islands (St. Thomas) .....		0	1
Upper Volta (Ouagadougou) .....	X	2	3
Uruguay (Montevideo) .....	X	1	2
Vanuatu (Port Vila) .....	X	2	3
Venezuela (Caracas) .....		0	1
Viet Nam (Hanoi) .....	X	2	3
Yemen (Sana'a) .....	X	2	3
Yugoslavia (Belgrade) .....	X	1	2
Zaire (Kinshasa) .....	X	2	3
Zambia (Lusaka) .....	X	2	3
Zimbabwe (Harare) .....	X	2	3

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