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2



UNITED NATIONS

*Rules Governing Payment of Travel Expenses  
and Subsistence Allowances  
in Respect of Members of Organs  
or Subsidiary Organs of the United Nations*

*New York, January 1971*

## SECRETARY-GENERAL'S BULLETIN

In accordance with General Assembly resolution 1798 (XVII) of 11 December 1962, as amended by resolutions 2245 (XXI) of 20 December 1966, 2489 (XXIII) of 21 December 1968 and 2491 (XXIII) of 21 December 1968, payment as of 1 January 1969 of travel and/or subsistence expenses of members of certain organs and subsidiary organs by the United Nations is governed by the following rules and procedures. ST/SGB/107/Rev.3 is hereby cancelled.

1. Travel but not subsistence expenses shall be paid in the following cases:

- (a) For not more than five representatives, including alternate representatives, of each Member State attending a regular session of the General Assembly;
- (b) For one representative or alternate representative attending a special or special emergency session of the General Assembly;
- (c) For the travel of a member of a permanent mission in New York who is designated as a representative or alternate representative to a session of the General Assembly, provided that such travel is within the limits noted in (a) and (b) above, that it is certified by a permanent representative to be in connexion with the work of the particular session and that it take place either during or within *three* months before or after such a session. The entitlement in respect of a session shall not be increased by reason of the recessing and resuming of that session;
- (d) For one representative of each Member State participating in a functional commission of the Economic and Social Council or in a sub-commission or sub-committee of a functional commission, where such representatives are nominated by their Governments in consultation with the Secretary-General and subsequently confirmed by the Council or where, in the case of representatives nominated directly by their Governments, the Council recommends and the General Assembly decides that such payments should be made;
- (e) For one representative of each Member State participating in the Commission on Narcotic Drugs.

2. Travel and subsistence expenses shall be paid in the following cases:

- (a) In respect of members of organs or subsidiary organs who serve as such in their individual personal capacity and not as representatives of Governments;
- (b) In respect of individuals appointed by organs or subsidiary organs to undertake in their personal capacity the performance of special studies or other *ad hoc* tasks on behalf of the bodies involved;
- (c) In respect of the following persons regardless of whether they serve in their individual personal capacity or as representatives of Governments:
  - (i) The Chairman or the rapporteur of a subsidiary organ who is called upon to present the report of such subsidiary organ to a parent organ;
  - (ii) One member of an organ or subsidiary organ serving as its designated representative at meetings of a second organ or subsidiary organ;
  - (iii) One representative of a Member State or one alternate participating in a subsidiary organ instituted by the General Assembly or by the Security Council that is required, by a decision of the parent organ, to work away from United Nations Headquarters in the performance of a special task;
- (iv) Members of the Board of Auditors.

3. Except as provided in paragraph 2 above, neither travel nor subsistence expenses shall be paid in respect of members of organs or subsidiary organs who serve as representatives of Governments, unless the resolution establishing the organ or subsidiary organ provides otherwise.

4. A list of continuing organs and subsidiary organs presently falling under paragraphs 1 and 2 above is given in annex A.

### *Payment of travel expenses*

5. In all cases, payment by the United Nations of travel expenses, within the limits authorized by the General Assembly in its resolution 1798 (XVII), will be limited to the cost of journeys actually undertaken, subject to the following maximum entitlements:

- (a) Payment of travel expenses by the United Nations will be limited to the cost of economy class accommodation by air or its equivalent by recognized public transport via a direct route, including the cost of excess baggage, if required, to the extent of the difference between the free baggage allowances by first class and by economy class, except that the limit on payment of travel expenses will be the cost

of first-class accommodation by air or its equivalent by recognized public transport via a direct route in respect of:

- (i) One representative of each Member State attending regular, special or emergency special sessions of the General Assembly;
  - (ii) All persons who serve in their individual capacities, as distinct from those serving as representatives of Governments, on such organs or subsidiary organs as those listed in annex B;
  - (iii) Individuals referred to in paragraph 2 (b) above;
- (b) Where an alternative mode of transport is used, payment of travel expenses will be limited to the actual cost incurred, provided that payment shall not exceed the cost of air travel by a direct route;
- (c) For members serving in a personal capacity, as distinct from those serving as representatives of Governments, payment of travel expenses shall be limited to the actual cost of round-trip travel between the place of residence or duty station and the place of meeting;
- (d) In the case of representatives or alternates mentioned in paragraph 2 (c) (iii) above, payment shall be limited to the cost of travel between the United Nations Headquarters and points visited in the field and return, or, in the event that no meetings at Headquarters are involved, to travel from the duty station to points visited in the field and return, or to travel actually undertaken, whichever represents the lesser amount;
- (e) In all other cases, the travel costs will be limited to the cost of round-trip travel between the capital city of a Member State and the place of meeting, or to the actual cost of travel undertaken if that should be the lesser amount;
- (f) For members serving in an individual capacity, reasonable terminal expenses and other related expenses may be reimbursed. However, the costs of excess baggage, except as provided for in (a) above, or insurance will not be reimbursed.

6. For all official travel by members serving in an individual capacity undertaken pursuant to this bulletin the United Nations shall provide the travel tickets. For travel of representatives to the General Assembly or to functional commissions of the Economic and Social Council, the United Nations is prepared, on request, to make the necessary arrangements for the issuance and payments of tickets; alternatively, after completion of such travel, the United Nations will reimburse, on receipt of a claim, any authorized expenditure within the above-noted limits directly to the Government concerned (normally through the permanent mission) and not to the individual member.

7. Claims should be submitted on form F-56 (Reimbursement voucher for official travel) to the Office of the Controller (Budget Division) in the

case of General Assembly travel and to the Secretary of the organ concerned or to the Field Operations Service, as appropriate, in all other cases. All claims should specify the date on which the travel commenced and was concluded; they should be accompanied by bills, vouchers, ticket stubs or other pertinent information and should be signed by a duly authorized official of the Member State concerned or by the member himself if he serves in his individual personal capacity.

8. To enable Member States to pay their United Nations contributions so far as possible in currencies other than United States dollars, it is desirable that travel journeys should, wherever possible, be arranged by the United Nations. In the case of representatives of Governments, this can readily be done if the Government concerned, or its permanent mission, completes form PT-137 (Requisition for transport services), which is obtainable from, and returnable to, the United Nations Travel Unit. In any event, the United Nations reserves the right to make reimbursement for travel expenses in the same currency as was used to pay the fare or in the currency of the Member State concerned.

9. Claims should be submitted as promptly as possible. The United Nations will not be liable for any claim for reimbursement of travel expenses that is submitted later than 31 December of the year that follows the closing date of the session of the organ or subsidiary organ to which the claim relates.

#### *Payment of subsistence expenses*

10. In accordance with General Assembly resolution 2491 (XXIII) of 21 December 1968, a daily subsistence allowance shall be payable to eligible members of organs and subsidiary organs of the United Nations, as well as to individuals referred to in paragraph 2 (b) above, as follows:

- (a) While attending meetings away from their normal place of residence or duty station, at rates equivalent to the standard travel subsistence allowance rates for officials of the Secretariat, plus 40 per cent, rounded to the nearest United States dollar and normally payable in local currency, provided that the Secretary-General may establish minimum and maximum rates if he deems it appropriate and may reduce the rates in the event of the provision of board and/or lodging by the United Nations, by a host Government or by a related institution;
- (b) While attending meetings at the place of residence or duty station, the equivalent in local currency of \$US 10;
- (c) While travelling by a direct route, by ship, aeroplane or train, the amount of \$US 8.

11. Payment of the subsistence allowance at the above rates shall be governed also by the following conditions:

(a) When the meeting is held at a member's place of residence or duty station, subsistence allowance will be payable only for the days during which the member actually attends the meeting;

(b) In other cases, payment of subsistence allowance shall be as follows:

- (i) The allowance shall be paid for the period during which a member's presence is required at the place of meeting when his attendance is appropriately certified;
- (ii) Where travel is arranged by the United Nations, the allowance may be paid for the period between the nearest obtainable arrival and departure dates before and after the meeting;
- (iii) Where travel is not arranged by the United Nations, the allowance may be paid for one day prior to the opening and for one day after the close of the relevant meeting;
- (iv) The allowance shall not be paid during stop-overs en route not authorized by the United Nations; stop-overs for rest purposes may be authorized on long journeys, with subsistence allowance, under conditions equivalent to those applicable to officials of the Secretariat;
- (v) The allowance shall not be paid for the day on which travel is concluded;
- (vi) In the case of representatives or alternates mentioned in paragraph 2 (c) (iii) above, the allowance shall be payable only during the authorized period of service away from United Nations Headquarters;

(c) The allowance shall be payable at the conclusion of the meeting or, upon certification of attendance by the Secretary of the organ concerned, every two weeks if the meeting is of longer duration.

12. The subsistence allowance rates specified in paragraph 10 above are subject to any change the General Assembly may subsequently approve.

13. Claims for payment of subsistence allowances should be submitted on form F-10 (Voucher for reimbursement of expenses), as promptly as possible, to the Secretary of the organ concerned or to the Field Operations Service, as appropriate.

### *Compensation*

14. The conditions governing compensation for injury or illness incurred while travelling at United Nations expense are explained in a separate document (ST/SGB/103).

## Annex A

Continuing organs or subsidiary organs in respect of which the United Nations pays or reimburses members' travel expenses but not subsistence:

1. General Assembly
2. Commission on Human Rights
3. Commission on Narcotic Drugs
4. Commission on the Status of Women
5. Population Commission
6. Commission for Social Development
7. Statistical Commission

Continuing organs or subsidiary organs in respect of which the United Nations pays or reimburses members' travel and subsistence expenses:

1. Advisory Committee on Administrative and Budgetary Questions
2. Advisory Committee on Science and Technology
3. Advisory Committee to the Trade and Development Board and to the Committee on Commodities
4. Board of Auditors
5. Committee on Contributions
6. International Law Commission
7. Investments Committee
8. International Narcotics Control Board
9. Sub-Commission on Prevention of Discrimination and Protection of Minorities
10. United Nations Administrative Tribunal
11. United Nations Scientific Advisory Committee
12. United Nations Scientific Committee on the Effects of Atomic Radiation
13. United Nations Joint Staff Pension Board (members representing the General Assembly)
14. United Nations Staff Pension Committee (members representing the General Assembly)
15. United Nations Commission for the Unification and Rehabilitation of Korea
16. United Nations Conciliation Commission for Palestine
17. Visiting Missions to Trust Territories
18. Committee of Actuaries
19. Committee for Development Planning
20. International Civil Service Advisory Board
21. Expert Committee on Post Adjustments

## **Annex B\***

Organs or subsidiary organs in respect of which the United Nations pays or reimburses members' travel expenses for first-class accommodation by air:

Advisory Committee on Administrative and Budgetary Questions

Committee on Contributions

United Nations Administrative Tribunal

United Nations Joint Staff Pension Board (members representing the General Assembly)

United Nations Staff Pension Committee (members representing the General Assembly)

United Nations Scientific Committee on the Effects of Atomic Radiation

United Nations Scientific Advisory Committee

International Law Commission

Sub-Commission on Prevention of Discrimination and Protection of Minorities

International Narcotics Control Board

Advisory Committee on Science and Technology

Regional groups

Functional groups

Investments Committee

International Civil Service Advisory Board

Expert Committee on Post Adjustments

Committee of Actuaries

Board of Auditors

Visiting missions to Trust Territories

Committee for Development Planning

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\* Additional organs or subsidiary organs may be designated as appropriate.