

ST/SGB/107/Rev.2

Superseded by ST/SGB/107/Rev.3,
1 Jan.1966



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, 1 January 1963

SECRETARY-GENERAL'S BULLETIN

In accordance with General Assembly resolution 1798 (XVII) adopted on 11 December 1962, which supersedes General Assembly resolution 1075 (XI), the United Nations bears travel expenses and subsistence allowances to members of certain organs and subsidiary organs. ST/SGB/107/Rev.1 and all amendments thereto are hereby cancelled. Effective 1 January 1963, payment is governed by the following rules and procedures:

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 it is within the limits noted in (a) and (b) above, and that such travel is certified by the permanent representative to be in connexion with the work of the particular session and provided it takes 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 in their individual personal capacity and not as representatives of Governments;

(b) 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 and which 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 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 will be limited to the cost of journeys actually undertaken at the standard of accommodation used. The following, however, are the maximum entitlements:

- (a) Payment of travel expenses shall be limited to the cost of first-class accommodation or the equivalent by recognized public transport via a direct route;
- (b) 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;
- (c) In the case of representatives mentioned in paragraph 2 (b) (iii) above, payment shall be limited to the cost of travel between 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;
- (d) 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;

- (e) Where travel by sea is involved, reimbursement by the United Nations will be limited (i) in the case of chief representatives to the General Assembly, to the cost of a single cabin; and (ii) for other representatives, to the cost of a berth in a double cabin or an equivalent standard of accommodation. For transatlantic sea passage the standards of accommodation will be subject to the cost limits set out in annex B. For other sea journeys, minimum first-class return fares will be allowed; if no berths are available at these rates, prior United Nations authority must be obtained for the payment of higher rates, otherwise reimbursement will be limited to the minimum rate;
- (f) Necessary journeys by rail will be reimbursed on the basis of first-class accommodation if used; journeys undertaken by private automobile will be paid for at the cost of the rail journey between the points concerned;
- (g) For members serving in an individual capacity, reasonable expenses for taxi-cabs and other incidental costs may be reimbursed. However, the costs of excess baggage or insurance will not be reimbursed.

6. For all official travel undertaken pursuant to this bulletin the United Nations is prepared, on request, to make the necessary arrangements for the issuance and payment of the travel tickets. Alternatively, the United Nations will reimburse any authorized expenditures within the above-noted limits to a member serving in an individual capacity or to his Government, as may be appropriate, or meet claims from Governments for travel of representatives to the General Assembly or to functional commissions of the Economic and Social Council. Such reimbursement in the latter cases will be made 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) and forwarded to the Office of the Controller (Budget Division), Room 3747D. All claims should specify the dates on which the travel commenced and was concluded; they should be accompanied by bills, vouchers 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 US 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 TT.48 (Requisition for transport services) which is obtainable from and returnable to the United Nations Travel Unit (Room 2169A). 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 which is submitted later than 31 December of the year which 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 1588 (XV), adopted on 20 December 1960, a subsistence allowance shall be payable to eligible members of organs and subsidiary organs of the United Nations at the following daily rates with effect from 1 January 1963:

	\$
(a) While attending meetings at Headquarters, New York. . .	30
(b) While attending meetings in Geneva, the equivalent in Swiss francs of	23
(c) While attending meetings at other places, a rate to be fixed by the Secretary-General, taking into account the possible provision of board and lodging by a host Government, and not to exceed the equivalent in local currency of	23
(d) While attending meetings, at the place of residence or duty station, the equivalent in local currency of	10
(e) While travelling, by a direct route, aboard vessels, trains or aircraft	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 the allowance shall be limited to the period during which a member's presence is required at the place of meeting, provided that
 - (i) Where travel is arranged by the United Nations, subsistence may be paid for the period between the nearest obtainable arrival and departure dates before and after the meeting;
 - (ii) 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 session;
 - (iii) Subsistence allowance shall not be paid during stop-overs en route not authorized by the United Nations;
 - (iv) Subsistence allowance shall not be paid for the day on which travel is concluded;
 - (v) In the case of representatives mentioned in paragraph 2 (b) (iii) above, subsistence shall be payable only

during the period of work away from United Nations Headquarters.

12. The subsistence 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 UN Form F-10 (Voucher for Reimbursement of Expenses), as promptly as possible, to the Secretary of the organ concerned.

Compensation

14. The conditions governing compensation for injury or illness incurred while travelling at United Nations expense are explained in a separate pamphlet (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. Social Commission
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. Board of Auditors
3. Committee on Contributions
4. Interim Co-ordinating Committee for International Commodity Arrangements
5. International Civil Service Advisory Board
6. International Law Commission
7. Investments Committee
8. Permanent Central Opium Board
9. Drug Supervisory Body
10. Sub-Commission on Prevention of Discrimination and Protection of Minorities
11. United Nations Administrative Tribunal
12. United Nations Scientific Advisory Committee
13. United Nations Scientific Committee on the Effects of Atomic Radiation
14. United Nations Joint Staff Pension Board (members representing the General Assembly)
15. United Nations Staff Pension Committee (members representing the General Assembly)
16. United Nations Commission for the Unification and Rehabilitation of Korea
17. United Nations Conciliation Commission for Palestine
18. Visiting Missions to Trust Territories
19. Committee of Experts on Post Adjustments
20. Committee of Actuaries

Annex B

Transatlantic shipping seasons

Season	Direction	Dates	
		From	To
On season	Eastbound	1 May	7 August
	Westbound	1 July	7 October
Off season	Eastbound	8 August	30 April
	Westbound	8 October	30 June

Maximum fares reimbursed by United Nations

	<u>Chief representative</u>		<u>Other representatives</u>	
	On season \$US	Off season \$US	On season \$US	Off season \$US
To United Kingdom port	685	595	560	500
To French port (including port tax)	705	615	580	520

The above transatlantic sea fares are subject to change. Amendments to this annex, with reference to sea rates, will be issued as warranted.