

UNITED NATIONS NATIONS UNIES

SECRETARY-GENERAL'S BULLETIN NO. 7, ADDENDUM 3

To: Members of the Staff of United Nations.

PROCEDURE FOR EFFECTING OFFICIAL UNITED NATIONS TRAVEL

I. USE OF FORMS

The purpose of this instruction is to establish a procedure for arranging official travel. The following forms are referred to in this procedure (copies of these forms are in the hands of all Section Chiefs, Division and Service Chiefs and Directors):

Requisition for Travel	Form TT-7
Notification of Travel Authorization	" TT-8
Transportation Order	" TT-9
Traveler's Identification Card	" TT-10

II. PREPARATION AND APPROVAL OF REQUISITION FOR TRAVEL

1. All requests for authorization to perform official travel for United Nations shall be submitted on Requisition for Travel (Form TT-7). The completed Requisition shall show clearly:

- (a) The purpose and justification of the trip "Official Business" is not sufficient justification. Detailed reasons for travel are required in Item B. Example: To plan and effectuate the transfer of League of Nations documents to the United Nations.
- (b) Complete itinerary with reservations required. Ample space for detailed requirements is provided on the reverse of this form.
- (c) Full information regarding passport and required visas.
- (d) Allotment to which travel is chargeable.

2. The Requisition for Travel should be prepared in triplicate and distributed as follows:

JUL 17 1946

(a) Two copies to the Travel Service prior to travel. Both of these should bear the signature of the authorizing officer. The third copy will be retained by the requesting office. All requests shall bear the signature of an official who has authority to approve travel before the Travel Service can take action thereunder. If the proper approval does not appear on the Requisition, the Travel Service will return it to the requesting office.

3. If an advance of funds for travel is necessary or desirable, the authorizing officer will submit with the Requisition a memorandum showing the amount and justification of the funds to be advanced.

III. AUTHORIZATION OF OFFICIAL TRAVEL

Upon receipt of a Requisition in proper form the Travel Service will prepare a (Notification of) Travel Authorization, Form TT-8 (original and four copies). The second, third and fourth copies will be sent to the Bureau of the Comptroller with the second copy of the Requisition, Form TT-7, and the original of the memorandum (if any) requesting the travel advance. The Bureau of the Comptroller will examine this copy of the Requisition to determine that travel has been approved by an authorized official. He will certify as to the availability of funds in the space provided on each copy, retain the copy of Form TT-7 and copies 2 and 3 of Form TT-8, and return copy 4 properly certified to the Travel Service. The fourth copy of Form TT-8, when certified by the Comptroller, acts as authorization to the Travel Service to complete travel arrangements for the traveller. The Travel Service will sign, for release to the traveller, the original of Form TT-8, which will then become the document on which travel may be performed.

IV. TRANSPORTATION ORDERS

The Travel Service will then assign to the traveller a number of United Nations Transportation Orders, Form TT-9, sufficient for the completion of the trip, and to cover such contingencies as cancellations, etc. The serial numbers of these will be entered on the traveler's Identification Card (Form TT-10). If a lengthy journey is authorized, the traveler will be issued

one or more books of Transportation Orders. (A list of the carriers on which these are acceptable will be furnished by the Travel Service). Each of these orders shall bear the signature of the Chief of the Travel Service or his designated representative and when used shall be countersigned in the presence of the ticket agent by the traveller at the time of purchase of a ticket. The traveller must at all times have his (Notification of) Travel Authorization, Form TT-8, with him, as he will be required to place the number of the (Notification of) Travel Authorization on each Transportation Order which he issues, and he must be prepared to show to the ticket agent his Identification Card as evidence of his authority to sign Transportation Orders. The (Notification of) Travel Authorization, Form TT-8, will clearly indicate the routing and points of travel. If at any time the traveller is ordered to deviate from his authorized route, it will be the responsibility of the requesting office to request an amendment to the Authorization, using the Requisition for Travel, Form TT-7. The traveller will be personally responsible for any Transportation Orders issued over his signature for travel not authorized. It will not be the responsibility of the ticket agent of the carrier to question the use of these orders.

V.

Upon completion of the necessary documents the Travel Service will notify the traveller and will secure his signature upon the Identification Card in the presence of a representative of the Chief of the Travel Service, who will then countersign the card. At that time the traveller will be presented with the original of the (Notification of) Travel Authorization, his Identification Card, his Transportation Orders and any other documents which may be necessary for him to complete his trip.

This procedure is applicable to official travel authorized by the New York Office. Comparable procedures for the London and other regional offices will be established later.