

SECRETARY-GENERAL'S BULLETIN NO. 7, REVISION 1

To: Members of the Staff of United Nations

Subject: REVISION OF PROVISIONAL TRAVEL RULES

This bulletin cancels and supersedes Rule 38 of SGB/7, "Provisional Travel and Subsistence Rules," as follows:

Rule 38. Submission of Accounts

Accounts shall be submitted on Form F/10 (Revised), "Voucher for Reimbursement of Personal Expenses".

For travel trips of less than two months' duration, a voucher shall be submitted in duplicate on completion of travel. For trips exceeding two months, the first voucher shall be submitted for the period from the beginning of travel to the end of the following month and monthly thereafter by calendar month until the completion of travel.

In all cases, the final account shall be submitted to the Executive Officer of the Department concerned within one week of completion of the travel, transportation of household effects or other occasion of the claim. The claimant shall clearly indicate on the face of the voucher the date of its submission to the Executive Officer.

Vouchers shall be typewritten, whenever practicable and submitted in duplicate with the original only signed by the claimant.

By direction of the Secretary-General

(Signed) Byron Price

BYRON PRICE

Assistant Secretary-General for
Administrative and Financial Services