

SECRETARY-GENERAL'S BULLETIN NO. 11 (ADDENDUM 1)

To: Members of the Staff of the United Nations

Subject: POLICY ON ELIGIBILITY FOR REIMBURSEMENT OF REMOVAL EXPENSES.

1. The purpose of this Bulletin is to revise the general rule governing the application of Provisional Rules for reimbursement of removal expenses, and, also, to make effective Secretary-General's Bulletin No. 11 issued on 27 March 1946. The effect of the revision is to permit reimbursement for expenses incurred in the transportation of an entitled staff member's household goods and other personal property upon acceptance of a contract for an indeterminate period of three years or more. Thus, the staff member upon acceptance of an indefinite contract for three years or more, if otherwise eligible, shall be entitled to reimbursement of removal expenses under regulations set forth in Secretary-General's Bulletin No. 11, 27 March 1946.
2. The following is to be substituted for Rule 1 of Secretary-General's Bulletin No. 11 of 27 March 1946.

Rule 1

Applicability of Provisional Rules for Reimbursement of Removal Expenses.

A member of the staff will be reimbursed for expenses incurred in the transportation of his household goods and other personal effects in the following circumstances:

- (a) on original appointment (first permanent contract) for an indeterminate period of not less than three years at an official station from the place where he is ordinarily residing at the time of appointment to the place where he is assigned to duty;
- (b) on transfer for permanent duty, from one official station to another, except as provided in paragraph 12;

JUL 17 1946

(c) on leaving the service of the United Nations, from his official station to the place at which he was resident at time of appointment subject to the provision that if he desires transportation to some other place, the total reimbursement shall not exceed the amount which would have been payable for transportation to the place of residence at the time of appointment.

(d) Bureau of Personnel shall be responsible for determining entitlement of individual staff members to reimbursement of removal expenses.

3. The following is to be substituted for Rule 2 of Secretary-General's Bulletin No. 11 of 27 March 1946.

Rule 2

Arrangements for Removal and Limits on Reimbursements.

The staff member will be required to make his own arrangements for transportation and submit a statement of cost of such transportation to the United Nations for approval. The United Nations Travel Service will provide, (insofar as possible) assistance in arrangements for transporting household goods and personal effects of entitled staff members. Reimbursement of expenses will be limited to extent indicated in Rule 3 through Rule 10. Other removal expenses incurred, such as storage, will not be reimbursed by the United Nations and must be borne by the staff member.

4. The following is to be substituted for Rule 11 of Secretary-General's Bulletin No. 11 of 27 March 1946.

Rule 11

Time Limit.

All transportation allowable under these rules shall begin within the twelve months of the effective date of original appointment or within six months of the effective date of transfer for permanent duty or termination of service of the member of the staff unless an extension is specifically granted by the Secretary-General or his duly authorized representative.

5. The following is to be substituted for Rule 14 of Secretary-General's Bulletin of 27 March 1946.

Rule 14

Effective Date.

These rules shall become effective as from 18 June 1946.

By direction of the Secretary-General:

J. B. Hutson  
Assistant Secretary-General for  
Administrative and Financial Services