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UNITED NATIONS

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SECRETARY-GENERAL'S BULLETIN NO. 7

TO: Members of the Staff of the United Nations

PROVISIONAL TRAVEL AND SUBSISTENCE RULES

The General Assembly directed that the travel expenses and travel allowances of members of the staff in respect of authorized journeys on the business of the United Nations should be paid by the Organization, subject to such conditions as may be prescribed by the Secretary-General. I have today approved the attached Provisional Travel and Subsistence Rules. They will be subject to review on the appointment of the Assistant Secretary-General in charge of Administrative and Financial Services.

TRYGVE LIE

Secretary-General



PROVISIONAL TRAVEL AND SUBSISTENCE RULES

SECTION: I: GENERAL PROVISIONS

Rule 1 : Applicability of Provisional Travel and Subsistence Rules.

The United Nations shall pay the removal costs and the travel expenses and travel allowances of members of the staff, and in appropriate cases, their wives and dependent children;

- (a) upon appointment to the Secretariat and on subsequent change of official station;
- (b) at appropriate intervals for a journey to and from the place recognized as the staff member's home at the time of initial appointment; and
- (c) upon termination of appointment.

Rule 2 : Definition of Staff Members

For the purpose of these rules a member of the staff shall be defined as

- (i) a member who is given a contract for an indeterminate period; or
- (ii) a member who is appointed under a contract for not less than five years subject to the possibility of renewal; or
- (iii) a member who is employed on a short term contract of less than five years; or
- (iv) a member who is seconded or on loan from the service of a Member Government or other organization; or
- (v) a member who is given a temporary appointment.

Rule 3 : Funds for Travelling Expenses

The subsistence and travel allowances herein specified have been

calculated on a dollar basis provisionally until such time as it is possible to assess costs in accurate terms and in the currency of each specific country or area. Members of the staff travelling on official business will provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary, and are expected to exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

Rule 4 : Purchase of Tickets

Whenever practicable, all tickets for transportation of members of the staff shall be purchased by the United Nations in advance of the actual travel.

Rule 5 : Advances

Staff members travelling on official business who are unable to advance personal funds for travelling expenses may apply for an advance from the United Nations in an amount sufficient to cover the estimated travel expenses but not to exceed two thousand dollars (US). Any balance of an advance over the certified expenses must be refunded to the United Nations. Travel advances require the prior approval of the Secretary-General or his duly authorized representative.

Rule 6 : Reimbursable Expenses

Only those expenses prescribed in the Staff Regulations as quoted above will be reimbursed.

Rule 7 : Official Station

The limits of official station will be the corporate limits of the city or town in which the member of staff is stationed, but if the staff member is not stationed in an incorporated city or town the official station is the established area within which the designated post of duty is located.

Rule 8 : Permanent Change of Official Station

A permanent change of official station shall be a transfer of a staff member for duty from one official station to another in which the administrative decision has been taken that the assignment is for an indefinite period.

Rule 9 : Leave of Absence

When annual leave or absence of any kind is taken while in a travel status (including Sundays and holidays), the exact hour of departure from and of return to duty station or duty status must be shown in the expense account.

SECTION II : AUTHORITY FOR TRAVEL

Rule 10 : Form of Authority

All travel shall be authorized or approved in writing by an official designated by the Secretary-General or by his duly authorized representative.

Rule 11 : Prior Authority

In all cases authority for travel shall be obtained prior to the incurrence of expenses. The written authority or approval shall be specified by the travel to be performed as definitely as circumstances will permit. In exceptional cases staff members may be authorized to travel on oral orders from the Secretary-General or from his duly authorized representative. Such oral authority will require written confirmation prior to the payment of claims.

SECTION III : TRANSPORTATION

Rule 12 : Definition

All staff members shall be reimbursed for actual transportation costs resulting from necessary official travel on railroads, airlines, steamboat, street cars, taxi cabs and other

usual means of conveyance. Transportation costs may include fares and such expenses incident to transportation as baggage transfer, official telegraph, telephone, radio and cable messages in connection with items classified as transportation. The usual taxi cab fares from station, wharf or other terminal to place of abode or place of business, and from either place of abode or place of business to station, wharf or other terminal will be allowed.

Rule 13: Excess Baggage

Baggage in excess of weight or size greater than that carried free by transportation companies will be classed as excess baggage. Unless the excess has been previously authorized, explanation must be made when submitting the claim for reimbursement for excess baggage charges, showing the official necessity therefor. The authorization or a copy thereof must accompany the expense account, and all charges for excess baggage must be supported by receipts showing the weight of the baggage and points between which the baggage has been moved. When transportation is made by airline, special authorization must be obtained in advance for the conveyance of baggage the weight of which is in excess of the normal maximum laid down by the particular airline by which the staff member and/or his dependants are travelling.

Rule 14: Storage of Baggage

Charges for the storage of baggage will be allowed only when it is shown that such storage was solely on account of official business or that a saving of transfer charges was effected thereby.

Rule 15: Expenses of Dependants

Actual transportation costs for dependants of a staff member will be reimbursed, provided that the member is eligible for such costs:

- (a) upon appointment to the Secretariat for a period of not less than one year;
- (b) upon permanent change of official station;
- (c) upon termination of appointment, provided that the period of appointment is not less than one year, and that the place to which he desired to travel is such that the transportation costs do not exceed those that would be payable if he returned to the place where he was ordinarily resident at the time of his appointment;
- (d) in the circumstances outlined in paragraph 14 below.

Rule 16 : Expenses for Home Leave

A member of the staff who spends all or part of his annual leave at the place recognized as his home at the time of his initial appointment shall be entitled to be paid every two years, in respect of himself, his wife and dependent children, the cost of one journey by an approved route and type of transport, to and from such place.

Rule 17 : Routing of Travel

All travel should be by the most economical route. Travel by other routes may be allowed under written authority when the official necessity therefore is satisfactorily established.

Rule 18 : Indirect Route Travel

Where a member of the staff travels by an indirect route for his own personal convenience the extra expense will be borne by himself and the reimbursement for expenses will be based only on such charges as were actually incurred, not to exceed what would have been incurred by the most economical route.

Rule 19 : Accommodations on Trains and Steamers

The following accommodations will be allowed on trains and steamers.

- (a) One standard sleeping berth for each person and lowest

rate first-class stateroom accommodations on steamer when same is not included in cost of passage ticket.

(b) One seat in a first-class parlour or chair car when journey is more than twenty-five miles.

(c) Staff members will not be reimbursed for personal travel insurance purchased on their behalf while travelling on official business.

#### SECTION IV : SUBSISTENCE

##### Rule 20 : Definition

A per diem in lieu of subsistence expenses will be granted to all staff members who are in official travel status. The per diem will be regarded as covering all charges for meals, lodging, baths, fees and gratuities to waiters, porters, baggagemen, bellboys, hotel maids, dining-room stewards and other service staff, personal telegrams and telephone calls, laundry, cleaning and pressing of clothing, and other personal expenses.

##### Rule 21 : Subsistence Allowance

(a) Unless otherwise expressly provided for by the Secretary-General the official authorized to issue travel orders may authorize to a staff member a per diem allowance in lieu of subsistence expenses while travelling on official business according to the following schedule:

APPLICABLE TO	DAILY RATE
Secretary-General	\$25 (US)
Assistant Secretaries-General	\$20 (US)
All members of the Staff with base salaries of \$11,000 and above	\$15 (US)
All members of the Staff with base salaries of \$7,000 to \$11,000	\$12.50 (US)



APPLICABLE TO	DAILY RATE
All members of the Staff with base salaries of \$4,800 to \$7,000	\$10 (US)
All members of the Staff with base salaries below \$4,800	\$7.50 (US)

(b) When a staff member is on loan from a Member Government or other organization he will be assimilated into the grade appropriate to his appointment with the United Nations for the purpose of determining his per diem allowance in lieu of subsistence.

(c) Where a staff member is required to travel on duty with a staff member of a higher grade, he may be authorized to draw the travel and subsistence rates applicable to the higher grade.

(d) If annual leave of absence begins or terminates within the traveller's prescribed hours of duty, subsistence allowance will terminate or begin at the same time.

Rule 22 : Subsistence Allowance to Dependents

(a) Where dependents of a staff member have been authorized to accompany the member on an approved journey a subsistence allowance of one-half of the appropriate rate in paragraph 21 above will be payable in respect of each dependent.

(b) Where dependents are travelling on an authorized journey unaccompanied by the staff member the full rate of subsistence allowance appropriate to the staff member will be payable in respect of one adult and one-half of that rate to each other dependent.

Rule 23.: Day Defined

In computing the per diem in lieu of subsistence for continuous travel of more than twenty-four hours the calendar day (midnight to midnight) will be the unit, and for fractional parts of a day at the commencement or ending of such continuous travel, constituting a travel

period, one-fourth of the rate for a calendar day will be allowed for each period of six hours or fraction thereof. For continuous travel of less than twenty-four hours, constituting a travel period, such period will be regarded as commencing with the beginning of the travel and ending with the completion thereof, and for each six-hour portion of the period or fraction thereof one-fourth of the rate for a calendar day will be allowed: PROVIDED, that no per diem will be allowed when the departure is after 8 a.m. and the return on the same day is prior to 6 p.m. or for any absence not exceeding three hours.

Rule 24 : Application and Duration of Subsistence Allowance

The rates of subsistence allowance given in paragraph 21 above shall be applicable to all members of the staff,

- (a) who are in travel status;
- (b) who are assigned to the headquarters of the interim site of the United Nations, except those who have an established residence in the vicinity of the site.

When subsistence allowance is payable to a staff member under this paragraph, subsistence allowance at the rates set out in paragraph 21 shall be payable to the dependents of the staff member, provided that the staff member is entitled to reimbursement of transportation costs on behalf of his dependents.

Rule 25 : On Vessels and Aircraft

Staff members travelling on vessels or aircraft where the price of passage includes meals, an allowance of \$3.00 per day shall be paid to the staff member, and one-half of that allowance shall be paid in respect of each dependent.

Rule 26 : Time of Departure and Arrival

In all cases the date and hour of departure from and arrival at official station and other points where such arrival or departure effects the allowance of per diem in lieu of subsistence must be shown in the expense account, and the date of arrival at the last-mentioned place of

uncompleted duty should be shown on subsequent voucher or vouchers, so long as the traveller remains on duty at such place.

(a) If duty at a particular place within the traveller's itinerary is prolonged beyond a period of thirty (30) days, his travel voucher should also state the approximate period to be covered by his duty assignment at such place, or the approximate date of return to official headquarters, or both, as well as any other pertinent facts.

(b) The time of arrival at and departure from a place will be considered as the hour at which the train, boat, or other conveyance used by the traveller actually leaves or arrives at its regular terminal..

#### SECTION V : TELEGRAPH, CABLE AND RADIO SERVICE

##### Rule 27 : Authorized for Official Business

Telegraph, cable and radio service may be used on official business when such expeditious means of communication is essential. The cheapest practicable class of such service should be employed.

##### Rule 28 : Discretion in Use

The time required to transmit and deliver telegrams, cablegrams, and radiograms, the difference in time between points, and the probable closing time of offices should be considered in determining the method of communication.

##### Rule 29 : Form of Messages

Care should be exercised in preparing messages to omit words, figures and punctuation unnecessary to the meaning of the message. Initials and titles in the text and signature should be used only when needed for identification. Numbers and dates in the text of telegrams, cablegrams, and radiograms should be expressed in figures, except where impracticable in code messages. Every message should show the place and date of transmission.

Rule 30 : Copies of Messages

A copy of each official telegram, cablegram, and radiogram paid for by the traveller must accompany his expense account, except only in such rare instances as the subject matter is of such a confidential nature that to divulge its contents would be prejudicial to the public interest. In such cases the points between which sent and number of words must be stated, and a receipt from the person to whom payment was made must be furnished.

SECTION VI : TELEPHONE SERVICE

Rule 31 : Local Calls

Charges for local telephone calls on official business will be allowed. The expense account shall show the number of calls, rate per call, total amount expended each day, and that the calls were on official business.

Rule 32 : Long-distance Calls

Charges for long-distance telephone calls on official business will be allowed, provided a statement is furnished showing the name of the party with whom communication was held, the points between which service was rendered, the date, time occupied, the amount paid on each call, and that the calls were on official business. When the public interest so requires the name of the party and the points between which the service was rendered need not be stated in the expense account, but may be stated in confidence to the proper authority. Telephone calls applying for leave of absence or extension thereof or inquiry as to, or as to payment of salary or expense vouchers, and answers thereto, or those as to any matter of a purely personal nature, must not be made at United Nations expense, and charges therefor will not be allowed.

SECTION VII : MISCELLANEOUS EXPENSES

Rule 33 : Definition

Charges will be allowed for necessary stenographic or typewriting

services or rental of typewriting machines in connection with the preparation of reports or correspondence; clerical assistance, services of guides, interpreters, packers, drivers of vehicles; storage of property used on official business. Fees in connection with the issue of passports, visa fees, cost of photographs for passports and visas, cost of birth certificates, and charges for inoculation will also be allowed when authorized or approved by the properly designated authority.

Rule 34 : Hire of Room for Official Use

When it is necessary to engage a room at a hotel or other place in order to transact official business, a separate charge therefor will be allowed when authorized or approved by the properly designated authority.

Rule 35 : Cash Payment

Where cash payment is made for miscellaneous expenses, reimbursement for the charges actually paid may be allowed. Reimbursement expense account must be supported by receipts showing the quantity, unit and unit price and a statement that cash payment was made.

SECTION VIII : EXPENSE ACCOUNTS

Rule 36 : Memorandum of Expenditures

All persons authorized to travel on business for the United Nations should keep a memorandum of expenditures properly chargeable to the United Nations, noting each item at the time the expense is incurred, together with the date, in order that the information thus accumulated may be available for the proper preparation of expense accounts.

Rule 37 : Expense Accounts

(a) All claims for the reimbursement of travelling expenses shall be submitted on the regular authorized form of travel expense voucher and must be itemized and stated in accordance with these rules.

(b) Every expense account must be supported where practicable by a copy of the travel authorization, or, if travel authorization has been filed or attached to previous expense account, proper reference thereto should be made.

(c) Every account must show in the space provided for such information on the voucher form, dates of travel, the points of departure and destination, name of transportation company, and the value of the transportation secured.

(d) Expense accounts must be supported by receipts, indicating the amount of actual cash expenditure.

Rule 38 : Submission of Accounts.

Unless otherwise required, accounts must be rendered currently for each trip of less than two months duration or for the period ending with the month following the beginning of the travel, or for the period beginning with the month preceding the completion of the travel, but not more frequently than monthly, by calendar month. The claim should be submitted in duplicate, the original voucher only being signed, and whenever practicable should be prepared by typewriter with carbon duplicate.

Rule 39 : Itemization of Accounts

(a) Items in accounts must appear in chronological order and all charges for the period covered must be included.

(b) Itemization of subsistence expenses must not be made in expense accounts as a per diem is allowed in lieu of subsistence expenses. The exact period for which per diem is claimed, however, must be stated.

(c) Items suspended from previous accounts and reclaimed must be stated after all other items have been listed.

(d) Receipts must be numbered consecutively, commencing with number one for each account.

(e) Where claim is made for transportation obtained with cash,

the expense account must show the name or initials of the transportation company.

Rule 40 : Suspension of Charges

Items in accounts not stated in accordance with these rules, or not properly supported by receipts when required will be suspended and the notification of such action will indicate the reasons therefor. Such items as may be subsequently allowable should be included in a subsequent regular or supplemental expense account submitted by the traveller. Full itemization will be required for all suspended items which are reclaimed and charges must be supported by the original suspension notice or a copy thereof.

Rule 41 : Modification of Rules

In exceptional circumstances these rules may be modified at the discretion of the Secretary-General or his duly authorized representative.

Rule 42 : Effective Date

These regulations shall become effective as at 16 February 1946.

TRYGVE LIE

Secretary-General

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