



28 August 2016

Administrative instruction

Official travel

1. Pursuant to section 4.2 of Secretary-General's bulletin [ST/SGB/2009/4](#), the Under-Secretary-General for Management amends as follows administrative instruction [ST/AI/2013/3](#) on official travel.
2. Section 3.4 is replaced by the following text:
 - 3.4 Official travel for senior officials is further regulated as follows:
 - (a) Official travel by senior officials at the Under-Secretary-General level and by heads of mission in the field shall be recorded and approved in the time management module of Umoja through the employee self-service portal;
 - (b) Wherever feasible, Under-Secretaries-General and heads of mission shall inform the local United Nations office or mission of their presence;
 - (c) To the extent possible, senior officials should avoid attending the same event;
 - (d) Travel undertaken by senior officials at the Assistant Secretary-General level shall be authorized by their respective heads of department.
3. The present instruction supersedes [ST/AI/2013/3/Amend.1](#) and shall enter into force on the date of its issuance.

(Signed) Yukio Takasu
Under-Secretary-General for Management

