



## Secretariat

ST/AI/1998/2  
21 January 1998

## ADMINISTRATIVE INSTRUCTION

## REIMBURSEMENT FOR TRAVEL BY PRIVATE MOTOR VEHICLE\*

The Under-Secretary-General for Management, pursuant to section 4.2 of the Secretary-General's Bulletin ST/SGB/1997/1, and for the purpose of implementing staff rule 107.11 by further defining the conditions under which staff members who are authorized to travel by private motor vehicle shall be reimbursed, promulgates the following:

Section 1Limits to the total reimbursable amount

1.1 The total reimbursable amount that a staff member may claim in respect of a particular journey by private motor vehicle shall be limited to the maximum travel expenses to which the staff member would have been entitled had he or she and his or her eligible family members, if any, travelled by the approved route and mode of transportation and standard of accommodation.

1.2 The maximum travel expenses for this purpose shall be limited to and calculated on the basis of:

(a) The cost of the most economical airfare, including charges for accompanied excess baggage if applicable; or

(b) When air travel is not feasible, the cost of travel by the fastest available surface mode of transportation, by a direct route, using the appropriate standard of accommodation as determined in accordance with the administrative instruction on the subject.<sup>1</sup>

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\* Personnel Manual index No. 7110.

<sup>1</sup> ST/AI/249/Rev.3 and Amend.4, as may be revised or amended.

## Section 2

### Reimbursable expenses

Reimbursement of expenses related to authorized travel by privately owned vehicle may include:

(a) Operating costs on the basis of total vehicle mileage by the most direct and economical route, as shown in official road guides, at established rates applicable to the area in which travel is undertaken;

(b) Road/bridge or tunnel tolls;

(c) Where the journey requires that a portion of travel be by train, a vehicular roll-on/roll-off ferry or a ship, or a combination of these modes of transportation, reimbursable expenses shall be limited to port charges and the cost of passage for both the vehicle and the authorized passengers;

(d) Extra expenses incurred for transportation of accompanied excess baggage, if applicable;

(e) One day's daily subsistence allowance for every 560 kilometres or 350 miles travelled in respect of the staff member and half the daily subsistence allowance in respect of each eligible family member, if any. Where applicable, the distance covered in the case of travel by train, ferry or ship under (c) above shall be included in the computation of the distance travelled, unless the cost of passage includes either accommodation or food, or both.

## Section 3

### Travel of more than one staff member

In case of travel by more than one staff member in the same vehicle, only one of the staff members is entitled to claim reimbursement for the expenses under section 2 (a), (b), (c) and (d) above.

## Section 4

### Terminal expenses

Terminal expenses are not payable for travel by privately owned motor vehicle.

## Section 5

### Travel time

A staff member who is authorized to travel by private motor vehicle shall be granted travel time, not chargeable to annual leave, equivalent to the time

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that would have been required had the staff member travelled by air by the approved route and mode of transportation.

## Section 6

### Travel for personal convenience

6.1 A staff member who elects to travel by private motor vehicle for personal convenience should obtain prior authorization from the appropriate executive or administrative officer or, where applicable, the local Human Resources Management Section, by submitting a written request indicating, among other things, the purpose of travel, the planned itinerary and the names of accompanying family members or colleagues. As in all other travel claims, request for reimbursement of travel expenses (other than mileage) must be supported by proper receipts and ticket stubs.

6.2 Pursuant to article 2 (b) (iii) of appendix D to the Staff Rules, compensation in the event of death, injury or illness shall not be payable in the case of private motor vehicle transportation sanctioned or authorized by the United Nations solely on the request and for the convenience of the staff member.

## Section 7

### Rates of reimbursement

The rates of reimbursement indicated in section 2 (a) above, which are applicable to different groups of countries and Territories, shall be updated from time to time on the basis of changes in the operating costs in the area concerned. These changes in rates shall be communicated to the staff by means of an information circular.

## Section 8

### Final provisions

8.1 The present administrative instruction shall enter into force on 1 February 1998.

8.2 Administrative instructions ST/AI/224/Rev.1 of 4 May 1987 and ST/AI/1997/2 of 25 August 1997 are hereby abolished.

(Signed) Joseph E. CONNOR  
Under-Secretary-General  
for Management

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