

UNITED NATIONS

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ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations

Subject: TRAVEL ENTITLEMENT - AIR TRAVEL

With the recent changes in the type of aircraft and rates applicable (with surcharge for first-class jet flights), it is necessary to amend for the present the practices regarding travel entitlement of United Nations staff travelling on official business or home leave.

It is therefore decided that:

1. In accordance with previous instructions from the Secretary-General, all travel on official (i.e. departmental) business will be by air unless specifically authorized otherwise.
2. Staff members will be entitled to the following standards of accommodation when travelling by air, for any purpose, at United Nations expense:
 - (a) those in a P-5 category and above by first-class;
 - (b) those in P-4 and below in "economy" class;
 - (c) where flights (determined by the airlines' time-tables) are of a duration of more than nine hours (by direct route), the authorization will be for first-class accommodation, regardless of grade;
 - (d) for the computation of travel time, a journey interrupted by stopovers, whether official or not, will be considered as consisting of its separate portions, which will be treated independently to determine travel entitlements. Waiting periods between connecting planes will not be considered as stopovers.
3. As heretofore, entitlements set forth under paragraph 2 above may be appropriately modified for purposes of travel within a particular region.

4. Staff travelling on an approved jet flight by economy class will be entitled to payment by the United Nations for excess baggage to bring their baggage entitlement to the amount normally allowed for first-class air travel.
5. This Administrative Instruction does not affect entitlement to travel by sea, which remains unchanged.
