



ST/AI/150  
9 January 1963

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations

Subject: REVISED MODE AND STANDARDS OF TRAVEL

1. Following a review of the question of the mode and standards of staff travel in the light of changed air travel facilities now available over major air routes, and of the reductions adopted by the General Assembly in the 1963 budget appropriation for travel purposes, it has been decided that, with effect from 5 January 1963, the revised conditions set forth below shall govern all official travel - that is, all travel undertaken at the United Nations expense.

2. Route and Mode of Transportation

(a) Air transportation, by the most direct and economical route, shall be regarded as the normal mode for all official travel.

(b) Notwithstanding provision (a) above, the Secretary-General may, in the case of staff members other than those on short-term appointments or on short-term assignments to missions, authorize an alternative mode of transportation

- (i) for travel on initial appointment, change of official duty station, separation from service or home leave; and
- (ii) when, in the opinion of the Secretary-General, such alternative is in the best interest of the United Nations.

3. Standard of Accommodation and Travel Time

(a) Travel by air:

(i) Travel shall be by economy or tourist class for all staff members except that all types of travel of Under-Secretaries and officials of equivalent level and travel on official business of staff at levels D-2 and D-1 shall normally be authorized by first class.

As used in this instruction, travel on official business means all travel other than travel on initial appointment, change of official duty station, extended mission assignment, separation from service or home leave. When travel on official business is combined with any other type of travel by staff at levels D-2 and D-1, the economy or tourist class air standard shall normally apply.

- (ii) Notwithstanding provision (a) (i) above, the Secretary-General may in exceptional circumstances authorize a higher standard when in his opinion this is in the best interest of the United Nations.
  - (iii) Staff members travelling by economy or tourist class shall be entitled to payment of excess baggage for themselves and their eligible dependants to the extent of the difference between the free baggage allowances by first class and by economy or tourist class.
  - (iv) Eligible dependants of staff members shall be allowed accommodation equivalent to that of the staff member. When travelling by air economy or tourist class a child under two years of age shall be provided with a ticket giving entitlement to a seat. A child travelling in connexion with an education grant shall, in all cases, be limited to economy or tourist class; student rates shall be secured when available.
- (b) Travel by sea:
- When travel by sea on initial appointment, change of official duty station, separation or home leave is authorized in accordance with paragraph 2 (b) (i) above, it shall be by a standard next below first class, except in the case of Under-Secretaries and officials of equivalent level. However, in the event that an appropriate standard next below first class is not available on the approved route, minimum first class sea accommodations shall for the time being continue to be provided.
- (c) Travel time:
- (i) Where air journeys, by direct route, are of a duration of nine hours or more but less than sixteen as determined by the airlines' timetables and based on elapsed time, including necessary waiting

periods between planes, one day's stopover with subsistence allowance shall for purposes of rest be authorized provided travel is by economy or tourist class; for a journey of sixteen hours or more, two days, and for a journey of twenty-one hours or more, three days of stopover time shall be allowed. This shall not preclude the possibility of authorizing additional unavoidable stopovers, while awaiting connecting transportation, which could not reasonably be regarded as rest stops. No travel subsistence allowance other than for such stopovers shall be payable during travel by air on home leave, authorized travel to visit dependants and journeys in connexion with education grant.

- (ii) The maximum travel time allowed for travel undertaken wholly or in part by sea and/or other surface means shall, when air transportation is available, be the number of days corresponding to the approved maximum time for travel by air (including authorized stopovers). No transit allowance shall be payable during travel by sea on home leave.
- (iii) There shall be issued from time to time lists showing approved transit allowance rates authorized for each journey and maximum travel time, including stopovers, between Headquarters and other localities commonly visited in the course of official travel. Similar lists shall also be established by the regional offices as appropriate.

4. When a staff member is permitted deviation from the approved route, mode and standard of transportation, his entitlement in respect of a particular journey shall be limited to the maximum travel time and expenses to which he would have been entitled had he and his eligible dependants, if any, travelled by the approved route, mode of transportation, and authorized standard of accommodation. If the standard of accommodation actually used is lower than the standard to which the staff member is entitled, calculation of the cost to the United Nations shall be based on such lower standard.

5. Responsibility for giving effect to authorized transportation, accommodation and routing of all official travel of staff members, as provided for in this instruction, shall rest with the Purchase and Transportation Service.
6. This instruction cancels and supersedes instructions ST/AI/96, ST/AI/127 and ST/AI/139/Rev.1.
7. Amended staff rules reflecting these changes will be issued in the near future.

B.R. TURNER  
Controller

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