

UNITED NATIONS

SECRETARIAT

ST/AI/200  
16 March 1971

## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Controller

Subject: TRAVEL EXPENSES IN CONNEXION WITH ANNUAL  
LEAVE FROM DESIGNATED DUTY STATIONS

1. This instruction establishes the conditions under which staff members who are assigned to duty stations where conditions of life are particularly difficult shall be entitled to the payment of travel expenses to a suitable centre for the purpose of taking a substantial period of annual leave.
2. An internationally recruited staff member who has completed at least nine months' continuous service at a duty station listed in the annex to this instruction shall be entitled once in any calendar year to the payment of travel expenses from the duty station to the leave centre designated for that duty station for himself and eligible dependants who have travelled to the duty station at the expense of the Organization, provided that:
  - (a) He shall not be eligible for the payment of such expenses if he is entitled to annual travel to visit dependants, since his normal entitlement enables him to take leave away from the duty station each year;
  - (b) He shall not be eligible for the payment of such expenses in the same calendar year that he is entitled to home leave;
  - (c) He shall normally remain at a suitable centre for at least two weeks;
  - (d) He is expected to serve at the duty station for a further six months;
  - (e) He shall pay \$50 towards the cost of his own travel and that of each eligible dependant who travels with him, subject to a maximum of \$200.
3. The travel shall be authorized by the most economical and reasonable route, mode of transportation and standard of accommodation. Travel time, travel subsistence and terminal and any additional expenses shall not be authorized.

When the travel is by air economy class, excess baggage shall be authorized to the extent of the difference between the free allowance at economy and first classes.

4. The staff member may choose to travel under the same conditions to any other designated leave centre, or to any other place which would be suitable, provided that the amount of travel expenses payable to the staff member shall not exceed the amount which would have been payable for travel to the leave centre designated for the duty station.
5. Where possible, such travel and annual leave shall be taken in conjunction with travel on official business. It shall not normally be taken within nine months of proceeding on home leave or on annual visit to dependants.
6. The provisions of this instruction shall take effect on 1 April 1971. An appropriate amendment to the Staff Rules will be issued in due course.

ANNEX

Country or Territory	Eligible duty stations <sup>a/</sup>	Leave centres
Argentina	Fueguian Andes and Antarctic - duty stations south of 42° latitude	Cordoba St. Carlos de Bariloche
	Puna (Altoplano) - duty stations at over 10,000 feet altitude	
Bolivia	All	Lima
Burundi	All	Nairobi
Cameroon	Bamenda Buea Douala Garoua Victoria	Abidjan
Central African Republic	All	Abidjan
Chad	All	Abidjan
Colombia	Buenaventura Gaujira Leticia Quibdo	Bogota
Congo, Democratic Republic of	Isiro Kalemu Kikwit Kinsangani Luluabourg Mbandaka Mbuji-Mayi Masi-Manimba Yagambi Yangumbi	Kinshasa

Country or Territory	Eligible duty stations <sup>a/</sup>	Leave centres
Dahomey	Bodjecal Kandi Malanville Natitingou	Cotonou
East Pakistan	Dacca	Bangkok
Gabon	All, except Libreville	Abidjan
Guinea	All	Dakar
India	Kota	Delhi
Indonesia	All duty stations in West Irian	Singapore
Khmer Republic <sup>b/</sup>	All	Bangkok
Laos <sup>b/</sup>	All	Bangkok
Mali	All	Dakar
Mauritania	All	Dakar
Muscat and Oman	All	Beirut
New Guinea (Trust Territory of)	All	Brisbane
Niger	All	Abidjan
Nigeria	All	Abidjan
Rwanda	All	Nairobi
Saudi Arabia	All	Beirut
Sierra Leone	All, except Freetown	Abidjan
Scmalia	All	Nairobi
Sudan	All	Nairobi
Trucial Oman Dubai	All	Beirut

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Country or Territory	Eligible duty stations <sup>a/</sup>	Leave centres
Upper Volta	All	Dakar
Viet-Nam, Republic of	All	Bangkok
Yemen Arab Republic	All	Beirut
Zambia	All, except Lusaka	Lusaka

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a/ "All" means all duty stations meeting the financial conditions regarding cost

b/ Khmer Republic and Laos have been included on the list on the basis of existing conditions; their position will be reviewed if conditions change.