



ST/AI/200/Rev.1
14 February 1975

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General (Controller)
Office of Financial Services

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. It has been revised to show all the eligible duty stations and leave centres, effective 1 January 1975.
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.
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. Payment of such travel expenses shall in no case exceed the cost of travel to the home country. Where by reason of a normal travel routing the staff member would be passing through his home country to reach the place designated as the leave centre, the travel expenses to the home country shall be paid.

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. An appropriate amendment to the Staff Rules will be issued in due course.

7. This instruction supersedes ST/AI/200 and Amend.1-4.

ANNEX

Country or territory	Eligible duty station	Leave centre
Argentina	Fuegian Andes and Antarctic - duty stations south of 42° latitude	Cordoba
	Puna (Altoplano) - duty stations at altitude over 10,000 feet	San Carlos de Bariloche
Bahrain	All	Beirut
Bangladesh	All	Bangkok
Bolivia	All	Lima
Botswana	All	Nairobi
Burma	All	Bangkok
Burundi	All	Nairobi
Central African Republic	All	Nairobi
Chad	All	Nairobi
Colombia	Buenaventura Guajira Leticia Quibdo	Bogota
Cuba	All	Mexico City
Dahomey	All	Dakar
Democratic Yemen	All	Nairobi
Egypt	Aswan	Beirut
Equatorial Guinea	All	Dakar
Gabon	All	Dakar

Country or territory	Eligible duty station	Leave centre
Ghana*	All*	Dakar*
Gilbert and Ellice Is.	All	Suva
Guinea	All	Dakar
Indonesia	Borneo (Kalimantan)* Halmahera* North Sulawesi Sumatra West Irian	Singapore
Iran	Dezful	Teheran
Khmer Republic ^{1/}	All	Bangkok
Kuwait	All	Beirut
Laos ^{1/}	All	Bangkok
Lesotho	All	Nairobi
Liberia	All except Monrovia	Dakar
Libyan Arab Republic	Fezzan region	Malta
Maldives	All	Nuwara-Eliya (Sri Lanka)
Mali	All	Dakar
Mauritania	All	Dakar
Mongolia	All	Vienna
Nepal	All except Kathmandu	New Delhi
Niger	All	Dakar
Nigeria	All*	Dakar
Oman	All	Beirut

* An asterisk indicates a change in the list effected by this administrative instruction.

^{1/} The Khmer Republic and Laos have been included on the list on the basis of existing conditions; their position will be reviewed if conditions change. /...

Country or territory	Eligible duty station	Leave centre
Papua New Guinea	All	Brisbane
Peru	All duty stations on Andean Highlands	Lima
Qatar	All	Beirut
Republic of Viet-Nam	All	Bangkok
Rwanda	All	Nairobi
Saudi Arabia	All	Beirut
Sierra Leone	All except Freetown	Dakar*
Somalia	All	Nairobi
Sudan	All	Nairobi
Swaziland	All	Nairobi
Togo	All	Dakar
United Arab Emirates	All	Beirut
United Republic of Cameroon	All except Yaoundé	Yaoundé
Upper Volta	All	Dakar
Yemen Arab Republic	All	Beirut
Zaire	All except Kinshasa	Nairobi
Zambia	All except Lusaka and copper-belt towns	Nairobi
