

UNITED NATIONS

SECRETARIAT

ST/AI/200/Rev.1/Amend.1
13 May 1975

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General (Controller)
Office of Financial ServicesSubject: TRAVEL EXPENSES IN CONNEXION WITH ANNUAL LEAVE
FROM DESIGNATED DUTY STATION

1. Administrative instruction ST/AI/200/Rev.1 is hereby amended, with effect from 1 May 1975, by the substitution of the following text for paragraph 2:

"2. An internationally recruited staff member who has completed at least six 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 the staff member and for his or her spouse and dependent children who have travelled to the duty station at the expense of the Organization, provided that:

(a) The staff member shall not be eligible for the payment of such expenses if he or she is entitled to annual travel to visit dependants, since the family visit travel enables him or her to take leave away from the duty station each year;

(b) The staff member shall not be eligible for the payment of such expenses in the same calendar year that he or she is entitled to home leave;

(c) The staff member shall normally remain at a suitable centre for at least two weeks;

(d) The staff member is expected to serve at the duty station for a further six months.

Travel of the spouse and dependent children shall be in conjunction with the leave of the staff member, provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent them from travelling together with the staff member. In that event, their separate travel shall be governed by the same conditions as are applicable to the staff member's own travel."

2. The list of eligible duty stations and leave centres to which travel costs may be paid, contained in the annex to administrative instruction ST/AI/200/Rev.1, is hereby amended, effective 1 May 1975, by the substitution or inclusion of the following:

<u>Country or territory</u>	<u>Eligible duty station</u>	<u>Leave centre</u>
Afghanistan	Outside Kabul	Kabul
Bhutan	All	Bangkok
Comoro Islands	All	Nairobi
Guinea-Bissau	All	Dakar
Iraq	Aski-Kalak	Baghdad
Liberia	All	Dakar
Malawi	All except Blantyre, Lilongwe, Zomba	Nairobi
Nepal	All	Bangkok
Peru	Pucallapa, Iquitos and all duty stations on Andean Highlands	Lima
Sierra Leone	All	Dakar

3. The entry "Swaziland" is to be deleted from the annex to administrative instructions ST/AI/200/Rev.1, as from 1 January 1976.
