



UNITED NATIONS

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ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations

Subject: APPROVED ROUTES OF TRAVEL AND RATES OF ALLOWANCES FOR HEADQUARTERS STAFF

1. Purpose

The purposes of this Instruction are:

- (a) to establish approved routes and modes of travel for specific journeys, the standards of accommodation, maximum travel time, and allowances for terminal and transit expenses, in accordance with Rule 107.9 of the Staff Rules (ST/AFS/SGB/94);
- (b) to designate the areas falling within groups 2 or 3 under Staff Rule 107.15(a) and to establish special minimum rates of travel and subsistence allowances under that rule.

2. Approved routes and modes of travel, and standards of accommodation

Annex I to this Instruction sets out the approved routes and modes of travel between Headquarters and various cities usually visited on official travel or on home leave.

While the routes shown are to the capital (or main) cities of the various countries, they will be extended to the final destination in a country by appropriate direct routes inside the country. Where a final destination can be reached without necessarily passing through the capital city, an appropriate alternative route will be allowed.

Standards of accommodation will be as provided in Rule 107.10.

Responsibility in matters of travel accommodation, and on all questions relating to the route and mode of travel as provided for in this Instruction, shall rest with the Purchase and Transportation Division.

3. Maximum travel time

In the case of official travel, travel time for any journey between two points will be limited to the actual time spent aboard vessel or other transport and necessary delays en route awaiting transportation.

The travel time that will be allowed for any journey on home leave will normally be limited to the actual time spent aboard vessels or other transport and necessary delays en route awaiting transportation; in no case shall the time allowable exceed 30 days for the round trip. Any time spent en route in excess of the above limits will be charged to the staff member's annual leave.

4. Allowance for terminal expenses

Allowances for terminal expenses will be as provided in Rule 107.13 of the Staff Rules.

5. Travel subsistence allowance

Travel subsistence allowances will be payable as set out in Staff Rule 107.15 during travel other than by sea, and, in cases of home leave, payment of subsistence allowance shall be limited to a maximum of three days in respect of any specific outward or return journey.

Annex II to this Instruction sets out these travel subsistence allowance rates, together with areas which are classified under group 2 or group 3 and special minimum rates which are established, in accordance with Staff Rule 107.15(a).

6. Transit (sea) allowance

No travel subsistence allowance will be payable during travel by sea; instead a transit allowance in accordance with Staff Rule 107.14(a) will be payable during such travel.

Annex III to this Instruction sets out the rates of transit allowances for specified travel by sea.

In the case of a journey partly by sea and partly by other means, a transit allowance will be payable at the rate applicable to that part of the journey actually covered by sea. In addition, travel subsistence allowance as provided in paragraph 5 above will be payable for that portion of the journey covered other than by sea.

7. Alternatives to approved routes

Staff members are normally expected to travel by an approved route as specified in Appendix I. However, in exceptional cases authorization may be given for another route under the following conditions:

- (i) Such other route shall bear, in the opinion of the Purchase and Transportation Division, a visible relationship to an approved route for the same destination, or shall be justified in writing by Departments as clearly beneficial to the United Nations.
- (ii) The maximum liability to the United Nations for transportation costs by a route which differs from an approved route as set out in Annex I, or as otherwise determined by the Purchase and Transportation Division, shall be fixed within the following limits:
  - (a) if transportation either by air or by sea is recognized, the cost to the United Nations shall be determined on the basis of the actual mode of travel used;
  - (b) if transportation by sea only is recognized, the cost to the United Nations of transportation by air shall not exceed the cost of transportation by sea;
  - (c) if the standard of accommodation actually used is lower than the standard to which a staff member is entitled under the Staff Rules, calculation of the cost to the United Nations under (a) and (b) above shall be based on such lower standard.
  - (d) a staff member shall pay, as directed by the Purchase and Transportation Division in accordance with this Instruction, any costs in excess of the sum for which the United Nations assumes liability.
- (iii) Subject to a maximum of 30 days for the round trip for home leave purposes, the travel time allowable shall be limited to the time it would have taken for an uninterrupted journey by an approved route and by the mode of transportation actually used. Any excess time actually used for travel will be charged to annual leave.

- (iv) The entitlement of the staff member in respect of transit allowance and/or travel subsistence allowance shall be limited to the transit allowance and/or travel subsistence allowance that would be payable for an uninterrupted journey by an approved route and by the mode and standard of travel actually used.

ANNEX I

APPROVED ROUTES AND MODES OF TRAVEL

(All routes shown below start at New York)

<u>Country</u>	<u>Capital (or main city)</u>	<u>Approved Routes and Modes of travel</u>	<u>Approximate No. of days in tran- sit (excluding delays enroute or awaiting connexions, etc.)</u>
* <u>Alternative routes may be approved in particular cases</u>		** <u>Not normally applicable for home leave of staff members below Principal Officer level</u>	
Afghanistan	Kabul	1) Round trip direct - air (to Peshwar)	4
		2) NY/London or Paris - round trip sea London or Paris/Peshwar- round trip air	14
Argentina	Buenos Aires	1) Round trip direct - air	4
		2) Round trip direct - sea	37
		3) Round trip - one way sea- one way air	20
*Australia	Canberra	1) Round trip direct - air	6
Belgium	Brussels	**1) Round trip direct - air	2
		2) NY/Paris - round trip sea and rail; Paris/ Brussels - round trip rail	13
		3) NY/London - round trip sea and rail; London/ Brussels - round trip rail	14
Bolivia	LaPaz	1) Round trip direct - air	2
		2) Round trip sea (NY/ Callao); rail or air (Callao/LaPaz)	23
		3) Round trip - one way sea- one way air	13
Brazil	Rio de Janeiro	1) Round trip direct - air	2
		2) Round trip direct - sea	27
		3) Round trip - one way sea- one way air	15

<u>Country</u>	<u>Capital (or main city)</u>	<u>Approved Routes and Modes of travel</u>	<u>Approximate No. of days in transit (excluding delays enroute or awaiting connexions, etc.)</u>
* <u>Alternative routes may be approved in particular cases</u>		** <u>Not normally applicable for home leave for staff members below Principal Officer level</u>	
Byelorussia	Minsk	1) Round trip direct - air 2) NY/London or Paris - round trip sea and rail; London or Paris/Minsk - round trip air or rail	4 12
Canada	Ottawa	1) Round trip direct - air 2) Round trip direct - rail	1 2
Chile	Santiago	1) Round trip direct - air 2) Round trip sea (NY/Valparaiso); rail (Valparaiso/Santiago) 3) Round trip - one way sea and rail - one way air	2 36 19
Colombia	Bogota	1) Round trip direct - air 2) Round trip sea (NY/Buenaventura) and rail or air 3) Round trip - one way sea - one way air	2 14 8
China	(Taipeh) (Hong Kong)	1) Round trip direct - air 2) NY/San Fran. - round trip air or rail (1-6 days) San Fran/Hong Kong - round trip sea (40 days) Hong Kong/Taipeh - round trip air (1 day) 3) NY/San Fran. - round trip air or rail San Fran./Hong Kong - one way sea Hong Kong/Taipeh - round trip air Hong Kong/San Fran. - one way air	6 42-47 26-30
*Costa Rica	San Jose	1) Round trip direct - air	2
*Cuba	Havana	1) Round trip direct - air	1

<u>Country</u>	<u>Capital (or main city)</u>	<u>Approved Routes and Modes of Travel</u>	<u>Approximate No. of days in transit (excluding delays enroute or awaiting connexions, etc.)</u>
<u>*Alternative routes may be approved in particular cases</u>		<u>**Not normally applicable for home leave for staff members below Principal Officer level</u>	
Czechoslovakia	Prague	**1) Round trip direct - air 2) NY/London or Paris - round trip sea and rail London or Paris/Prague - round trip air or rail	2 16
Denmark	Copenhagen	**1) Round trip direct - air 2) Round trip direct - sea 3) NY/London or Paris - round trip sea and rail London or Paris/Copenhagen - round trip air or rail	2 18 16
*Dominican Republic	Ciudad Trujillo	1) Round trip direct - air	1
Ecuador	Quito	1) Round trip direct - air 2) NY/Guayaquil - round trip sea and air 3) Round trip - one way sea - one way air	2 18 10
Egypt	Cairo	1) Round trip direct - air 2) Round trip sea (NY/Alexandria) and rail 3) NY/London or Paris - round trip sea and rail London or Paris/Cairo - round trip air	4 32 14
*El Salvador	San Salvador	1) Round trip direct - air	2
Eritrea	Asmara	1) Round trip direct - air 2) NY/London or Paris - round trip sea and rail London or Paris/Asmara - round trip air	4 14
Ethiopia	Addis Ababa	1) Round trip direct - air 2) NY/London or Paris - round trip sea and rail London or Paris/Addis Ababa - round trip air	4 14
France	Paris	**1) Round trip direct - air 2) Round trip sea and rail	2 12

<u>Country</u>	<u>Capital(or main city)</u>	<u>Approved Routes and Modes of Travel</u>	<u>Approximate No. of days in tran- sit (excluding delays en route or awaiting connexions, etc.)</u>
<u>*Alternative routes may be approved in particular cases</u>		<u>**Not normally applicable for home leave for staff members below Principal Officer level</u>	
Greece	Athens	1) Round trip direct - air 2) NY/London or Paris - round trip sea and rail London or Paris/Athens - round trip air or rail	3 16
*Guatemala	Guatemala City	1) Round trip direct - air	2
*Haiti	Port-au-Prince	1) Round trip direct - air	1
*Honduras	Tegucigalpa	1) Round trip direct - air	2
Iceland	Reykjavik	1) Round trip direct - air 2) Round trip direct - sea	2 20
India	New Delhi	1) Round trip direct - air 2) NY/London - round trip sea and rail (12 days) London/Bombay - round trip sea (32 days) Bombay/Delhi - round trip rail or air (2 days) 3) NY/London or Paris - round trip sea and rail (12 days) London or Paris/Delhi - round trip air (2 days)	4 46 14
Iran	Teheran	1) Round trip direct - air 2) NY/Beirut - round trip sea (42 days) Beirut/Teheran - round trip air (2 days) 3) NY/London or Paris - round trip sea and rail (12 days) London or Paris/Teheran - round trip air (2 days)	4 44 14
Italy	Rome	**1) Round trip direct - air 2) NY/Naples - round trip sea Naples/Rome - round trip rail 3) NY/London or Paris - round trip sea and rail London or Paris/Rome - round trip rail or air	3 19 14



Country	Capital (or main city)	Approved Routes and Modes of Travel	Approximate No. of days in tran- sit (excluding delays enroute or awaiting connexions, etc)
<u>*Alternative routes may be approved in particular cases</u>		<u>**Not normally applicable for home leave for staff members below Principal Officer level</u>	
Iraq	Baghdad	1) Round trip direct - air 2) NY/Beirut - round trip sea Beirut/Baghdad - round trip air 3) NY/London or Paris - round trip sea and rail London or Paris/Baghdad - round trip air	4 43 14
Israel	Tel Aviv	1) Round trip direct - air 2) NY/London or Paris - round trip sea and rail London or Paris/Tel Aviv - round trip air	4 14
Korea	Pusan	1) Round trip direct - air 2) NY/San Fran. - round trip air or rail (1-6 days) San Fran./Yokohama - round trip sea (28 days) Yokohama/Pusan - round trip air (2 days)	6 31-36
Lebanon	Beirut	1) Round trip direct - air 2) Round trip direct - sea 3) NY/London or Paris - round trip sea and rail London or Paris/Beirut - round trip air	4 42 14
Liberia	Monrovia	1) Round trip direct - air 2) NY/London or Paris - round trip sea and rail London or Paris/Monrovia - round trip air	4 14
Libya	Tripoli	1) Round trip direct - air 2) NY/London or Paris - round trip sea London or Paris/Tripoli - round trip air	4 14

<u>Country</u>	<u>Capital (or Main city)</u>	<u>Approved Routes and Modes of Travel</u>	<u>Approximate No. of days in transit (excluding delays enroute or awaiting connexions, etc.)</u>
*Alternative routes may be approved in particular cases		**Not normally applicable for home leave for staff members below Principal Officer level	
Luxembourg	Luxembourg	**1) Round trip air and rail (via Paris) 2) Round trip sea and rail (via Paris)	3 14
Mexico	Mexico City	1) Round trip direct - air 2) Round trip direct - rail	2 10
Netherlands	The Hague	**1) Round trip direct - air 2) Round trip - sea (NY/Rotterdam) and rail (Rotterdam/The Hague) 3) Round trip - sea (NY/London or Paris) and rail (London or Paris/The Hague)	2 18 14
*New Zealand	Wellington	1) Round trip direct - air	6
*Nicaragua	Managua	1) Round trip direct - air	2
Norway	Oslo	**1) Round trip direct - air 2) Round trip direct - sea 3) NY/London or Paris - round trip sea and rail London or Paris/Oslo - round trip rail or sea 4) NY/London or Paris - round trip sea and rail London or Paris/Oslo - round trip air	2 20 18 14
Pakistan	Karachi	1) Round trip direct - air 2) NY/London - round trip sea and rail (12 days) London/Bombay - round trip sea (32 days) Bombay/Karachi (1 day) round trip air 3) NY/London or Paris - round trip sea and rail London or Paris/Karachi - round trip air	4 45 14
Panama	Panama City	1) Round trip direct - air 2) Round trip sea (NY/Cristobal) 3) Round trip - one way sea - one way air	1 10 6

<u>Country</u>	<u>Capital (or main city)</u>	<u>Approved Routes and Modes of Travel</u>	<u>Approximate No. of days in transit (excluding delays enroute or awaiting connexions, etc.)</u>
<u>*Alternative routes may be approved in particular cases</u>		<u>**Not normally applicable for home leave for staff members below Principal Officer level</u>	
Paraguay	Asuncion	1) Round trip direct - air 2) Round trip - sea (NY/Rio) and air (Rio/Asuncion) 3) Round trip - one way sea and air - one way air	2 28 16
Peru	Lima	1) Round trip direct - air 2) Round trip - sea (NY/Callao) and rail (Callao/Lima) 3) Round trip - one way sea and rail - one way air	2 20 14
Philippines	Manila	1) Round trip direct - air 2) NY/San Fran. - round trip air or rail (1-6 days) San Fran./Manila - round trip sea (40 days) 3) NY/San Fran. - round trip air or rail San Fran./Manila - round trip - one way sea - one way air	5 41-46 23-28
Poland	Warsaw	1) Round trip direct - air 2) NY/London or Paris - round trip sea and rail London or Paris/Warsaw - round trip rail or air	4 16
Saudi Arabia	Mecca (Jeddah)	1) Round trip direct - air 2) NY/London or Paris - round trip sea and rail London or Paris/Jeddah - round trip air	4 14
Somaliland	Mogadiscio	1) Round trip direct - air 2) NY/London or Paris - round trip sea and rail London or Paris/Mogadiscio - round trip air	6 15
Sweden	Stockholm	**1) Round trip direct - air 2) NY/Gothenburg - round trip sea Gothenburg/Stockholm - round trip rail 3) NY/London or Paris - round trip sea and rail London or Paris/Stockholm - round trip air	2 21 14

<u>Country</u>	<u>Capital (or main city)</u>	<u>Approved Routes and Modes of Travel</u>	<u>Approximate No. of days in transit (excluding delays enroute or awaiting connexions etc.)</u>
<u>*Alternative routes may be approved in particular cases</u>			
<u>**Not normally applicable for home leave for staff members below Principal Officer level</u>			
Switzerland	Geneva	**1) Round trip direct - air 2) NY/London or Paris - round trip sea and rail London or Paris/Geneva - round trip rail or air	2 14
Syria	Damascus	1) Round trip direct - air 2) NY/Beirut - round trip sea Beirut/Damascus - round trip rail 3) NY/London or Paris - round trip sea London or Paris/Damascus - round trip air	4 43 14
Thailand	Bangkok	1) Round trip direct - air 2) NY/London or Paris - round trip sea London or Paris/Bangkok - round trip air	6 16
Turkey	Ankara	1) Round trip direct - air 2) NY/Iskendrum - round trip sea Iskendrum/Ankara - round trip rail 3) NY/London or Paris - round trip sea London or Paris/Ankara - round trip air	4 45 14
Union of South Africa	Capetown	1) Round trip direct - air 2) Round trip direct - sea 3) NY/London - round trip sea London/Capetown - round trip air	4 35 16
United Kingdom	London	**1) Round trip direct - air 2) Round trip direct - sea	2 12
*Ukrainian SSR	Kiev	1) Round trip direct - air	4
United States	Washington	1) Round trip direct - air 2) Round trip direct - rail	1 1

<u>Country</u>	<u>Capital (or main city)</u>	<u>Approved Routes and Modes of Travel</u>	<u>Approximate No. of days in tran- sit (excluding delays enroute or awaiting connexions,etc.)</u>
<u>*Alternative routes may be approved in particular cases</u>		<u>**Not normally applicable for home leave for staff members below Principal Officer level</u>	
Uruguay	Montevideo	1) Round trip direct - air 2) Round trip direct - sea 3) Round trip - one way sea - one way air	4 36 21
*USSR	Moscow	1) Round trip direct - air 2) NY/London or Paris - round trip sea London or Paris/Moscow - round trip air	4 20
Venezuela	Caracas	1) Round trip direct - air 2) Round trip direct - sea 3) Round trip - one way sea - one way air	2 12 7
Yemen	Sana (from Aden)	1) Round trip direct - air 2) NY/London - round trip sea London/Aden - round trip sea 3) NY/London or Paris - round trip sea London or Paris/Aden - round trip air	4 40 14
Yugoslavia	Belgrade	1) Round trip direct - air 2) NY/London or Paris - round trip sea London or Paris/Belgrade - round trip rail	4 16

## ANNEX II

## TRAVEL SUBSISTENCE ALLOWANCE RATES

Applicable to	Group 1	Group 2	Group 3
Assistant Secretaries-General	\$20.00	\$16.00	
Principal Directors	15.00	12.00	
Staff members in the level of Second Officer and above	12.50	10.00	Special Minimum Rates
Staff members below the level of Second Officer	10.00	8.00	

Group 1 rates as shown in the above table shall apply for all areas other than those which are designated as belonging to Groups 2 or 3.

Group 2 rates as shown in the above table shall apply in the case of stop-overs of more than 24 hours in any of the following areas:

Austria	Netherlands
Australia	New Zealand
Ceylon	Norway
Denmark	Paraguay
Egypt	Syria
Eritrea	Sweden
Ethiopia	Union of South Africa
Iraq	United Kingdom, including the British
Ireland	Colonies and their sub-divisions
Italian Somaliland	(with the exception of Hong Kong
Jordan	and Malaya)
Korea	Yugoslavia
Lebanon	
Libya	
Luxembourg	
Mexico	

Group 3

Special minimum rates are established for the areas indicated below.

Where Group 1 rates are higher, they shall apply in lieu of these special rates.

<u>Area</u>	<u>Minimum Rate</u>
Cuba	\$17.50
15 December to 31 March	
1 April to 14 December	13.00
Japan	16.00
Pakistan	12.50
Philippines	15.00
Poland	Actual expenses not exceeding \$30
Saudi Arabia	14.00
Thailand	11.00
Uruguay	14.00
Venezuela	17.50
Viet Nam	16.00
USSR	Actual expenses not exceeding \$30

## ANNEX III

## TRANSIT ALLOWANCE RATES

I. Transatlantic routes on which both first class and cabin class accommodations are available:

<u>From New York to Ports in:</u>	<u>Transit Allowance (one-way)</u>					
	First Class			Cabin Class		
	Staff Member	Dependents		Staff Member	Dependents	
	Over 12	Under 12	Over 12	Under 12	Over 12	Under 12
	\$	\$	\$	\$	\$	\$
France	30	18	9	20	12	6
Italy	30	18	9	20	12	6
Netherlands	30	18	9	20	12	6
United Kingdom	30	18	9	20	12	6

II. Other Direct Routes

<u>a) From New York to Ports in:</u>	<u>Transit Allowance (one-way)</u>		
	Staff Member	Dependents	
		Over 12	Under 12
	\$	\$	\$
Dominican Republic	10	6	3
Panama	10	6	3
Colombia	20	12	6
Venezuela	20	12	6
Denmark	30	18	9
Ecuador	30	18	9
Norway	30	18	9
Peru	30	18	9
Sweden	30	18	9
Argentina	40	24	12
Brazil	40	24	12
Chile	40	24	12
Egypt	40	24	12
Lebanon	40	24	12
Turkey	40	24	12
Uruguay	40	24	12
India	60	36	18
Pakistan	60	36	18
Union of South Africa	60	36	18
<u>b) From San Francisco to Ports in:</u>			
China	50	30	15
Philippines	50	30	15