



Secretariat

ST/IC/1990/13  
19 March 1990

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INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: OPTION OF A LUMP-SUM PAYMENT FOR TRAVEL BY AIR IN LIEU  
OF PROVISION BY THE ORGANIZATION OF TRAVEL TICKETS AND  
RELATED ENTITLEMENTS ON HOME LEAVE, EDUCATION GRANT  
AND FAMILY VISIT TRAVEL\*

INTRODUCTION

1. Effective immediately, on an experimental basis, staff members stationed at Headquarters, New York, will have the option to make their own travel arrangements and receive a lump-sum payment in lieu of the currently applicable travel and related entitlements on home leave, education grant and family visit travel. THE CURRENT TRAVEL ARRANGEMENTS WILL REMAIN APPLICABLE FOR STAFF MEMBERS WHO DO NOT WISH TO EXERCISE THE OPTION. The provisions of this circular apply only to staff members entitled to home leave, education grant and family visit travel. Therefore, those individuals with temporary contracts, special service agreements or other contractual arrangements are excluded. At this time, the option will be applicable only for travel by air and it will remain in effect for all travel mentioned above that commences prior to 31 December 1991. On the basis of experience gained up to that time, the application of the option may be continued and extended to other duty stations and other types of travel, with any necessary modifications, or it may be discontinued.

1. The option

2. Staff members who decide to exercise this option will be responsible for their own travel arrangements and will receive a lump-sum amount equivalent to

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\* Personnel Manual index No. 7000.

75 per cent of the cost of the full economy class fare by the least costly scheduled air carrier between New York and the closest airport to the established place of home leave or, in the case of education grant travel, either to the established place of home leave or to the educational institution whichever is the less costly. For children entitled to reduced-fare tickets, the lump-sum amount will be equivalent to 75 per cent of the applicable reduced fare.

3. The lump-sum payment will be deemed to cover all entitlements relating to the specific travel, including surface travel in the country of destination. By selecting the option, staff members agree to waive all entitlements in respect of that travel as established in the Staff Rules and will therefore not be entitled to any further amount for transportation, rest stopovers, terminal expenses, insurance coverage(s), accompanied excess baggage and unaccompanied shipment or for expenses relating to travel documents and visas for themselves and their eligible dependants. However, the provisions of appendix D to the Staff Rules (ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1), will continue to apply if travel by air is via the most direct route to and from New York and the closest airport to the established place of home leave. The United Nations will also continue to attest to the staff members' United Nations status for obtaining requisite visas. The authorized travel time not chargeable to annual leave as provided for under administrative instruction ST/AI/249/Rev.3 dated 29 March 1989 will also remain unchanged.

4. One travel authorization (PT.8) will continue to be issued for the staff member and all eligible dependants travelling on home leave. The option will not be available on a partial basis except that, when a staff member's home leave travel is combined with official mission travel, the staff member may exercise the option in respect of his/her eligible dependants.

5. Once the lump-sum option has been selected, it will not be possible to revert to the normal travel entitlement for that specific travel. The United Nations will not be responsible for any delays or additional expenses that may be incurred or liabilities that may arise as a result of the exercise of the lump-sum option. For example, if sickness or other personal considerations delay or affect the travel and the staff member has purchased tickets to which restrictions are attached, it will be up to the staff member, and not the Organization, to settle the matter. It is emphasized that it is the responsibility of the staff member to take out appropriate trip cancellation insurance.

## 2. Procedure

6. To exercise the option, staff members must notify their respective executive/administrative officers of their planned itinerary at least two months before the anticipated departure date and indicate their interest in knowing the lump-sum option amount. This may be done on the "Request for transportation" form used by some departments or, if the staff member's own department does not use such a form, by memorandum. The executive/administrative officer will then ascertain from the Travel Unit the applicable lump-sum amount and notify the staff member accordingly. After receiving this notification, the staff member will have 10 days

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in which to notify the executive/administrative officer of his or her agreement to accept the lump-sum. If notice of agreement is not received by the Executive Office within that time, the lump-sum option will not be granted.

7. Upon acceptance, the executive/administrative officer will prepare a travel authorization (PT.8), indicating in part 12 that "the staff member has opted for a lump-sum payment as provided for under information circular ST/IC/1990/13" and attaching a copy of the lump-sum amount calculated by the Travel Unit. The Executive Office will also prepare a form PT.165 (Receipt for lump-sum travel funds), which the staff member will be required to sign when picking up his/her cheque at the Cashier's Office. A sample of the PT.165 form is reproduced in the annex to the present circular.

8. Within 10 working days of the completion of the travel for which the lump-sum payment was made, the staff member will be required to complete the certification in part D of the original form PT.165 and provide satisfactory documentary evidence that home leave travel, education grant travel or travel to visit dependants took place as certified (i.e. used airline ticket stubs/boarding passes and laissez-passer/national passport bearing customs and/or immigration markings showing the dates of arrival in and departure from the country to which travel was authorized). Staff members are therefore advised to ensure that their travel documents, including those of their eligible dependants, are stamped upon entry into and exit from the home leave country by appropriate government officials, or in the case of education grant travel, by the appropriate officials of the country where the educational institution is located. Failure to provide specific documentary evidence of arrival and departure dates will automatically result in the amount of the lump-sum payment being recovered from the staff member's salary.

### 3. Host country travel regulations

9. Staff members and their eligible dependants whose itineraries involve stopover(s) in the United States must provide to their respective executive/administrative offices details of their itinerary and accommodation in the United States in accordance with information circular ST/IC/86/4 dated 14 January 1986 on official travel of United Nations staff members in the United States at least one week prior to their date of departure. Information circular ST/IC/85/76 dated 20 December 1985 should also be adhered to as applicable.

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UNITED NATIONS



NATIONS UNIES

RECEIPT FOR LUMP-SUM TRAVEL FUNDS

**PART A. To be completed by Executive Office**

NAME OF STAFF MEMBER	INDEX NO.	DEPARTMENT/OFFICE	ROOM NO.	EXT.
PT.8 NUMBER: <span style="float:right">Check one: <input type="checkbox"/> Home Leave <input type="checkbox"/> Education Grant <input type="checkbox"/> Family Visit</span>				

**PART B. To be completed by Cashier's Office**

Cheque Number:	Amount: US\$	Date:
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**PART C. To be completed by Staff Member**

- I acknowledge receipt of the above-mentioned cheque to pay for my travel arrangements and/or those of my eligible dependants under the lump-sum travel option.
- I certify that I have read and understand the terms and conditions of the lump-sum travel option detailed in ST/IC/1990/13 dated 19 March 1990 and I accept this cheque as full and final payment and waive all rights to entitlements accruing on account of this travel as described in the relevant United Nations Regulations and Rules.
- If this travel includes stopovers within the United States, I will (a) comply, where applicable, with the provisions of Information Circular ST/IC/86/4 dated 14 January 1986, and, (b) submit the relevant information to my Executive/Administrative Office as stipulated in Information Circular ST/IC/85/76 dated 20 December 1985 at least one week prior to departure.
- I undertake to inform my Executive/Administrative Officer of any change in the travel dates specified on the PT.8 form issued in connection with this travel. I understand that any change in those dates will automatically lead to a review and, possibly, an adjustment of the amount of the entitlement.
- Within 10 working days of the completion of the travel for which this payment is made, I undertake to complete the certification below and return it to my Executive/Administrative Officer. I understand that if I fail to do so, the entire amount of this payment will be recovered from my salary.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PART D. CERTIFICATION BY STAFF MEMBER ON COMPLETION OF TRAVEL**

- I certify that I have exercised my entitlement under the lump-sum option for travel on (CHECK ONE)  Home leave  Education grant  Family visit in accordance with the relevant United Nations Regulations and Rules.
- As required, I attach hereto the used airline tickets  and boarding passes  in respect of this travel and my United Nations laissez-passer  or national passport  containing the dates of arrival and departure from the country to which the travel was authorized.
- In the case of travel on home leave or family visit, I certify that my eligible dependants and/or myself have spent \_\_\_\_\_ days in \_\_\_\_\_ (home leave country) as indicated hereunder (please provide separate dates if they differ for each traveller):

	<u>Name of Traveller</u>	<u>Date &amp; Place of Arrival</u>	<u>Date &amp; Place of Departure</u>
Staff member	_____	_____	_____
Eligible dependants	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

- I also certify that the statements and information provided by me in respect of this option are true and complete to the best of my knowledge and belief.

Signature of Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

**PART E. For Executive Office/Accounts Division Use Only**

- Travel has been completed as authorized, no further action required.
- Accounts Division:** Staff member has not complied with the provisions of ST/IC/1990/13. Please take action to recover the lump-sum from salary entitlements.

Signature of Executive/Administrative Officer: \_\_\_\_\_

Date: \_\_\_\_\_