

Appendix G

Official Travel

Route and mode of travel

(a) The normal route for all official travel shall be the most direct and economical route. An alternative route may be approved when, in the opinion of the Director-General, it is in the best interests of the Organization.

(b) The normal mode of transportation for all official travel shall be by air. An alternative mode of transportation may be approved when, in the opinion of the Director-General, its use is in the best interests of the Organization.

(c) If a staff member or family member travels by a more economical mode of transportation than the approved mode, the Organization shall pay only for the mode of transportation actually used.

Standard of accommodation

(d) Staff members and their eligible family members shall be provided with transportation at the least costly air-fare structure regularly available or its equivalent. Children under two years of age travelling by air shall be provided with a ticket giving entitlement to a seat.

(e) For all travel for which the least costly air-fare provision applies, economy class or air excursion fares shall be used, wherever available and applicable.

(f) In application of paragraphs (d) and (e) above, the Administration shall determine the flight duration on the basis of the most direct and economical route, including scheduled stops for such purposes as change of planes or refuelling, but excluding travel time to and from airports.

(g) For all official travel by sea approved under paragraph (b) above, staff members and their family members shall be provided with the standard of accommodation that is, in the opinion of the Director-General, appropriate to the circumstances of the case.

(h) For all official travel by train approved under paragraph (b) above, staff members and their family members shall be provided with regular first-class or equivalent accommodation, including sleeper and other facilities, as appropriate.

(i) A higher standard of accommodation may be approved if, in the opinion of the Director-General, special circumstances warrant it.

(j) If a staff member or family member travels by more economical accommodation than the approved standard, the Organization shall pay only for the accommodation actually used at the rate paid by the traveller except that in the case of home-leave and family-visit

travel a staff member may avail himself or herself of package tour arrangements provided that the cost of such arrangements does not exceed the entitlement established above.

Travel time

(k) Staff members shall be granted, in respect of journeys in each direction, a fixed amount of travel time, not chargeable to annual leave, determined by reference to the most direct flight available under current airline schedules. An adjustment of up to two additional days, not chargeable to annual leave, may be made if a staff member can show that the actual travel time by the most direct and fastest available mode of transportation, including authorized stopovers for the journey, exceeds the approved amount of travel time.

Travel by car

(l) Staff members who are authorized to travel by car under paragraph (b) above shall be reimbursed by the Organization at rates and under conditions established by the Director-General on the basis of operating costs in the area in which the travel is undertaken and an appropriate minimum distance for the calculation of the daily subsistence allowance.

(m) Reimbursement for travel within a radius of 56 kilometres of the official duty station shall be based on actual mileage, and for travel beyond a 56-kilometre radius, on the mileage as shown on official road guides. Commutation between residence and place of business shall not be reimbursable.

(n) The mileage rate, which is established by the Director-General, shall be payable to only one of two or more persons travelling together on the same trip and in the same car.

(o) The total of mileage rate reimbursement and travel subsistence allowance that a staff member may claim in respect of a particular journey shall be limited to the maximum travel expenses to which he or she would have been entitled had the staff member and eligible family members travelled by the most economical route.

Purchase of tickets

(p) Unless the staff member concerned is authorized to make other arrangements, all tickets for transportation involving official travel of staff members and eligible family members shall be purchased by the Organization in advance of the actual travel or, where circumstances so require, shall be secured by the staff member.

(q) When a staff member requests a standard of accommodation in excess of his or her entitlement under paragraphs (d) to (j) above or is authorized to travel, for reasons of personal preference or convenience, by a route or mode of transportation other than that approved and provided for under paragraphs (a) to (c) above, the staff member shall be required to reimburse the Organization for any additional costs thus incurred before the Organization provides him or her with the necessary tickets.

Special arrangements for travel on appointment, change of duty station, education grant, home leave, family visit and repatriation travel

(r) As an alternative to the travel arrangements described in paragraphs (d) to (j) above, for authorized travel on appointment, change of duty station, education grant, home leave, family visit and repatriation a staff member may request payment of an amount equivalent to 75 per cent of the cost of the full economy-class fare, by the least costly regularly scheduled air carrier on the most direct and economical route between the airport closest to the place of departure and the destination. For children entitled to student or youth fare tickets, the lump-sum amount will be equivalent to 75 per cent of the applicable reduced fare. A staff member availing himself or herself of such an arrangement shall be free to make his or her own travel arrangements, without restriction on the choice of travel agent or mode, route and standard of travel. This arrangement is deemed to cover all other entitlements relating to the specific travel, including any surface travel. By selecting this option, staff members will agree to waive all other entitlements in respect of that travel contained in the Staff Rules and will not be entitled to any further amount for transportation, rest stopovers, terminal expenses, accompanied excess baggage and unaccompanied shipments, or for other incidental expenses. In the case of appointment and repatriation, staff members will be entitled to relocation or partial relocation shipment, as applicable, under appendix H to the Staff Rules. Staff members will be covered by the provisions of appendix D to the Staff Rules if the travel is via the most direct route to and from the authorized places of departure and destination. For children studying outside the staff member's home country, the cost of the lump sum education grant travel must not exceed the costs of such lump sum travel to or from the nearest airport to the established place of home leave. With respect to home and family leave travel, the staff member is required to submit proof that he or she as well as eligible family members spent a minimum of seven consecutive calendar days, excluding authorized travel time, in the country authorized for home/family leave. For education grant travel the staff member may be required to submit proof that eligible family members spent a minimum of 14 days at the duty station.

(s) The provisions of staff rules 108.07 and 208.08 on compensation for loss of or damage to personal effects will not apply if the staff member selects the lump sum option.

(t) The 75-per-cent cash payment may also be requested by staff members who elect to travel by car. In their case the amount paid shall be 75 per cent of the costs of the full economy class or of the student/youth fare, as explained in paragraph (r) above, for all eligible family members regardless of whether they travel at the same time or in the same car. Alternatively, staff members may continue to claim mileage rate reimbursement and travel subsistence allowance as defined in paragraphs (n) and (o) above. Staff members who elect to travel by car are not covered by the provisions of appendix D to the Staff Rules concerning compensation for travel-incurred illness, injury or death.

Travel subsistence allowance

(u) Except as provided in paragraphs (bb) (jj) and (kk) below, a staff member authorized to travel at the Organization's expense shall receive an appropriate daily subsistence allowance in accordance with the schedule of rates established from time to time. Such established rates shall be subject to the provisions of paragraph (cc) below and to reductions in cases where lodging or meals are provided free of charge by the Organization, by a Government or by a related institution.

(v) The Director-General may, in exceptional and compelling circumstances, authorize a reasonable increase in the travel subsistence allowance to be paid to a staff member who is required to accompany a senior official and whose official duties while in travel status require that his or her additional living expenses be established at a rate substantially higher than that contemplated in setting the allowance rate for his or her level.

(w) The travel subsistence allowance shall consist of a total contribution of the Organization towards such charges as meals, lodging, gratuities and other payments made for personal services rendered. Except as provided in paragraphs (hh) and (ll) below, any expenditures incurred in excess of the allowance shall be borne by the staff member.

(x) Except as provided in paragraphs (bb) and (jj) below, when the spouse or dependent children of a staff member are authorized to travel at the Organization's expense, the staff member shall be paid an additional travel subsistence allowance in respect of each of them at half the rate applicable to the staff member.

(y) Except for leave taken at a rate not exceeding one and a half days for each completed month in which a staff member is in travel status on official business, the travel subsistence allowance shall not be paid in respect of any period of annual or special leave. It shall not, in any event, be paid in respect of leave taken at the conclusion of active duty on an assignment but prior to the staff member's return to his or her official duty station.

(z) The travel subsistence allowance shall continue to be paid during periods of sick leave while the staff member is in travel status, except that, if he or she is hospitalized for more than three days, only one third of the appropriate daily rate shall be paid.

(aa) The appropriate travel subsistence allowance shall be paid for any days on which a staff member is required to perform official duties in connection with travel on home leave.

(bb) No travel subsistence allowance shall be payable in respect of travel on home leave, family visit or education grant, provided that the allowance may be paid for stopovers actually made on such travel under conditions established by the Director-General. Where travel at the Organization's expense is authorized for medical, security or other reasons under staff rules 109.01(a)(vii), 109.02(a)(vii), 209.01(vii) or 209.02(a)(vi), an appropriate amount of subsistence allowance may be paid at the discretion of the Director-General.

Special rates of travel subsistence allowance

(cc) In the event of staff members being assigned to conferences or for other extended periods of duty away from their official duty station, the Director-General may establish a special rate of subsistence allowance.

Computation of the travel subsistence allowance

(dd) Except during travel by sea, the subsistence allowance shall be paid to a staff member, at the rates and under the conditions prescribed in paragraphs (u) to (bb) above for each calendar day or fraction thereof involving an overnight stay away from his or her residence, during which the staff member or his or her family members are in official travel status, provided that for a journey of 24 hours or longer a full day's allowance at the appropriate rate shall be paid for the day on which travel is begun and that no allowance shall be paid for the day on which travel is ended. Where travel does not involve an overnight stay away from the residence, no allowance shall be paid for a journey of less than 10 hours, and 40 per cent of the allowance shall be paid for a journey of 10 hours or more.

(ee) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation, provided the traveller remains in official travel status for more than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place.

(ff) If more than one rate should apply during the course of any one day, the rate applicable to the major portion of the day shall be paid for the entire day. If the traveller completes his or her travel on the same day as he or she commenced it, the rate applicable for the area of the destination shall be paid for that day.

(gg) When it is necessary, for the purpose of computing the amount of travel subsistence allowance payable, to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, ship or aircraft used by the traveller actually leaves or arrives at its regular terminal.

Terminal expenses

(hh) For all official travel to or from the duty station, a staff member may claim reimbursement of terminal expenses incurred for each required trip by means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling up to US\$ 38 in respect of himself or herself and up to US\$ 13 in respect of each family member authorized to travel at the Organization's expense. No expenses shall be reimbursable in respect of an intermediate stop that:

- (i) Is not authorized;
- (ii) Does not involve leaving the terminal; or
- (iii) Is exclusively for the purpose of making an onward connection.

(ii) Terminal expenses shall be deemed to include all expenditures for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges, except the costs provided for under paragraph (ll)(iii) below.

Expenses while in transit

(jj) A staff member and his or her eligible family members authorized to travel by sea shall be entitled to a fixed amount to cover transit expenses equivalent to the amount of travel subsistence allowances that would have been payable in respect of the travel if the travel had been by air.

(kk) When the authorized mode of transportation is other than by sea, the full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in paragraphs (u) to (gg) above, and provided that, in the case of travel other than on official business, a maximum of three days' travel time shall be allowed in respect of any specific journey.

Miscellaneous travel expenses

(ll) Necessary additional expenses incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel shall be reimbursed by the Organization after completion of travel, provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of US\$ 6. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to the following:

- (i) Hire of local transportation other than that provided for under paragraphs (hh) and (ii) above;
- (ii) Telephone, telefax, telegraph, radio and cable messages of official business;
- (iii) Transfer of authorized baggage by transportation agency;
- (iv) Hire of room for official use;
- (v) Stenographic or typewriting services or rental of official business machines in connection with the preparation of official reports or correspondence;
- (vi) Transportation or storage of baggage or property used on official business;
- (vii) Passport and visa costs.

Travel advances

(mm) Staff members authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. An advance of 100 per

cent of the estimated daily subsistence allowance and other expenses authorized under these provisions may be made to a staff member authorized to undertake official travel.

Incidental expenses related to illness or accident during travel

(nn) The Organization shall pay or reimburse reasonable expenses incidental to an illness or injury, other than hospital and medical expenses, that may be incurred by staff members who become ill or are injured while in travel status on official business, in so far as such expenses are not covered by other arrangements.

Car insurance coverage

(oo) Staff members authorized to travel by car must ensure that the car they use is covered by an insurance policy for an amount sufficient to protect them against any third-party claims arising from traffic accidents as well as against loss of or damage to the car. Authorization to use the car for official travel does not relieve them of the responsibility of carrying such insurance coverage. The Organization will in no case assume liability for any loss of or damage to the staff member's car.