



Duty Travel

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1. Introduction

This Policy for Travel issued by the Division of Management and Administration of UN-Women explains travel entitlements and provides guidelines, administrative requirements and operational procedures for processing **official business or duty travel** (such as attendance in meetings and conferences, participation in training courses, official briefings/debriefings, official consultations, project site visits and project/programme-related missions). Travel entitlements are derived from [Chapter VII of the United Nations Staff Rules](#).

The UN-Women policy on **entitlement travel** (travel on initial appointment, reassignment, repatriation, home leave, family visit, education grant, medical evacuation, procurement and rest and recuperation) is issued by the Human Resources Section. Guidelines and other information regarding this type of travel may be found in the [Human Resources intranet website](#).

1.1 Definitions

"Duty Travel" means international and in-country travel undertaken to perform official UN-Women business.

"UN-Women personnel" means all staff serving in UN Women, consultants on SSA contracts and individuals on Service Contracts.

"Staff" mean individuals holding a Permanent, Continuing, Fixed-Term and Temporary appointments governed by the [Staff Rules and Staff Regulations of the United Nations](#).

"Non-UN-Women personnel" means individuals who merely receive financial assistance (e.g. travel funding, tickets, daily subsistence allowance (DSA) etc.) to enable them to attend meetings, workshops, trainings etc. in their personal capacity or in their capacity as government officials or otherwise (including but not limited to diplomats, politicians, professors, NGO officials, etc.) and do not, in any manner whatsoever, represent or perform services to UN-Women.

"Other Special Persons" mean persons for whom UN-Women is responsible for the security and safety. These are persons who perform services or functions for or on behalf of UN-Women, with or without contract with UN-Women¹.

"Traveller" means UN-Women personnel, non-UN-Women personnel and Other Special Persons.

"Traveller's supervisor" means the supervisor to whom the traveller reports.

¹ See further explanation in Annex 1.

- In the case where the traveller is a non-UN-Women personnel or Other Special Person, the “traveller’s supervisor” shall mean the authorizing officer in UN-Women that authorized the travel.

“**Field Office**” means any officially established UN-Women presence or office outside of Headquarters in New York. In general, it includes, but is not limited to, Country, Multi-Country Regional and Liaison Offices.

1.2 Scope

This policy for travel is provided to explain who is eligible to undertake duty travel on UN-Women’s expense and the administrative requirements for travel.

This policy does not cover the procedure for non-duty travel² and reassignment travel³.

Issues or questions not covered by this policy shall be referred to the Travel Unit in New York, who in turn will review, make recommendations and refer the matter to the Deputy Director of Management and Administration (DMA), for decision on a case-by-case basis. In making the decision, the DMA shall take into account past practices of UN-Women and be guided by the policies and procedures of other United Nations agencies.

1.3 Delegation of Duty Travel Policy Authority

The Under-Secretary-General/Executive Director, while retaining all accountability, has delegated management and approval authority for the Duty Travel Policy and Procedures to the Director of Management and Administration.

The Director of Management and Administration has further delegated duty travel management authority to Regional Directors, Country/Multi-Country Representatives and HQ Division Directors (**UN-Women Heads of Office**). UN-Women Heads of Office are responsible for ensuring that operational procedures are established for duty travel and that control systems exist to follow the policies and procedures contained herein.

UN-Women Heads of Offices may further delegate duty travel management authority to their staff to carry out duty travel management tasks, but shall remain responsible for compliance with the UN-Women [Financial Regulations and Rules](#), [Internal Control Framework](#) and all relevant policies and procedures.

2. General Principles

All duty travel management must strictly comply with UN-Women [Financial Regulations and Rules](#), [Procurement Policies and Procedures](#) and all other Administrative Policies and Procedures. The

² Non-duty travel means all official travel authorized for reasons other than official mission. Non-duty travel includes home leave, family visit, education grant and medical evacuation.

³ Reassignment travel means official travel undertaken on appointment, change of duty-station, separation or repatriation.

delegation of duty travel management authority is granted on an individual basis and requires delegated authorities to adhere to the relevant portions of the controlling legal instruments. In the case of any inconsistency or ambiguity between them, these instruments must be applied in the following order of priority:

- a. Article 100 of the Charter of the United Nations;
- b. UN-Women [Financial Regulations and Rules](#) and the [Staff Rules and Regulations](#) of the United Nations; and
- c. The applicable policies and procedures.

2.1 Long Term Travel Services Agreement

For Field Offices only.

Shared and Common Services

Travel services contracts may benefit from shared or common service arrangements with other local United Nations agencies. Field Offices are therefore strongly encouraged, as a first preferred option, to have shared or common travel services contracts in the interest of cost efficiency and effectiveness.

At HQ, air tickets are currently provided through American Express (AMEX), a contracted travel service provider, than may change from time to time.

UN-Women Specific

In the event shared or common services arrangements with other local UN agencies are not possible, the UN-Women Heads of Offices should enter into a long term contract arrangements with a local travel agency to provide travel services. In this regards, the [UN-Women Procurement Policies and Procedures](#) shall be followed.

2.2 Travel Plans

Business Unit quarterly travel plans shall be prepared using the [Travel Plan Template](#) and shall take into account the relevant travel allotment and/or programme budget. The plans shall include proposed travel of all staff and shall be reviewed and signed by the respective Supervisor and then forwarded for signature to the respective Head of Office.

For travel by Heads of Offices, travel plans shall be developed and forwarded for signature to their respective supervisors.

Travel not included in the travel plans (ad-hoc travel)

All official travel must be authorized in writing before it is undertaken.

Requests for travel that are not included in the approved travel plans are to be submitted through electronic informal communication (e-mail) to their supervisor and, after supervisor's approval, to their respective Head of Office. The request must include the information as per 2.7 as well as reason why the travel was not included in the travel plan.

2.3 Criteria for Approval of Travel Requests

All efforts shall be undertaken to minimize environmental impact and advocate alternatives to travel such as video and telephone conferencing. Before approving travel requests, approvers must ensure that event attendance is absolutely required, and alternatives cannot be used in lieu of the travel.

- a. The office has proper coverage during the time the traveller is on mission. In particular, Heads of Office should avoid as much as possible to travel at the same time as their respective deputies. Also, supervisors should limit their travel time and the frequency of their missions in order to devote sufficient time to their supervisory functions in the offices.
- b. Although UN-Women should be adequately represented in a meeting, supervisors should ensure that UN-Women is not over-represented. Therefore, as a general guideline, the travel of three or more personnel from the same division or office to the same meeting or the same destination during a short period of time must be fully justified in writing.
- c. Technical/advocacy assistance cannot be met through national institutions/local consultants; therefore, UN-Women personnel have to travel to the country office to provide such assistance.
- d. Travels to different countries in the same region are combined, when possible.
 - i. In order to be able to combine/bridge missions, the traveller may have to stay back in the first mission country before proceeding to the next country or to depart to the next country earlier than required. In such situation, the traveller is entitled to be paid daily subsistence allowance (DSA) at the rate of the lowest of the mission countries. However, if the security level is lower in one country than the other, this will serve as the main criterion that determines which country to stay in and applicable DSA rates shall apply.
 - ii. The Travel Request should indicate that it is a combined mission so that the appropriate DSA can be paid.
 - iii. For the purposes of this policy, the maximum days allowed in-between missions are three days.
 - iv. The above is only applicable if the total amount of DSA to be paid to the traveller during the in-between mission days is significantly less than the cost of the return air ticket from the traveller's duty station to the next mission country.
- d. The travel is consistent with and responds directly to achieving the organizational priorities. UN-Women personnel should be specific in their request to travel, indicating their planned contribution and highlighting the expected results/outputs from the travel.

2.4 Traveller's Responsibilities

Traveller's Responsibilities prior to Duty Travel

Traveller must ensure that he/she has the following:

- a. valid United Nations laissez-passers (if he/she is entitled to one);
- b. national passport (with at least 6 months validity);
- c. valid visa (if required) to the mission country and transit visa (if required);

- d. valid visa to re-enter the country of the traveller's duty station (if applicable);
- e. the approved security clearance through [TRIP](#), from the respective Designated Official for security, regardless of destination;
- f. a valid [Basic Security in the Field](#) certificate referred to in paragraph 2.6 below (Required for UN-Women staff and personnel). .
- g. a valid [Advanced Security in the Field](#) certificate for non-H duty stations; and
- g. travel insurance (when applicable).

2.5 Medical clearance

Travellers must ensure that he/she is medically fit to travel, has the required immunizations for the destination country(ies) and has the medical clearance to travel (if applicable).

A staff member that is to travel on official business to a country classified by the International Civil Service Commission in categories A, B, C, D and E requires medical clearance. Those duty stations are identified and published by the Commission in a periodic circular entitled "Hardship classification — consolidated list of entitlements circular"⁴

Validity of the medical clearance for travel purposes is normally two years. To maintain medical clearance for transfer, reassignment and/or travel, medical evaluation will be required every two years, irrespective of age.

- a. For staff stationed in New York: enquires should be made directly with the United Nations Medical Services Division (UNMSD) at telephone number: 212-963-7080. Travel Clearance hours are 9:00am-4:30pm Monday- Friday⁵
- b. For staff stationed outside of New York: enquires should be made directly with UNMSD (telephone: 1-212-963-7080; fax: 1-(917) 367-0656 or e-mail medicalexams@un.org)

2.6 Safety and security

UN Women personnel must strictly adhere to UN Women security policies on safety and security.

Security Clearance

Personnel on Official Duty Travel regardless of destination must obtain security clearance from the Designated Official prior to travel in accordance with UN Security policy. In addition, security clearance is a requirement to ensure validation/coverage under the Malicious Acts Insurance Policy (MAIP).

⁴ [ICSC/CIRC/HC/10](#)

⁵ Additional information at [UN Medical Services](#), NY

[Travel Reporting Information Process \(TRIP\) system](#) allows personnel to process security clearances. Links to TRIP can be found on the [UN Women Safety and Security](#) intranet site and on the [UNDSS extranet site](#).

Security training

Mandatory on-line security training courses are required as part of the UN Security Management System (UNSMS).

Successful completion of the [Basic Security in the Field II](#) (BSITF II) course is a pre-requisite for personnel regardless if travel is undertaken.

Successful completion of the [Advanced Security in the Field](#) course is a pre-requisite for personnel located and/or travelling to non-H duty stations.

Certificates for both BSITF and ASITF expire three (3) years after certification and will therefore require recertification for validity for necessary security clearance.

UN Women Accommodation Security

In some countries, UNDSS suggests hotel accommodation to be undertaken in pre-cleared hotels. Therefore, personnel must make themselves familiar with pre-cleared hotels, if applicable, within respective countries as appropriate by contacting the UN Women office or the UNDSS office in the place of destination.

Limitation to travel on commercial passenger airlines

Travellers should consult the HQ Travel Unit when necessary to determine whether the airline chosen by the travel agency meets the minimum standard for airline safety.

Categories for commercial passenger airlines can be found on the UN Women security site under [Aviation Risk Management](#).

- **Category A:** No restrictions for travel.
- **Category B:** Backstops Category A when Category A is not available.
- **Category C:** Not to be used without approval of the line manager authorizing travel after taking into account the advice of the Air Travel Focal Point (UN Women Security Advisor)
- **Category D:** Not to be used without an audit having been completed. In exceptional circumstances the United Nations Organizations (UNORG) Executive Head in consultation with UNORG's [Air Travel Focal Point](#) (UN Women Security Advisor) may grant approval. In life-threatening situations, a Category D airline may be used without prior approval.

Personal preferences or political and financial considerations should not be the overriding factors in determining whether a given airline is utilized by UN-Women, rather safety, as the overriding principle, should be the first consideration in making flight decisions.

2.7 Requests for Processing Authorized Travel

Travel requests shall be submitted to the HQ or Field Unit processing Travel at least fifteen (15) working days before the date of travel.

All travel requests shall be accompanied by:

- a. Approved Travel Plan or electronic communication approving the ad-hoc travel;
- b. Invitation letter
- c. Agenda or Terms of Reference (TOR). An agenda is applicable to meetings, conferences, workshops, and retreats while TORs are applicable to field visits (offices, projects and any other specific programme objectives);
- d. Logistics, if available;
- e. Copy of the latest itinerary; and
- f. Security clearance from the Designated Official (for security) in the field, if applicable.

The approved **Travel Request** (TR) is a confirmation that a **staff member** is authorized to travel on official business for UN-Women. It defines the entitlements and parameters of the travel being authorized.

In HQ: The [Atlas Travel and Expense Module](#) is used to generate a Travel Request (TR). This acts as the Travel Authorization for staff and other personnel. For non-UN-Women personnel, a **Travel Authorization**, which includes a legal waiver, should be signed by the Head of Office or his/her delegated authority and issued to the traveller.

In Field Offices: An approved Atlas Purchase Order (PO) acts as the Travel Request and Travel Authorization for UN-Women staff and other personnel. For non-UN-Women personnel, a **Travel Authorization**, which includes a legal waiver, should be signed by the Head of Office or his/her delegated authority and issued to the traveller.

Travel can be processed in the following form:

- a. **Travel administered by HQ (HQ is budget owner) and the departure originates from HQ or a place where there is no UN-Women office or shared and common services as per section 2.1 above**, a travel request (TR) shall be created in Atlas, and approved by Approving Officers 1 and 2 for the authorizing section (refer to UN-Women's Internal Control Framework).
- b. **Travel administered by HQ (HQ is budget owner) and departure originates from a country office with a UN-Women office or shared and common services**, HQ authorizing unit sends an email to the UN-Women Field Office or facilitating UN Agency requesting assistance for the travel arrangements. The PO can be created by HQ or the Field Office, depending on the particular arrangement. The authorizing HQ section will approve the PO.
- c. **Travel administered by the Field Office (Field Office is budget owner) and departure originates from HQ or places where there is no shared and common services**, The Field Office

can choose to be assisted by HQ to raise the Travel Request on its behalf in the Travel and Expense Module of ATLAS⁶.

d. **Travel administered by the Field Office and travel originates from Field Office,**

A Requisition/PO should be created and approved by the respective Approving Manager in the Field Office.

When official travel is combined with personal travel, the authorization must show both the “authorized itinerary” and the “preferred itinerary”. The travel agency issues the requested ticketing and, if applicable, collects directly from the traveller any additional costs resulting from the deviation. See section 3.1.2 for more information on incurred costs due to preferred itineraries.

At HQ, once the authorizing unit fully approves the Travel Request, an auto generated system email is sent to the ticketing agency for issue of the ticket. The system also issues the travel advance by electronic fund transfer (EFT) seven calendar days prior to the start date of the travel.

In Field Offices, personnel forward a copy of the PO to the travel agency for issue of ticket; and issue the travel advance to the traveller. It is best practice to give a copy of the travel authorization (purchase order) to the traveller.

3. Travel Entitlements

3.1 Standard Route and Mode

Air travel is the standard mode of transportation authorized by UN-Women for long distance duty travel. When air transport is not available, the authorized mode is the most direct surface route by the fastest available means of surface transportation. The authorized route for duty travel is the most direct and economical route. This means that for air travel, the fare must be calculated on the basis of the lowest available airfare that is applicable to the shortest flight path, distance and accommodation to which the traveller is entitled. However, in the event there is a significant price difference between a non-stop flight and a flight with a stopover, the traveller is strongly encouraged to take the less expensive flight.

At HQ, in the unlikely event that the staff member finds a better fare from an outside source, AMEX shall try to match it.

Whenever discounted fares apply, the travel entitlement shall be limited to those fares unless such fares would prevent the traveller from making an authorized rest stopover, or if it is not in the best interest of UN-Women. UN-Women shall assume responsibility for the surcharge that may be imposed after discounted tickets have been issued, if changes in the original travel plans are necessitated by UN-Women or made for other compelling reasons.

⁶ This option facilitates the purchase of air tickets through AMEX HQ to travellers departing from USA, Canada and European countries. However, the travel can also be processed locally through an Atlas Purchase Order. When processing travel at HQ, the traveller must have a USD bank account in any country where acceptable.

Under exceptional circumstances staff members may be authorized to purchase their own ticket for reimbursement after consultations with the HQ Travel Unit or Field Office Operations Manager provided that cost of ticket is not higher than entitlement.

For all non-staff travellers, see section 4 on Travel Advances for information on ticket purchase.

Travel entitlements are normally based on flights that depart between 9AM to 9PM and which allows the traveller to reach his/her destination on the date (and time, if applicable) specified in the Travel Request. Travellers will not be required to travel outside these hours under normal circumstances. It shall be borne in mind that there are circumstances where departures to/from certain countries (and also within the same country) are outside these normal hours, and in these cases the traveller shall travel on the applicable flights irrespective of the hours of departure.

Flights are selected for official travel based on their conformity with United Nations standards. All flights on UN preferred carriers will be considered when calculating the travel entitlement if they meet the criteria in this section, regardless of any personal preferences which the traveller might have regarding a particular airline or route. Once the entitlement has been calculated, the traveller may choose between the suitable flights in accordance with the provisions within this policy.

3.1.1 Standard of Accommodation for Air Travel (flight class of service)

The standard of accommodation for official business travel by air is shown below, except when special fare arrangements are made by UN-Women for group travel.

Class of service	Flying time of 9 hours or more ⁷	Flying time of less than 9 hours (1)	Regardless of flying time
First Class	Member States (1)		ASG and above (2)
Class immediately below First Class	D.2 staff and below CSW ⁸ members (3) Member States (1) Executive Board Members (4)		ASG and above CEDAW ⁹ members (5)

⁷ For round-trip travel, when the duration of either outbound or inbound journey is nine hours or longer, the class immediately below first class shall be provided.

⁸ Commission on the Status of Women

⁹ Convention on the Elimination of All Forms of Discrimination against Women

Least cost/ economy class		D.2 staff and below Member States (1) CSW members (3) Executive Board Members (4)	Consultants Meeting Participants Interviewees Associate Experts JPOs, UNVs, Fellows

- (1) Member States designated as a least developed country participant to the General Assembly is entitled to one first-class ticket irrespective of the duration of the journey and four tickets in economy-class accommodation for journeys of less than nine hours, or in accommodation in the class immediately below first class for journeys of more than nine hours (Ref. [ST/SGB/107/Rev.6](#))
- (2) As per [ST/AI/2006/4](#) item 4 (c)
- (3) As per [ST/SGB/107/Rev.6](#)
- (4) Executive Board Members who travel on UN--Women sponsored official missions will be given the same ticket entitlements as UN-Women staff.
- (5) As per [ST/SGB/107/Rev.6](#)

3.1.2 Deviation from Approved Route, Mode of Transportation and Standard of Accommodation

When staff members are permitted to travel for reasons of personal convenience by a route, mode of transportation, or standard of accommodation other than the approved one, their entitlement in respect to a particular journey shall be limited to the maximum travel time to which they would have been entitled had the travel been undertaken by the approved route, mode of transportation, and standard of accommodation.

Use of a more economical fare shall not entitle the staff member to further transportation or to purchase another ticket. However, if the staff member chooses to downgrade from business to economy class, the entitlement shall remain business class and a personal stopover may be undertaken within that fare entitlement. The staff member shall be responsible for any delays, penalties or additional expenses incurred as a result of taking a lower fare or making special arrangements.

If the cost difference between the most economical route chosen by the travel agency (hereinafter referred to as "the entitlement air ticket") and the one which suits the traveller's preference for routing, departure airport or airline (hereinafter referred to as "the preferred air ticket") is less than 10% of the cost of the entitlement air ticket or \$350.00 (whichever is lower), the traveller may request for the issuance of the preferred air ticket.

If the cost difference between the entitlement air ticket and the preferred air ticket is more than 10% of the entitlement air ticket or \$350 (whichever is lower), the traveller is obligated to use the most direct routing, departure airport and/or airline chosen by the travel agency or the traveller shall pay the full difference in fare (see Annex 2 for further clarification).

If a staff member combines private and official travel, the addition of private segments shall be made at least seven days prior to commencing travel. In the event that the official portion of the trip is cancelled or postponed, UN-Women shall not be responsible for any expenses/losses that may have been incurred by the staff member in connection with the private portion of the itinerary.

Staff members travelling by an indirect route who are otherwise eligible for a stopover shall be entitled to such stopover with appropriate DSA (not to exceed the DSA at the stopover by the most direct route) provided that the stopover actually made complies with the requirements in the table below.

A staff member who deviates from the approved travel route for his/her personal convenience shall not be covered by UN-Women liability under [Appendix D to the Staff Rules](#), during the legs of the journey that correspond to the deviation from the approved route.

3.1.3 Exception to upgrade the standard of accommodation for air travel

Any Requests for exceptions shall be submitted in writing to the HQ Travel Unit who will in turn refer the matter to the Director of Management and Administration (DMA). Such requests shall be made well in advance and use the form [TTS.3](#).

a. Request to upgrade the standard of accommodation based on medical reasons, the traveller shall obtain a medical certificate from his/her doctor and submit this directly to the UN Medical Director (UNMD) using [form TTS.3](#). The UNMD shall then review the case and forward the form to the Director, DMA with a recommendation.

b. Requests to upgrade the standard of accommodation based on any other reason will be decided by the Director, DMA on a case-by-case basis or referred to the Deputy Director, DMA or to the Deputy Executive Director for decision (see Annex 3 for further clarification).

All approved exceptional upgrades for UN-Women travellers shall be reported quarterly to the Director of Management and Administration, for inclusion in the annual report to the UN General Assembly by the HQ Travel Unit.

3.1.4 Travel Time and Rest stopovers

Travel time shall be determined on the basis of the **most direct and economical route**, either by air or by the fastest available surface mode of transportation when air travel is not feasible. If necessary to specify the “hour of departure” and the “hour of arrival”, these shall be considered as the time when the airplane, train, vessel, or vehicle used by the traveller actually leave from or arrive at its regular terminal.

The duration of a particular journey shall be determined on the basis of the combined flying time of all legs of the journey to a given destination by the most direct and economical route available, provided

the journey is not interrupted for official stops of more than one day. If a journey is interrupted en route for official business of more than one day, the entitlement shall be based on the duration of the travel to that stopover location. The flying time shall include scheduled stops for change of planes or other purposes, but shall exclude travel time to and from airports.

In computing travel time for the purpose of determining rest periods and stopovers, a maximum of four hours shall be allowed for each necessary waiting period between connecting flights, subject to the condition that travel has been undertaken by the most direct and economical route.

Actual travel time spent by a staff member during a normal working day shall not be charged to annual leave.

A staff member shall be granted a compensatory day off if required to travel on a non-working day from the duty station to a place of mission. This compensatory day off may be exercised immediately after that non-working day or within four months of return to the duty station. For example, if a staff member is required to travel on Sunday to enable him/her to attend a meeting on Monday, one day of compensatory day off shall be given to the staff member. If it is necessary for the return travel to also take place on a non-working day, the staff member shall be allowed another compensatory day off. If the compensatory day off on the outbound travel was not taken immediately after the non-working day, it can be taken separately or together with the compensatory day off for the return travel in which case the two compensatory days off can be taken on two consecutive days upon completion of the entire journey.

Staff members travelling by air, or mostly by air, shall be entitled to rest periods before commencing duties, or a stopover for rest purposes.

A rest stopover is normally taken in the course of an air journey. However, when there are two different modes of transportation involved, and the total travel time is at least 16 hours, a stopover for rest purposes may be taken at the end of the air portion of the journey while awaiting onward travel by another mode of transportation.

UN-Women liability under [Appendix D to the UN Staff Rules](#) shall cover only authorized stopovers for the authorized duration and waiting periods for connecting flights. If the staff member chooses to stay for a longer period for his/her personal convenience, UN-Women shall cease to have any liability beyond the authorized period of that stopover.

Summary of Travel Time and Rest Stopovers

Duration of journey	6-10 hour journey	10-16 hour journey	16-24 hour journey
Number of rest stops	No rest stop permitted. The staff member is not required to commence duty within 12 hours of arrival at the duty station.	No rest stop permitted. The staff member is not required to commence duty within 24 hours of arrival at the duty station.	1 rest stop permitted <u>Option 1</u> If no rest stop taken, the staff member is not required to commence duty within 24 hrs of arrival at the duty station.

			<i>Option 2</i> If the rest stop is taken and the final stage of the journey exceeds 6 hours but is less than 12 hours, the staff member is not required to commence duty within 12 hours of arrival at the duty station; if the final stage of the journey exceeds 12 hours, the staff member is not required to commence duty within 24 hours of arrival at the duty station.
Travel time	1 day	2 days	3 days

(Note: See UN Information circular [ST/AI/43](#), Annex 2 for a list of travel times and rest stopovers listed by country and city, at <http://iseek.un.org>.)

3.1.5 Travel by other Mode of Public Transportation in Lieu of Air Travel

The standard mode of travel for all official long distance travel is by air. In the event that air travel is unavailable or impractical, the authorized mode of travel is the most direct surface route by the fastest available means of surface transportation.

a. Travel by train:

- i. Travel by train in first class is authorized and strongly encouraged in the event that air travel is unavailable or impractical.
- ii. If the trip is less than 400 kilometres (250 miles) one-way and express trains are available on the destination at a cost that is more economical than the corresponding air ticket, travellers will be asked to take the train instead of the plane.

b. Travel by boat:

- i. When authorized to travel by boat, the travellers shall be entitled to the standard of accommodation, the cost of which does not exceed the amount that would have been paid for air travel.

c. Use of privately owned Motor Vehicle during Official Mission

- i. A staff member required to travel by privately owned automobile shall be entitled to reimbursement based on the UN established operating rates per mile for automobile travel. These rates vary geographically, reflecting local prices and conditions that determine running costs, depreciation and repairs. All these have been factored into the rates of operating costs, and no additional compensation is available beyond the established rates. The UN reviews these rates regularly.

- ii. Reimbursement for travel within a radius of thirty-five miles of the official duty station shall be based on actual mileage and, for travel beyond a thirty-five radius, on the mileage as shown on official road guides. Commute between residence and place of business shall not be reimbursed.
- iii. Mileage to be used in calculating operating costs for travel is the most direct and economical route as shown in official road guides, or as advised by the UN Map Library that can be obtained emailing to DHLMAP@un.org.
- iv. In addition to vehicle operating costs, other expenses such as DSA, road/bridge/tunnel tolls shall be reimbursable. The total reimbursement shall however be limited to the maximum travel expenses to which the staff member would have been entitled had he/she travelled by air by the most direct and economical route.
- v. Where the journey requires that a portion of travel be by train, ferry, ship or a combination thereof, reimbursable expenses shall include port charges and the cost of passage for both the traveller and the automobile, subject to the maximum amount indicated in the preceding paragraph.
- vi. The distance covered by train, ferry or ship shall be included in the computation of distance travelled, for purposes of determining DSA, unless the cost of passage includes either food and/or accommodation.
- vii. A traveller who is authorized to travel by automobile shall be entitled to travel time, not chargeable to annual leave, equal to the time which would have been required had he/she travelled by air by the most direct route.
- viii. All running costs, depreciation, repair, and other automobile expenses shall be the traveller's responsibility.
- ix. When there is more than one traveller, reimbursement of vehicle operating costs shall be made to one traveller only.
- x. UN-Women shall not provide automobile insurance for travellers' using their own vehicles for official travel.
- xi. The provisions of [Appendix D to the UN Staff Rules](#) shall not apply for privately owned vehicle transportation sanctioned or authorized by UN-Women solely at the request of, or for the convenience of the staff member.

d. Travel by Automobile - Using UN-Women-Owned Vehicles

- i. Travellers using UN-Women vehicles shall not be entitled to reimbursement of operating costs. The duty station authorizing the use of the vehicles underwrites these costs.

e. Use of Rental Vehicle during Official Mission

- i. If a traveller has to go to a mission site or meeting venue that is not efficiently served by public transport, the traveller may rent a vehicle subject to the following conditions:
- ii. The car rental cost must be specifically authorized in the Travel Request prior to the travel by the UN-Women staff.
- iii. The vehicle is rented in the name of the traveller;
- iv. Insurance should be taken out to cover the minimum third party liability, as per the applicable local laws¹⁰;
- v. The type of vehicle should be in accordance with IAPSO-approved vehicle specifications for the country in question. Use of “luxury” vehicles is not permitted as it may have negative implications on the United Nations’ image in the country; and
- vi. The maximum amount for the rental of a vehicle should not exceed the cost of the most economical route using public transportation.

3.1.6 Travel Entitlements for breast-feeding Infants and Infants of Single Parent¹¹

Child Care While on Duty Travel

When a single staff member is required to undertake official business/duty travel on a non-work day, the childcare costs incurred during the non-workday shall be reimbursable as part of her/his travel claim.

Claims for reimbursement for childcare described above shall be reimbursed if accompanied by:

- Appropriate receipted bills; and
- Certification that the care provider is not a family member and that such cost would not have been incurred had the staff member not been on duty travel.

The cost of childcare while on duty travel shall be charged to the same COA against which the travel was charged.

Breastfeeding or Single Mothers with Infants

UN-Women shall pay a lump sum to help cover the travel costs for infants who are under two years of age and who accompany the breastfeeding or single mothers on official business travel to a family duty station. This provision does not apply to consultants.

The lump sum per infant shall be equivalent to:

- 10 per cent of the cost of the staff member’s ticket; plus 10 per cent of the staff member’s DSA.

¹⁰ It is the responsibility of the renter to obtain this insurance. However, UN-Women will cover the applicable costs.

¹¹ This entitlement is only applicable to staff members.

3.2 Establishment and instructions of Daily Subsistence Allowance (DSA)

The International Civil Service Commission (ICSC) of the United Nations establishes the DSA rate for every country, and for different regions within a country and is periodically reviewed and published in their [ICSC/CIRC/DSA](#) (login required for both Use ID=UNDP.IS1, Password=YVZC4147)

As per the United Nations Secretariat's Administrative instruction [ST/AI/2003/9](#) amending administrative instruction ST/AI/1998/3, effective 1 January 2004, the additional amount of daily subsistence allowance previously payable to United Nations staff members at the Assistant Secretary-General level and above and in the Director category shall no longer be paid.

As per the United Nations Secretariat's Administrative instruction and [ST/AI/2006/4](#) and [ST/SGB/107/Rev.6](#) the following applies:

When travel is authorized for individuals who are not staff members, such as consultants, individual contractors or members of committees, it shall be on the basis of the standards established for staff members by the present instruction, except where otherwise expressly provided. See section 4 for more information.

Special rules governing payment of travel expenses and subsistence allowances in respect of members of organs and subsidiary organs of the United Nation.

3.2.1 Daily Subsistence Allowance (DSA) applicability

A Daily Subsistence Allowance (DSA) is payable for each day or fraction thereof involving a required overnight stay away from the traveller's residence (in essence, it is paid on the basis of nights rather than days). This includes travel time¹² both outward and inward, and weekends between meeting weeks, as required. DSA is paid to cover lodging, meals, gratuities, transport cost from place of lodging to the first place of official business, and vice versa, and other payments made for personal services rendered.

DSA paid according to length of journey

Length of journey	Journey involves	DSA
Less than 24 hrs.	Night away from traveller residence	Full DSA is paid
	Does not involve a night away from traveller residence	No DSA paid if travel lasts less than 10 hrs.
		40% of full DSA if travel lasts more than 10 hrs

¹² Travel time is defined as a night spent on a flight while on official mission. The allowance paid during travel time is the DSA rate applicable for the area of destination, i.e. for a mission to Geneva the staff would receive the rate for Geneva of US\$388.00 for an overnight on the plane. For the last leg of a return travel on official business, the allowance is paid at the rate applicable to the last authorized place where the traveller spent the night.

		No DSA for a visit to a project site in the vicinity of the regular duty station or within commuting distance/35-mile radius.
Longer than 24 hrs.	Night(s) away from traveller's residence	<p>Full day's DSA for the day on which the travel begins, at the rate applicable to the place of arrival where the traveller spends the night; and</p> <p>- a full day's DSA for each successive period of 24 hours from midnight to midnight (measured by local times, ignoring time-zone differences); but</p> <p>- no DSA for the day on which travel is concluded.</p> <p>The rate applicable for each 24-hour period shall be that of the place at which the traveller spends the night.</p>

3.2.2 DSA for Overnight Flights

- a. If the staff member is travelling for all or part of the night, the appropriate DSA rate shall be the rate established for the place of arrival where he/she spends the night, **except for the last leg of the return journey** when the DSA is paid at the rate applicable to the last authorized place at which the staff member spent the night.

Example Authorized itinerary: Geneva/New York/Geneva

Depart Geneva 1 June, arrive New York same day

Depart New York 4 June, arrive Geneva 5 June

The night of 4 June (overnight flight) will be paid at the New York rate, as the New York/Geneva leg is the return to the duty station. Had the overnight flight been on the Geneva/New York leg portion of the journey, the DSA would be at the New York rate.

- b. If the staff member travels overnight, arrives in one place and continues **on to his/her destination on the same day, provided that the stopover is 7 hours or more and the traveller register at a hotel of the stopover place**, DSA shall be paid at the rate of the place of the stopover, upon presentation of the corresponding receipted hotel bill.

Example If the traveller departs from New York on 1 July, arrives in Paris at 8:00 a.m. on 2 July, checks into a hotel in Paris and continues on to Antananarivo at 6:00 p.m. on the same day, DSA for 1 July will be paid at the Paris rate. However, if the traveller does not check into a hotel in Paris, DSA for 1 July will be paid at the Antananarivo rate.

- c. If the **journey involves two consecutive overnight flights**, the same principles as in above shall apply.

Example: Using the previous example, if the traveller flies overnight from Paris and arrives in Antananarivo on 3 July without obtaining accommodation in Paris, the DSA for both 1 and 2 July will be paid at the Antananarivo rate. However, if the traveller obtained accommodation in Paris, the DSA for 1 July will be at the Paris rate, and 2 July at the Antananarivo rate.

3.2.3 Reduced DSA Rates

When a traveller is provided free overnight accommodation and/or meals by UN- Women, a government, related institutions, or by an airline (STPC¹³), **reduced DSA** shall be paid as follows:

- a. **50 per cent**, if overnight accommodation is provided, regardless of the type of overnight accommodation provided free of charge (50% reduction);
- b. **70 per cent**, if meals are provided (reduction for: breakfast 6%, lunch 12%, dinner 12%, a total of 30% reduction);
- c. **20 per cent**, if overnight accommodation and meals are provided (80% reduction).

3.2.4 Special Hotel Rates of DSA

- a. The special rates established by [ICSC](#) for specified hotels in certain localities shall be payable subject to the following conditions:
 - i. Certification by the respective Head of Office, or his/her delegate that good commercial hotels were not available and that the staff member did not share accommodations; and
 - ii. Presentation of hotel receipts by the staff member.
- b. The special rates shall be payable:
 - i. Only for the actual number of days the staff member remains in one of the specified hotels;
 - ii. At "the first 60 days", "first 30 days", "second 30 days" or after 60 days" rates, as appropriate.

3.2.5 Ad Hoc DSA

For conferences, meetings, training courses and other events that take place at facilities where the total cost of meals, accommodation and incidentals differs significantly from the regular DSA for the location, an ad hoc DSA rate may be established by the HQ Travel Unit upon request from the organizing office well in advance of the event. The calculation of this special ad hoc DSA rate shall be based on the actual room and meal costs at the facility used taking into account any special package arrangements that may have been made by the organizers.

The payment of an ad hoc rate shall be made upon presentation the ad hoc rate approval.

3.2.6 Supplementary DSA

¹³ When an STPC (stopover paid by carrier) applies, usually when an immediate or same-day connection on the same airline is not available, the travel agent issuing the air ticket will advise the traveller. In such a case, the traveller shall be required to use the STPC and accordingly receive DSA at the reduced rate.

Supplementary DSA is a supplement to the established DSA where **significantly higher** accommodation costs are incurred with adequate justification. This supplement is not an **automatic entitlement** and shall be paid only under exceptional circumstances.

The supplementary DSA shall be considered for the difference between the total cost of accommodation and the specified room percentage of the DSA and shall be payable subject to the following conditions:

- Certification by a Head of Office that good commercial hotels were not available and that the staff member did not share accommodations; and
- Presentation of hotel receipts by the staff member.
- Payment is for the actual number of days the staff member stayed in the hotel. The remainder of the DSA portion shall be calculated on the basis of the applicable regular DSA rate.

Claims for supplementary DSA **shall not be reimbursed for major cities** in North America and Europe which offer a full range of hotel accommodations; or when the total amount is less than US\$25. Amounts under US\$25 shall be exceptionally considered when the total period of stay is short (that is, three days or less) and if the daily excess room cost is at least 10 per cent of the applicable DSA rate.

3.2.7 DSA for Official Business While on Annual Leave

If a staff member is authorized to carry out official business while on annual leave outside the duty station, he/she shall be entitled to 100 per cent of the applicable DSA rate, and the time spent on official business shall be recorded as absence on official business.

3.2.8 DSA for Extended Periods of Official Business

When staff is authorized consecutive extended periods within any one authorized journey or tour of duty away from the official duty station or following initial appointment or reassignment¹⁴ different rates apply for the first 60 days, days 61-120 and days after 120.

These extended period rates are payable during any one tour of duty away from the regular duty station.

- a. A tour of duty is an assignment at one location, continuous or otherwise, or which may be interrupted by official travel to other locations not involving the traveller's return at UN-Women expense or to resume duties at the staff member's regular duty station.
- b. Each tour of duty away from the regular duty station shall be counted separately for purposes of determining the applicable rates.
- c. During such extended period of duty travel, DSA shall be paid as follows:
 - i. **first 60 days**, at the standard DSA rate applicable to the place of assignment;
 - ii. **after 60 days**, at a reduced rate as published in the ICSC monthly circular;

¹⁴ Appointments and Reassignments are governed by the [Staff Regulations and Rules](#).

- iii. **after 120 days**, normally at 60% of the first-60-days rate.
- d. In locations where the first-60-days rate and the after-60-days rate are the same, there shall be no reduction in the DSA rate after 120 days.
- e. The after-120-days DSA rates for New York, Geneva and Vienna, are published separately in the annex to UN circular [ST/AI/143](http://iseek.un.org). (<http://iseek.un.org>)

3.2.9 DSA for Annual Leave while on Extended Periods of Official Business

A staff member who takes annual leave while travelling on official UN-Women business may claim Daily Subsistence Allowance (DSA) for up to 1.5 days of annual leave for each completed month on which a staff member is on travel status on official business.

DSA shall not be paid in respect of the one and one-half days leave (referred to above) taken at the conclusion of active duty on an assignment, prior to the staff member's return to his/her duty station.

Example: If a staff member is on duty from 1 June to 25 July and takes annual leave from 7 to 8 July, DSA for 1.5 days shall be paid. However, if annual leave is taken from 26 to 27 July, no DSA will be paid for the period of annual leave.

3.2.10 DSA for Official Business While on Home Leave (HL)

If a staff member is required to carry out official business while the staff is on HL, he/she shall normally be entitled to DSA as follows:

Official business at the officially recognized HL place:

50% of the applicable rate, if hotel accommodation is not secured; and 100% of the applicable rate, if he/she provides a receipted hotel bill.

Official business at a place other than the officially recognized HL place:

100% of the applicable rate. This shall apply to any place in the HL country other than the officially recognized HL place.

In addition to the above, any time spent on specifically approved official business while staff is on home leave shall be recorded as absence on official business.

3.2.11 DSA on Sick Leave during Official Business (Duty) Travel

DSA shall continue to be paid during periods of sick leave while on official duty travel (Sick leave of three days or more must be supported by a medical certificate). If the staff member is hospitalized, however, only one-third of the applicable DSA shall be paid.

3.3 Terminal Allowance and Miscellaneous Claimable Travel Expenses

3.3.1 Terminal Allowance

Terminal Allowance includes all expenditures for transportation between the air terminal or other point of arrival or departure, and the hotel or place of dwelling; including transfer of baggage, and other incidental expenses.

UN-Women shall pay terminal allowance with respect to each authorized journey for each trip by public transport to and from the air terminal or other point of arrival or departure to the hotel or other place of dwelling as indicated:

NEW YORK Rate For each trip	Elsewhere Rate For each trip	Government or UN vehicle is provided or any other type of transport is made available For each trip
\$63	\$38	\$11

If a traveller has been authorized an overnight stay or stopover during travel, he/she will receive for each leg of the trip to and from the air terminal the same amounts as indicated above.

UN-Women **shall not pay** terminal allowance in respect of:

- An intermediate stop which is not authorized;
- An intermediate stop of less than six hours, which does not involve leaving the terminal, or is exclusively for the purpose of making an onward connection; and
- An STPC (stopover paid by carrier or airline)

UN-Women shall pay terminal allowance for an authorized intermediate stop which involves leaving the terminal to change airports or to change the mode of transportation, provided the change is not solely for the personal convenience of the traveller. Examples: transfer from airport to train station, seaport or bus terminal; transfer from Gatwick to Heathrow in London.

3.3.2 Miscellaneous Claimable Travel Expenses

Are those expenses necessary for carrying out the official business travel, such as:

- Airport taxes;
- Cost of issuing or renewing passports and visas,
- Cost of photographs for travel documents;
- Necessary inoculations and vaccinations;
- Malaria prophylaxis;
- Official telecommunication;
- Car rental expenses;
- Taxi fare from one place of business to another;
- Purchase of supplies;
- Hire of room for official use;
- Rental of equipment for official use;
- Clerical services for the preparation of official reports or correspondence; and

- Hardship allowance where applicable as per [ST/IC/2006/39](#)

Accompanied Excess Baggage

Accompanied Excess baggage is baggage in excess of the weight allowed without charge by transportation companies. The free baggage allowance is calculated by airlines on the basis of either weight or pieces and size of baggage.

- The excess baggage cost shall be reimbursed in special circumstances, such as the transportation of official documents, equipment, etc. specifically authorized by the appropriate official
- When the airline policy charge for accompanying baggage as is the case of inner country transportation.
- Staff members **will not** be reimbursed for any excess baggage charges resulting from stopovers for **personal reasons**.
- Claims for reimbursement of miscellaneous expenses shall be supported by proper receipts and certified by the appropriate approving officer.
- Miscellaneous expenses of \$50 or more shall be reimbursed only when certified on the receipt by the appropriate approving officer.
- Miscellaneous expenses which are duly certified but which are not supported by proper receipts shall be reimbursed up to a maximum of \$20.

UN-Women **does not pay for the insurance** of accompanied baggage in most cases. However, AMEX provides insurance coverage for accompanied baggage when travel is undertaken using an air ticket purchased through AMEX. **Damage to accompanied baggage**

In the event of loss or damage to accompanied baggage, the traveller should take the following steps:

- Report the loss or damage, to the airline immediately upon arrival at the passenger terminal, or as soon as the loss or damage is discovered.
- File a claim with the airline immediately and no later than seven days from arrival or departure, attaching a copy of the relevant ticket stub/s and a list of the contents of the lost or damaged baggage, indicating the corresponding replacement value of each item; take pictures of the damaged item/s.
- If not fully compensated by the airline, and **only if the air ticket was provided through AMEX** in HQ, file a claim with the American Express Lost Baggage office within six months of the date the loss or damage occurred, by writing to:

American Express Card Baggage Plan
C/o Adjustco, P.O. Box 570
Briarcliff Manor, NY 10510.
(Toll-free number is 800-645-9700)

- If still not fully compensated by the airline and AMEX, submit a claim for compensation to the UN Compensation and Claims Board through the appropriate Human Resources Associate, together with copies of claims previously made to the airline and AMEX (if applicable). This claim should be submitted only after both the airline and American Express (where applicable) have settled the staff member's claim.

4. Travel Advance

Travel Advance represents the estimated DSA and terminal expenses for each duly approved official business travel. The advance is subject to review against the travel claim (F-10) and any necessary adjustments are made at the time the travel claim is settled.

- a. **Staff members** travelling on official business are entitled to receive a travel advance on the estimated reimbursable expenses up to 100%, of the following:
 - DSA for business destination;
 - DSA for authorized rest stopovers and necessary connections;
 - terminal allowance;
- b. **Consultants and Service Contract Holders** are not UN-Women staff members. Therefore, if travel is required in their Terms of Reference their remuneration shall also cover their travel costs. The consultancy agreement should spell out clearly and in detail the responsibilities of the parties and how the travel should be compensated, arranged, and facilitated. Payment can take place before or after travel, in accordance with the signed contract.

If travel is NOT originally planned and detailed in the Terms of Reference, consultants will be entitled to remuneration equal to that of staff members *except* for hazard pay and business class travel. If a consultant wants to travel in business class, he/she will be responsible for the difference in cost.

Consultants who are paid at the time of travel (with no details within their terms of reference), the consultants shall receive an 80% daily subsistence allowance (DSA) and 100% terminal allowance. The 20% DSA balance and any necessary adjustment shall be paid upon completion of mission and submission of **F-10**. The consultant shall choose whether transportation arrangements shall be made by UN-Women or if they would prefer to purchase the travel ticket independently. The amount of the reimbursement would be based on the estimated travel ticket cost within the consultant's entitlement (see section 3.1.1) as provided by the travel management company contracted by UN-Women. This estimate must be kept on file, along with the other supporting documents, to support the payment transaction.

Travel Insurance for Consultants

As per the Special Service Agreement, consultants are covered under Appendix D in the Staff Rules of the United Nations if they are required to travel on official mission under the contract. However, no compensation shall be payable in the event of death, injury or illness if the required medical certificate of good health is not received by UN-Women prior to the consultant's departure on mission. Further, the consultant shall be responsible to take out, at

his or her own expense, medical insurance covering the period of the contract as the consultant may consider advisable.

- c. **Non-UN-Women Personnel or Other Special Persons** (as defined in section 1.1) shall be entitled to remuneration equal to that of staff members but shall receive only 80% daily subsistence allowance (DSA) and 100% terminal allowance. The 20% DSA balance and any necessary adjustment shall be paid upon completion of mission and submission of **F-10**. The Non-UN-Women personnel or other special person can choose whether transportation arrangements shall be made by UN-Women or if they would prefer to purchase the travel ticket independently. The amount of the reimbursement would be based on the estimated travel ticket cost within the person's entitlement (see section 3.1.1) as provided by the travel management company contracted by UN-Women. This estimate must be kept on file, along with the other supporting documents, to support the payment transaction.

All Non-UN-Women Personnel or Other Special Persons should be provided with a **Travel Authorization** document signed by the respective Head of Office or his/her delegated authority prior to travel.

The travel advance for official business travel that extends more than one month shall be paid on a monthly basis.

No advance should be provided for miscellaneous claimable expenses. Claims for reimbursement of miscellaneous expenses should be included in the travel claim to be submitted to the authorizing Business Unit.

5. Settlement of Travel Advance (F-10)

The travel claim (**F-10**) is a post-travel report that the traveller is required to submit within two weeks from completion of travel. The F-10 should be accompanied by the following attachments:

- Original air ticket stubs/coupons;
- Receipts for all additional (claimable) charges;
- If stay at luxury hotels has been approved for supplementary DSA: certification by the respective Head of Office stating that no other suitable accommodation was available must be submitted along with the original hotel bills;
- If ad-hoc rate is claimed: a copy of the ad-hoc rate approval must be submitted with a copy of the hotel bill.

Additionally, at HQ, the traveller or the arranger is required to complete a travel check list and, if changes from the original Travel Request are required, an expense report. (**Refer to the Atlas Travel and Expenditure guidelines**).

If on review of the travel claim it has been determined that the staff member has been advanced an amount greater than his/her entitlements, this will be recovered by the Organization.

The authorizing Business Units shall collect any outstanding travel advances or travel overpayments as soon as possible. If the Business Units are not successful in collecting these over entitlement despite due diligence, the HQ Travel Unit will initiate recovery through payroll deduction.

Receipts shall accompany claims for miscellaneous expenses. In the absence of a receipt for a miscellaneous expense, reimbursement shall only be made up to a maximum of USD 20.00.

If a traveller fails to submit claims for two consecutive missions within 60 days of the completion of his/her mission, no further advances would be made to the traveller until all his/her outstanding claims are settled.

Travel claims shall be deemed *time-barred* if received by the authorizing Business Unit more than one year from completion of travel. In such cases, no payment shall be made to the traveller.

If the travel claim is time-barred and a travel advance had been issued to the traveller, the reimbursable expenses shall be calculated to determine whether there was an overpayment. If such is the case, the overpayment shall be recovered from the traveller.

No travel advance or travel claim reimbursement shall be paid to a third party.

5.1 Travel Monetization (F-10)

Reimbursable travel expenses shall be calculated in U.S. dollars.

Amounts claimed in currencies other than the U.S. dollar shall be converted into U.S. dollars using the for the month in which the expense was incurred, provided the total claim settlement is to be paid in U.S. dollars.

Example: Claim settlement will be paid into an USD currency
 Cost of excess baggage incurred in August: Eur100
 August ROE for Euro 0.76
 Payment in USD: $100/0.76 = \text{US\$}131.58$

An expense claimed in other currency than USD shall be converted into U.S. dollars using the ROE for the current month.

Example: Claim settlement will be paid into an EUR currency
 Cost of excess baggage incurred in August: Eur100
 Current ROE for Euro is .0.78
 Conversion to USD $100/0.78 = \text{US\$}128.21$
 Payment to EUR currency: $128.21 \times 0.78 = \text{Eur.}100$

The settlement of a travel claim in connection with local travel shall be paid in local currency except that in cases where the hotel room costs were paid in U.S. dollars, reimbursement shall be made in U.S. dollars.

6. Visa and Travel Documents

The United Nations issues travel documents to facilitate the official travel of its staff members. It also provides travel documents to individuals who are not staff members to facilitate their travel and the conduct of the official business for which they have been contracted by the organization to undertake.

G-4 Visa

For duty travel, should a traveller, as per definition in section 1.1, requires G-4 Visa when no other type of US entry Visa is possible to be secured by the traveller, UN-Women shall assist in obtaining the G-4 Visa.

All requests for G-4 visa, regardless of where the visa is to be issued must be certified by the appropriate certifying officer in the UN-Women HQ Human Resources Section and processed through UNDP Travel Services.

Non-U.S. Visas

An entry visa may be required by many countries, in such cases, UN-Women will provide assistance in obtaining those visas by advising the traveller, upon request, of the visa requirements as well as providing the application forms. Any required visa fees are reimbursable.

National Passport

A national passport is a travel document issued by the government of the country of the traveller and the dependants' country of citizenship.

A valid national passport must be carried along with the UNLP (for staff members) during official business travel. While the UNLP is recognized as an official travel document, it does not take the place of the national passport.

ANNEX 1

Definition of “Other Special Persons”

Within the category of other special persons, "Officials other than Secretariat officials" and "Experts on Mission" are included:

"Officials other than Secretariat officials" are persons performing full-time services for the UN, at the direction of its legislative organs, who are not staff members (for example, inspectors of the JIU). There is also a number of persons who occupy certain positions within the Organization, who are not staff members, like the presiding officers of UN organs performing functions for the Organization on a substantially full-time basis (for example, the Chairman of the ACABQ and the Chairman and Vice-Chairman of the ICSC). Although for administrative purposes these persons do not have a contract with the Organization, we are responsible for their safety and security (as well as to compensate them in the event of death, injury or illness) when travelling on business for the UN. Also, please note that since those officials are not in a separate category in the Convention on the Privileges and Immunities of the UN, we consider them, for this purpose, "Experts on Mission".

"Experts on Mission", as an administrative category (for the purposes of their status, rights and duties vis-à-vis the SG, as set out in [ST/SGB/2002/9](#)) may be retained by way of a contract known as a consultant contract, which sets out the terms of their appointment and the tasks that they must discharge. Other individuals may have the status of Experts on Mission, even though they do not sign a consultant contract, if they are designated by UN organs to carry out missions or functions for the UN (for example, rapporteurs of the Commission on Human Rights, rapporteurs and members of its Sub commission on the Promotion and Protection of Human Rights and members of the International Law Commission).

ANNEX 2

Clarification on the Interpretation and Application of the \$350 or 10% Flexibility in Itinerary, Choice of Departure Airport or Airline.

The \$350.00 "flexibility" or 10% of the cost of the airfare is not an addition to the air ticket cost to cover the difference in any over-entitlement or to make up the difference between the airline entitlement vs. the passenger's preferred airline. This is only applicable for choice of airline, airport and rest stops. Cost differential is 10% of the entitlement airfare or capped to \$350.00, whichever is the least. Personal stopovers, where the total time is less than 16 hours, (which is the entitlement of rest stops) do not apply to this rule. The traveller is required to pay for the additional expense of any such deviation.

Examples:

- (1) Air fare on airline A is \$5000.00 (entitlement). Preferred airline by traveller on airline B is \$5501.00. 10% of the entitlement airfare (10% of \$5,000) is \$500.00 which is higher than the capped figure of \$350.00. The flexibility cannot be applied in this case. The difference of \$150.00 from \$500.00 to \$350.00 cannot also be applied. Traveller will have to pay \$501.00 out-of-pocket.
- (2) Entitlement on airline A is \$500.00 from JFK airport. Preferred airline by traveller is on airline B from Newark airport which costs \$700. The computation is as follows: 10% of the \$500.00 airfare entitlement is only \$50.00. Traveller will have to pay the \$200.00 difference (difference between the \$700 fare vs. the entitlement of \$500.00).

ANNEX 3**Business Class Exceptions**

In accordance with [A/61/188](#) the following business class travel exceptions may apply and will be decided on a case-by-case basis.

These exceptions pertain to flights above and below 9 hours and a travel exception form (TTS.3 form), along with applicable supporting documents, must be filled out and approved by the Director of the Division of Management and Administration.

(a) A medical condition may exist necessitating a level of comfort not available in the normal standard of accommodation to which the traveller is entitled. Such cases are referred to the Director of the Medical Services Division of the Secretariat for recommendation. It should be noted that the practice of granting exceptions in cases where a traveller is of an advanced age has been discontinued;

(b) The normal standard of accommodation is not available and, owing to the exigencies of the service, the traveller is required to travel on a particular date. Cases also arise where accommodation at the normal entitlement is not available and the cost of daily subsistence allowance, while waiting for the next available seat, would be greater than the higher standard of travel;

(c) The traveller is considered an eminent person, such as a former head of State, or a prominent figure in political, humanitarian or cultural areas;

(d) The traveller is a prominent person who is donating his or her services free of charge to the Organization, and, in some cases, at a loss of personal income. Such individuals may be accorded the standard of accommodation that they normally use when travelling;

(e) The traveller, after completing a full day of work, is required to travel through the night in order to resume work, attend meetings or present a paper at another location on the following morning or immediately upon arrival. Where such cases involve arduous journeys, it has been deemed reasonable that the standard of accommodation accorded to the traveller should provide the best rest possible while travelling, or provide the conditions most conducive to work while flying, or both;

(f) The traveller is a personal aide or provides security services to the Secretary-General, his wife or to any other official authorized to travel above the standard accommodation that would normally be provided.