

UNITED NATIONS

SECRETARIAT

ST/AI/150/Add.1
26 June 1963

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff of the United Nations

Subject: REVISED MODE AND STANDARDS OF TRAVEL

1. Purpose

The purpose of this addendum which should be read in conjunction with Administrative Instruction ST/AI/150 of 9 January 1963 is to elaborate the conditions governing travel time, authorized stopovers, transit allowances and deviations from approved route, mode and standard of transportation.

2. Travel time

(a) Travel by direct route and normal mode. In the case of staff members travelling by the most direct and economical route, either by air and/or by the fastest alternative mode of transportation when air is not the normal available means of transportation, actual travel time spent during a normal working day shall not be charged against annual leave nor shall annual leave be charged in the case of

- (i) stopovers authorized for rest purposes when travel is by air economy or tourist class, and
- (ii) unavoidable stopovers, which could not reasonably be regarded as rest stops.

(b) Travel by other than direct route and normal mode. Staff members travelling for all or part of a journey by an indirect air route, or wholly or in part by sea or surface means when air transportation is the normal mode and/or by other than the fastest alternative mode of transportation when air is not the normal available means of transportation, shall be granted travel time, not chargeable to annual leave, equivalent to the time which would have been required had the travel been undertaken in accordance with paragraph (a) above.

(c) Home leave journeys. For purposes of paragraphs (a) and (b) above, annex A sets out the number of days of approved travel time, not chargeable to annual leave, for home leave journeys between Headquarters and the particular countries concerned. As a general rule such approved travel time, not counted as annual leave, is deemed to include the time required for any additional journey within the home country, to or from the place of home leave as established under rule 105.3 (d). An adjustment, however, will be made where a staff member can show that the travel time, determined in accordance with paragraph 2 (a) above, during a home leave journey by the most direct and fastest mode of transportation, including authorized or unavoidable stopovers taken during the journey, exceeded the approved amount in annex A.

3. Authorized stopovers

(a) For the purpose of determining the number of stopovers authorized for rest purposes, a maximum of four hours shall be allowed for each necessary waiting period between connecting planes.

(b) In the case of staff members travelling partly by surface means and partly by air, by a direct route, the air portion alone of the journey shall be considered for purposes of determining authorized stopovers with subsistence allowance as well as unavoidable stopovers while awaiting connecting planes. Normally, a stopover for rest purposes shall be taken during an air journey by economy or tourist class. It may, however, be taken at the end of the air portion of a journey while awaiting onward transportation by another mode of transportation.

(c) The number of stopovers authorized for rest purposes for air journeys by economy or tourist class between Headquarters and other main cities shall be as shown in annex B.

(d) A stopover for rest purposes during an air journey by economy or tourist class shall normally be authorized after an initial flight of four hours or more, subject to such considerations as available accommodation, onward transportation facilities, duration of the next leg of the journey and airlines' time-tables. A maximum of two days of authorized stopover time may be taken in any one place.

4. Travel subsistence allowances during stopovers

(a) The provisions of chapter VII of the Staff Rules shall apply in the calculation of travel subsistence allowances - and terminal expenses - payable during authorized stopovers, provided that

- (i) during travel by air on home leave, authorized travel to visit dependents or journeys in connexion with education grant, one day of subsistence allowance at the normal rate established for the area concerned shall be payable for a stopover of more than 12 hours and two days of subsistence allowance shall be payable for a stopover of more than 36 hours, regardless of the calendar day or fractions of a calendar day in which it may fall; for this purpose, an over-night stop involving the rental of a hotel room shall be deemed to be a period of more than 12 hours; and
- (ii) during other types of official travel by air, by a direct route, each authorized stopover of 24 hours or less shall be calculated as an integral part of the travel time, with subsistence allowance payable for the entire journey.

(b) Travel subsistence allowance shall be payable only in respect of authorized stopovers actually made.

5. Transit allowance

When payment of a transit allowance is authorized, it shall be made in accordance with the rates shown in annex C (to be issued as a separate addendum to ST/AI/150).

6. Calculation of travel expenses in case of deviations

(a) Maximum travel expenses for purposes of paragraph 4 of ST/AI/150 shall, in the case of staff members authorized to travel by air economy or tourist class but who elect to travel by a mode not authorized, be calculated on the basis of the cost of the air fare by a direct route, including the cost of excess baggage to the extent of the difference between the free baggage allowance by first class and by air economy or tourist class. Staff members travelling by an indirect

air route who are otherwise eligible for stopovers shall be entitled to such stopovers with subsistence allowance on the basis of travel time by a direct route and shall also be entitled to excess baggage on the basis of the authorized route entitlement.

(b) If the standard of accommodation actually used is lower than the standard to which the staff member is entitled, calculation of the cost to the United Nations shall be based on such lower standard.

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CONTROLLER

ANNEX A

Approved travel time not counted as annual leave for home leave
journeys between Headquarters and various countries

<u>Country</u>	<u>Approved travel time</u>
Afghanistan	4 days
Albania	2 days
Algeria	2 days
Argentina	2 days
Australia	4 days
Austria	2 days
Belgium	1 day
Bolivia	3 days
Brazil	2 days
Bulgaria	2 days
Burma	4 days
Burundi	4 days
Byelorussian SSR	3 days
Cambodia	4 days
Cameroon	4 days
Canada	1 day
Central African Republic	4 days
Ceylon	4 days
Chad	3 days
Chile	2 days
China	4 days
Colombia	1 day
Congo (Brazzaville)	3 days
Congo (Leopoldville)	3 days
Costa Rica	2 days
Cuba	1 day
Cyprus	3 days
Czechoslovakia	2 days
Dahomey	4 days
Denmark	1 day
Dominican Republic	1 day
Ecuador	1 day
El Salvador	2 days
Ethiopia	4 days

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<u>Country</u>	<u>Approved travel time</u>
Federation of Malaya	4 days
Finland	2 days
France	1 day
Gabon	4 days
Ghana	2 days
Greece	2 days
Guatemala	1 day
Guinea	3 days
Haiti	2 days
Honduras	2 days
Hungary	2 days
Iceland	1 day
India	4 days
Indonesia	4 days
Iran	3 days
Iraq	3 days
Ireland	1 day
Israel	2 days
Italy	1 day
Ivory Coast	3 days
Jamaica	1 day
Japan	3 days
Jordan	3 days
Kuwait	3 days
Laos	4 days
Lebanon	2 days
Liberia	2 days
Libya	2 days
Luxembourg	2 days
Madagascar	4 days
Mali	4 days
Mauritania	3 days
Mexico	1 day
Mongolia	4 days
Morocco	2 days
Nepal	4 days
Netherlands	1 day
New Zealand	4 days
Nicaragua	2 days

<u>Country</u>	<u>Approved travel time</u>
Niger	3 days
Nigeria	2 days
Norway	1 day
Pakistan	3 days
Panama	1 day
Paraguay	2 days
Peru	2 days
Philippines	4 days
Poland	2 days
Portugal	1 day
Romania	2 days
Rwanda	4 days
Saudi Arabia	3 days
Senegal	1 day
Sierra Leone	4 days
Somalia	4 days
South Africa	4 days
Spain	1 day
Sudan	3 days
Sweden	2 days
Switzerland	1 day
Syria	3 days
Tanganyika	4 days
Thailand	4 days
Togo	4 days
Trinidad and Tobago	1 day
Tunisia	2 days
Turkey	2 days
Uganda	4 days
Ukrainian SSR	3 days
Union of Soviet Socialist Republics	2 days
United Arab Republic	2 days
United Kingdom	1 day
Upper Volta	4 days
Uruguay	3 days
Venezuela	1 day
Yemen	4 days
Hong Kong	4 days

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ANNEX B

Stopovers authorized for single air journeys by economic or
tourist class between Headquarters and other main cities

<u>City</u>	<u>Stopovers authorized</u>
Afghanistan - KABUL	3 days
Albania - TIRANA	1 day
Algeria - ALGIERS	1 day
Argentina - BUENOS AIRES	1 day
Australia - CANBERRA	3 days
Austria - VIENNA	1 day
Belgium - BRUSSELS	None
Bolivia - LA PAZ	2 days
Brazil - RIO DE JANEIRO	1 day
Bulgaria - SOFIA	1 day
Burma - RANGOON	3 days
Burundi - USUMBURA	3 days
Byelorussian SSR - MINSK	2 days
Cambodia - PHNOM PENH	3 days
Cameroon - YAOUNDE	3 days
Canada - OTTAWA	None
Central African Republic - BANGUI	3 days
Ceylon - COLOMBO	3 days
Chad - FORT LAMY	2 days
Chile - SANTIAGO	1 day
China - TAIPEI	3 days
Colombia - BOGOTA	None
Congo - BRAZZAVILLE	2 days
Congo - LEOPOLDVILLE	2 days
Costa Rica - SAN JOSE	1 day
Cuba - HAVANA	None
Cyprus - NICOSIA	2 days
Czechoslovakia - PRAGUE	1 day
Dahomey - COTONOU	3 days
Denmark - COPENHAGEN	None
Dominican Republic - SANTO DOMINGO	None
Ecuador - QUITO	None
El Salvador - SAN SALVADOR	1 day
Ethiopia - ADDIS ABABA	3 days
Federation of Malaya - KUALA LUMPUR	3 days
Finland - HELSINKI	1 day
France - PARIS	None

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<u>Country</u>	<u>Stopovers authorized</u>
Gabon - LIBREVILLE	3 days
Ghana - ACCRA	1 day
Greece - ATHENS	1 day
Guatemala - GUATEMALA CITY	None
Guinea - CONAKRY	2 days
Haiti - PORT-AU-PRINCE	1 day
Honduras - TEGUCIGALPA	1 day
Hungary - BUDAPEST	1 day
Iceland - REYKJAVIK	None
India - NEW DELHI	3 days
Indonesia - DJAKARTA	3 days
Iran - TEHERAN	2 days
Iraq - BAGHDAD	2 days
Ireland - DUBLIN	None
Israel - TEL AVIV	1 day
Italy - ROME	None
Ivory Coast - ABIDJAN	2 days
Jamaica - KINGSTON	None
Japan - TOKYO	2 days
Jordan - AMMAN	2 days
Kuwait - KUWAIT	2 days
Laos - VIENTIANE	3 days
Lebanon - BEIRUT	1 day
Liberia - MONROVIA	1 day
Libya - TRIPOLI	1 day
Luxembourg - LUXEMBOURG	1 day
Madagascar - TANANARIVE	3 days
Mali - BAMAKO	3 days
Mauritania - NOUAKCHOTT	2 days
Mexico - MEXICO CITY	None
Mongolia - ULAN BATOR	3 days
Morocco - RABAT	1 day
Nepal - KATMANDU	3 days
Netherlands - THE HAGUE	None
New Zealand - WELLINGTON	3 days
Nicaragua - MANAGUA	1 day
Niger - NIAMEY	2 days
Nigeria - LAGOS	1 day
Norway - OSLO	None

<u>City</u>	<u>Stopovers authorized</u>
Pakistan - KARACHI	2 days
Panama - PANAMA CITY	None
Paraguay - ASUNCION	1 day
Peru - LIMA	1 day
Philippines - MANILA	3 days
Poland - WARSAW	1 day
Portugal - LISBON	None
Romania - BUCHAREST	1 day
Rwanda - KIGALI	3 days
Saudi Arabia - RIYADH	2 days
Senegal - DAKAR	None
Sierra Leone - FREETOWN	3 days
Somalia - MCGADISCIO	3 days
South Africa - PRETORIA	3 days
Spain - MADRID	None
Sudan - KHARTOUM	2 days
Sweden - STOCKHOLM	1 day
Switzerland - GENEVA	None
Syrian Arab Republic - DAMASCUS	2 days
Tanganyika - DAR-ES-SALAAM	3 days
Thailand - BANGKOK	3 days
Togo - LOME	3 days
Trinidad and Tobago - PORT OF SPAIN	None
Tunisia - TUNIS	1 day
Turkey - ANKARA	1 day
Uganda - ENTEBBE	3 days
Ukrainian SSR - KIEV	2 days
Union of Soviet Socialist Republics - MOSCOW	1 day
United Arab Republic - CAIRO	1 day
United Kingdom - LONDON	None
Upper Volta - OUAGADOUGOU	3 days
Uruguay - MONTEVIDEO	2 days
Venezuela - CARACAS	None
Yemen - SANA	3 days
Yugoslavia - BELGRADE	1 day
HONG KONG	3 days
