

UNITED NATIONS

SECRETARIAT

ST/AI/206/Rev.1
15 July 1977

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General (Controller)
Office of Financial Services

Subject: TERMINAL EXPENSES

1. The provisions for payment of terminal expenses set forth in administrative instruction ST/AI/206 are hereby revised with effect from 1 August 1977.
2. For all official travel to or from the duty station, a staff member may claim reimbursement of terminal expenses incurred for each outward or return journey and for each authorized intermediate stop up to \$12 in respect of himself or herself and up to \$4 in respect of each family member authorized to travel at United Nations expense. No expense shall be reimbursable in respect of an intermediate stop (a) which is not authorized, (b) which does not involve leaving the terminal or (c) which is for less than four hours and is exclusively for the purpose of making an outward connexion.
3. When an outward or a return journey is made from or to Headquarters (New York) or when an intermediate stop is made at Headquarters (New York), the limits specified in paragraph 2 above shall be \$20 and \$7, respectively.
4. Terminal expenses shall be deemed to include all expenditures incurred for the means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of baggage and other related incidental charges, except the costs provided for under staff rule 107.19 (iii). The maximum rates of reimbursement set out above are intended to cover terminal expenses incurred at both ends of each particular journey. For example, the maximum reimbursement for terminal expenses for the itinerary New York/Geneva/Vienna/New York would be \$52, determined in relation to each journey as follows: New York/Geneva - \$20; Geneva/Vienna - \$12; Vienna/New York - \$20.
5. No reimbursement will be made unless terminal expenses have actually been incurred and written claim is made. For the purpose of claiming reimbursement, terminal expenses in connexion with the outward and return journey and any intermediate stops may be combined into one lump sum and claimed by the staff

member within the maximum total entitlement. The amount claimed should be stated in United States currency and rounded to the nearest dollar. A detailed breakdown of the expenses incurred will not normally be required.

6. Suitable amendments to the Staff Rules will be issued in due course.
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