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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

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

Subject: MODE AND STANDARDS OF TRAVEL

1. The purpose of this instruction is to modify, consolidate and bring up to date the provisions on mode and standards of travel contained in ST/AI/150 of 9 January 1963 and its addenda and amendments, in the light of the current provisions of the relevant staff rules and the prevailing facilities for air travel. The previous instruction ST/AI/150 series is hereby cancelled and superseded with effect from 1 September 1977.

Route and mode of travel

2. Air transportation, by the most direct and economical route, shall be the normal mode for all official travel. An alternative mode of transportation may be approved in the case of staff members other than those on an appointment or an assignment for a period of less than one year.

(a) For travel on initial appointment, change of official duty station, detail to and return from a mission or separation from service; or

(b) When, in the opinion of the Secretary-General, such an alternative mode of transportation is in the best interests of the United Nations.

Standard of accommodation

3. For all official travel by air, staff members and their eligible family members shall be provided with economy class accommodation or its equivalent, except that:

(a) Under-Secretaries-General, Assistant Secretaries-General and their eligible family members, other than on travel in connexion with an education grant under rule 103.20, shall normally be provided with first class accommodation.

(b) A higher standard of accommodation may be approved when, in the opinion of the Secretary-General special circumstances warrant it, such as for duly certified medical reasons or for officials required to accompany the Secretary-General on official business.

4. Whenever excursion fares or special fares (e.g. student fares) are applicable, the travel entitlement shall be limited to the excursion or special fares unless such fares would prevent the traveller from making an approved intermediate stop or an authorized stopover for rest purposes under paragraph 8 below. An entitlement to excursion or special fare may be converted to regular fare after a journey has begun, if the adjustment is warranted because of a change in the approved itinerary or in the authorized date of return travel.

5. If a staff member or an eligible family member travels by a more economical fare than the approved entitlement, the United Nations shall only pay for the fare actually paid by the traveller. The use of a more economical fare shall not entitle the staff member to apply any savings in cost to any deviation from the approved arrangements for the official travel.

Official travel other than on home leave or family visit

6. Travel time by direct route and normal mode. When staff members travel by the most direct and economical route, either by air or by the fastest available surface mode of transportation when air travel is not feasible, 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:

(a) Stopovers authorized for rest purposes when travel is by air (see para. 8 below); and

(b) Unavoidable stopovers, which could not reasonably be regarded as rest stops.

Where a staff member is required to undertake travel on official business on non-working days, no annual leave credit will be allowed in respect of the travel time that falls on those days.

7. Travel time 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 surface means when air transportation is the normal mode, or by other than the fastest available surface means of transportation when air travel is not feasible, shall be granted travel time, not chargeable to annual leave, equivalent to the time which would have been required had the travel been undertaken by the most direct route and normal mode.

8. Rest periods and authorized stopovers. For travel by air or mostly by air, staff members shall be entitled to rest periods before commencing duties or stopovers for rest purposes as follows:

(a) If the scheduled time for the journey is more than 6 hours but not more than 10 hours, the staff member will not normally be required to commence duty within 12 hours of arriving at the destination;

(b) If the scheduled time for the journey is more than 10 hours but not more than 16 hours, the staff member will not normally be required to commence duty within 24 hours of arriving at the destination. Alternatively, the staff member may have a stopover for rest purposes, not exceeding 24 hours at an intermediate point in the journey, with appropriate daily subsistence allowance. If the final stage of the journey is more than 6 hours, the staff member will not normally be required to commence duty within 12 hours of arriving at the destination; and

(c) If the scheduled time for the journey is more than 16 hours, the staff member may have two stopovers for rest purposes, neither of which shall exceed 24 hours, at intermediate points in the journey, with appropriate daily subsistence allowance. If the final stage of the journey is more than 6 hours, the staff member will not normally be required to commence duty within 12 hours of arriving at the destination. Alternatively, the staff member may have one stopover not exceeding 24 hours at an intermediate point in the journey, with appropriate daily subsistence allowance, and a rest period not exceeding 24 hours on arriving at the destination;

(d) In the computation of the scheduled time described above, a maximum of 4 hours shall be allowed for each necessary waiting period between connecting flights.

9. Normally, a stopover for rest purposes shall be taken during an air journey; it may, however, be taken at the end of the air portion of a journey while awaiting onward travel by another mode of transportation. A stopover for rest purposes during an air journey shall normally be authorized after an initial flight of 4 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.

10. In application of the formula set forth in paragraph 8 above on the basis of current airlines schedules, the number of stopovers normally authorized for rest purposes for air journeys in each direction between Headquarters and main cities in various countries is shown in column A of the annex to this instruction.

#### Travel on home leave or family visit

11. For travel on home leave or family visit, 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 airlines schedules as follows: one day for each journey of less than 10 hours; two days for each journey of 10 hours or more but less than 16 hours; and three days for each journey of 16 hours or more. Such approved travel time includes any stopovers, with appropriate daily subsistence allowance, that may be authorized for rest purposes under paragraph 8 above and the time that may be required for any additional journey within the home country, to or from the place of

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home leave as established under staff rule 105.3(d). 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 or unavoidable stopovers taken during the journey, exceeded the approved amount.

12. For such journeys between Headquarters and various countries, the approved travel time shall be as shown in column B of the annex to this instruction. For journeys originating from other duty stations, the same criteria as set out in paragraph 11 above shall apply in determining the approved travel time. For this purpose, a separate schedule similar to that shown in the annex will be issued locally by each of the established offices away from Headquarters, after consultation with the Purchase and Transportation Service, Office of General Services.

Deviations from approved route, mode of transportation or standard of accommodation

13. When staff members are permitted to travel for their personal convenience by a route, mode of transportation or standard of accommodation other than the approved one, their entitlement in respect of a particular journey shall be limited to the maximum travel expenses and 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.

14. In the case of staff members authorized to travel by air but who elect to travel by a route, mode or standard other than the approved one, maximum travel expenses for purposes of paragraph 13 above shall be calculated on the basis of the most economical air fare by a direct route at the appropriate standard and rate, including the charges for accompanied excess baggage, if applicable, to the extent of the difference between the free baggage allowance by first class and by air economy class for the approved direct route. Excursion fares or special fares, if applicable, shall always be taken into account in accordance with paragraph 4 above.

15. Staff members travelling by an indirect air route who are otherwise eligible for stopovers shall be entitled to such stopovers with appropriate daily subsistence allowance on the basis of travel time by a direct route, provided that the stopovers actually made were in conformity with the time factors outlined in paragraphs 8 and 9 above. Where an entitlement to accompanied excess baggage exists, they shall also be entitled to reimbursement of excess baggage charges incurred up to the limit of the entitlement for the direct air route.

Implementation

16. Responsibility for giving effect to authorized transportation, accommodation and routing of all official travel of staff members, as provided for in this instruction, shall rest with the Purchase and Transportation Service, Office of General Services.

17. This instruction shall be effective with respect to all official travel that is authorized on or after 1 September 1977.

Annex

STOPOVERS NORMALLY AUTHORIZED FOR REST PURPOSES AND APPROVED TRAVEL TIME NOT CHARGEABLE TO ANNUAL LEAVE FOR HOME LEAVE OR FAMILY VISIT ON JOURNEYS BETWEEN HEADQUARTERS AND VARIOUS COUNTRIES

<u>Country and city</u>	(A) <u>Number of rest stopovers normally authorized for all official travel</u>	(B) <u>Days of approved travel time for home leave or family visit</u>
<u>From New York to:</u>		
Afghanistan (Kabul) . . . . .	2	3
Albania (Tirana) . . . . .	1	2
Algeria (Algiers) . . . . .	1	2
American Samoa (Pago Pago) . . .	2	3
Angola (Luanda) . . . . .	2	3
Antigua (St. Johns) . . . . .	0	1
Argentina (Buenos Aires) . . . .	1	2
Australia (Canberra) . . . . .	2	3
Austria (Vienna) . . . . .	0	1
Bahamas (Nassau) . . . . .	0	1
Bahrain (Al Manamah) . . . . .	1	2
Bangladesh (Dacca) . . . . .	2	3
Barbados (Bridgetown) . . . . .	0	1
Belgium (Brussels) . . . . .	0	1
Benin (Cotonou) . . . . .	1	2
Bermuda (Hamilton) . . . . .	0	1
Bhutan (Bhutan) . . . . .	2	3
Bolivia (La Paz) . . . . .	1	2
Botswana (Galerones) . . . . .	2	3
Brazil (Rio de Janeiro) . . . . .	0	1
British Honduras (Belize) . . . .	0	1
British Virgin Islands (Tortola)	0	1
Brunei (Bandar Seri Begaway) . .	2	3
Bulgaria (Sofia) . . . . .	1	2

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<u>Country and city</u>	(A)	(B)
	<u>Number of rest stopovers normally authorized for all official travel</u>	<u>Days of approved travel time for home leave or family visit</u>
<u>From New York to:</u>		
Burma (Rangoon) . . . . .	2	3
Burundi (Bujumbura) . . . . .	2	3
Byrlorussian SSR (Minsk) . . . . .	1	2
Canada (Ottawa) . . . . .	0	1
Cape Verde (Sal Island) . . . . .	0	1
Central African Empire (Bangui) . . . . .	1	2
Chad (Ndjamana) . . . . .	1	2
Chile (Santiago) . . . . .	1	2
China (Peking) via Pacific . . . . .	2	3
Colombia (Bogota) . . . . .	0	1
Comoro Islands (Dzaoudzi) . . . . .	2	3
Congo (Brazzaville) . . . . .	2	3
Costa Rica (San Jose) . . . . .	0	1
Cuba (Havana) . . . . .	0	1
Cyprus (Nicosia) . . . . .	1	2
Czechoslovakia (Prague) . . . . .	0	1
Democratic Kampuchea (Phnom Penh)	2	3
Democratic Yemen (Aden) . . . . .	2	3
Denmark (Copenhagen) . . . . .	0	1
Dominica (Portsmouth) . . . . .	0	1
Dominican Republic (Santo Domingo)	0	1
Ecuador (Quito) . . . . .	0	1
Egypt (Cairo) . . . . .	1	2
El Salvador (San Salvador) . . . . .	0	1
Equatorial Guinea (Malabo) . . . . .	2	3
Ethiopia (Addis Ababa) . . . . .	2	3
Fiji (Suva) . . . . .	2	3
Finland (Helsinki) . . . . .	0	1

<u>Country and city</u>	(A)	(B)
	<u>Number of rest stopovers normally authorized for all official travel</u>	<u>Days of approved travel time for home leave or family visit</u>
<u>From New York to:</u>		
France (Paris) . . . . .	0	1
French Guiana (Cayenne) . . . . .	0	1
French Territory of the Afars and the Issas (Djibouti) . . . . .	2	3
Gabon (Libreville) . . . . .	2	3
Gambia (Banjul) . . . . .	0	1
German Democratic Rep. (Berlin) (E)	1	2
Germany, Fed. Rep. of (Bonn) . . .	0	1
Ghana (Accra) . . . . .	1	2
Gilbert Islands (Tarawa Atoll) . .	2	3
Grand Cayman (Red Bay) . . . . .	0	1
Greece (Athens) . . . . .	0	1
Grenada (St. George's) . . . . .	0	1
Guadeloupe (Pointe a Pitre) . . .	0	1
Guam Island (Guam) . . . . .	2	3
Guatemala (Guatemala City) . . . .	0	1
Guinea (Conakry) . . . . .	1	2
Guinea-Bissau (Bissau) . . . . .	1	2
Guyana (Georgetown) . . . . .	0	1
Haiti (Port au Prince) . . . . .	0	1
Honduras (Tegucigalpa) . . . . .	0	1
Hong Kong (Hong Kong) . . . . .	2	3
Hungary (Budapest) . . . . .	1	2
Iceland (Reykjavik) . . . . .	0	1
India (New Delhi) . . . . .	2	3
Indonesia (Djakarta) . . . . .	2	3
Iran (Teheran) . . . . .	1	2
Iraq (Baghdad) . . . . .	1	2
Ireland (Dublin) . . . . .	0	1

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<u>Country and city</u>	(A)	(B)
	<u>Number of rest stopovers normally authorized for all official travel</u>	<u>Days of approved travel time for home leave or family visit</u>
<u>From New York to:</u>		
Israel (Tel Aviv) . . . . .	1	2
Italy (Rome) . . . . .	0	1
Ivory Coast (Abidjan) . . . . .	1	2
Jamaica (Kingston) . . . . .	0	1
Japan (Tokyo) . . . . .	1	2
Jordon (Amman) . . . . .	1	2
Kenya (Nairobi) . . . . .	2	3
Kuwait (Kuwait) . . . . .	1	2
Lao People's Democratic Republic (Vientiane) . . . . .	2	3
Lebanon (Beirut) . . . . .	1	2
Lesotho (Maseru) . . . . .	2	3
Liberia (Monrovia) . . . . .	0	1
Libyan Arab Jamahiriya (Tripoli)	1	2
Luxembourg (Luxembourg) . . . . .	0	1
Macao (Macao) . . . . .	2	3
Madagascar (Tananirive) . . . . .	2	3
Malawi (Blantyre) . . . . .	2	3
Malaysia (Kuala Lumpur) . . . . .	2	3
Maldives (Male) . . . . .	2	3
Mali (Bamako) . . . . .	1	2
Malta (Valetta) . . . . .	1	2
Martinique (Fort de France) . . . . .	0	1
Mauritania (Nouakchott) . . . . .	1	2
Mauritius (Pt. Louis) . . . . .	2	3
Mexico (Mexico City) . . . . .	0	1
Monaco (Monte Carlo) and surface from Nice . . . . .	1	2
Mongolia (Ulan Bator) . . . . .	2	3

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<u>Country and city</u>	(A)	(B)
	<u>Number of rest stopovers normally authorized for all official travel</u>	<u>Days of approved travel time for home leave or family visit</u>
<u>From New York to:</u>		
Montserrat (Plymouth) . . . . .	0	1
Morocco (Casablanca) . . . . .	0	1
Mozambique (Maputo) . . . . .	2	3
Nepal (Kathmandu) . . . . .	2	3
Netherlands (Amsterdam) . . . . .	0	1
Netherlands Antilles (Curaçao) . . . . .	0	1
New Caledonia (Noumea) . . . . .	2	3
New Hebrides (Port Vila) . . . . .	2	3
New Zealand (Wellington) . . . . .	2	3
Nicaragua (Managua) . . . . .	0	1
Niger (Niamey) . . . . .	1	2
Nigeria (Lagos) . . . . .	1	2
Norway (Oslo) . . . . .	0	1
Oman (Muscat) . . . . .	2	3
Pakistan (Karachi) . . . . .	2	3
Panama (Panama) . . . . .	0	1
Papua New Guinea (Port Moresby) . . . . .	2	3
Paraguay (Asuncion) . . . . .	1	2
Peru (Lima) . . . . .	0	1
Philippines (Manila) . . . . .	2	3
Poland (Warsaw) . . . . .	0	1
Portugal (Lisbon) . . . . .	0	1
Puerto Rico (San Juan) . . . . .	0	1
Qatar (Doha) . . . . .	1	2
Republic of Korea (Seoul) . . . . .	2	3
Reunion (St. Denis) . . . . .	2	3
Romania (Bucharest) . . . . .	1	2
Rwanda (Kigali) . . . . .	2	3
Ryukyu Islands (Okinawa) . . . . .	2	3

<u>Country and city</u>	(A)	(B)
	<u>Number of rest stopovers normally authorized for all official travel</u>	<u>Days of approved travel time for home leave or family visit</u>
<u>From New York to:</u>		
Sao Tome and Principe (Principe)	2	3
Saudi Arabia (Riyadh) . . . . .	2	3
Senegal (Dakar) . . . . .	0	1
Seychelles (Victoria) . . . . .	2	3
Sierra Leone (Freetown) . . . . .	1	2
Singapore (Singapore) . . . . .	2	3
Socialist Republic of Viet Nam (Hanoi) . . . . .	2	3
Solomon Islands (Honiara) . . . . .	2	3
Somalia (Mogadishu) . . . . .	2	3
South Africa (Johannesburg) . . . . .	1	2
Southern Rhodesia (Bulawayo) . . . . .	2	3
Spain (Madrid) . . . . .	0	1
Sri Lanka (Colombo) . . . . .	2	3
St. Helena (Luanda) . . . . .	2	3
St. Kitts (Basseterre) . . . . .	0	1
St. Lucia (Castries) . . . . .	0	1
St. Vincent (Kingstown) . . . . .	0	1
Sudan (Khartoum) . . . . .	1	2
Surinam (Paramaribo) . . . . .	1	2
Swaziland (M'Babane) . . . . .	2	3
Sweden (Stockholm) . . . . .	0	1
Switzerland (Geneva) . . . . .	0	1
Syrian Arab Rep. (Damascus) . . . . .	1	2
Tahiti (Papeete) . . . . .	1	2
Thailand (Bangkok) . . . . .	2	3
Togo (Lome) . . . . .	1	2
Tonga (Tonga) . . . . .	2	3
Trinidad and Tobago (Port of Spain) . . . . .	0	1

<u>Country and city</u>	(A) <u>Number of rest stopovers normally authorized for all official travel</u>	(B) <u>Days of approved travel time for home leave or family visit</u>
<u>From New York to:</u>		
Tunisia (Tunis) . . . . .	1	2
Turkey (Ankara) . . . . .	1	2
Uganda (Entebbe) . . . . .	2	3
Ukrainian SSR (Kiev) . . . . .	1	2
USSR (Moscow) . . . . .	0	1
United Arab Emirates (Abu Dhabi)	2	3
United Kingdom (London) . . . . .	0	1
United Rep. of Cameroon (Yaounde)	2	3
United Rep. of Tanzania (Dar es Salaam) . . . . .	2	3
USA (Washington D.C.) . . . . .	0	Not applicable
US Trust Territory in Pacific (Yap)	2	3
US Virgin Islands (St. Thomas) . .	0	1
Upper Volta (Ouagadougou) . . . . .	1	2
Uruguay (Montevideo). . . . .	1	2
Venezuela (Caracas) . . . . .	0	1
Western Samoa (Apia) . . . . .	2	3
Yemen (Sana'a) . . . . .	2	3
Yugoslavia (Belgrade) . . . . .	0	1
Zaire (Kinshasa) . . . . .	1	2
Zambia (Lusaka) . . . . .	2	3