

ADMINISTRATIVE INSTRUCTION NO. 63

To: Members of the Staff of United Nations

Subject: AUTHORITY FOR INTER-OFFICE CHARGES

1. Application

The provisions of this Instruction apply to Headquarters and to established offices away from Headquarters (including Information Centres) of the United Nations.

2. General

Expenditures to be charged to another office may not be made without prior authorization from the office to be charged. When such expenditures are made, they will, except for items for which sub-allotments have been issued, be advised to the office to be charged by means of an inter-office voucher, transmitted in duplicate by airmail no later than the next business day after the expenditure is made. Such inter-office vouchers shall be serially numbered with an identifying symbol by the originating office, and shall contain appropriate reference to the document or correspondence authorizing the transaction.

3. Salary advances and assignments

Advances, assignments, and other payments on account of salary may be made to, or on behalf of, a staff member whose account is maintained by another office, only on prior authorization from the staff member's parent office. Regular salary assignments, being of a recurring nature, shall be authorized by the parent office for payment in fixed amounts at stated intervals, and shall not be subject to individual inter-office voucher action, but shall be reported each pay period by list, by the paying office to the parent office under a single collective voucher. The authority to pay shall stand until cancelled, and the parent office shall continue to make deductions without raising special vouchers therefor. All other payments on account of salary, being primarily of a one-time nature, shall be subject to immediate inter-office voucher action as provided in paragraph 2.

4. Travel advances

The staff member's travel authorization (TT/8) constitutes prior authorization for travel advances within the limits indicated thereon. All
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such advances shall be recorded on the form and shall be charged to the parent office by inter-office voucher.

5. Procurement

Supplies, materials, equipment etc., may be procured for another office only on authority of an approved obligating document issued by the requesting office. Upon liquidation of the obligation, the procuring office shall prepare and dispatch an inter-office voucher to the office to be charged with the total expenditure. The inter-office voucher shall, in all cases, contain a reference to the obligation document which authorized the expenditure. Vendors' bills and other similar documents shall be retained at the paying office.

Supplies issued from stock by one office to another shall not be charged to the receiving office, but shall be handled as a stores accounting transaction.

6. Cables, telegraph, wireless and long distance telephone

Expenditures for these items incurred by one office as a result of inquiries etc., received from another office, or resulting from the official activities of a staff member from another office, shall be absorbed in the budget of the office where the expenditure is incurred.

7. Postage, freight, cartage and express and air freight

Expenditures in respect of these items incurred in the normal routine of business of an office shall be borne by the budget of that office. Where special requests are made by one office that another office make shipments costing \$50.00 or more, the cost shall be charged to the requesting office on inter-office voucher.

8. Official travel

The costs of a staff member's travel from his parent office to another office on official business will normally be absorbed in the departmental travel budget of the parent office where the TT/8 is issued, regardless of whether or not the travel is made at the request of the other office.

The costs of a staff member's travel from one office to service a conference being held at another office will normally be charged to the conference budget.

Travel costs in connection with the transfer of a staff member from one office to another will normally be absorbed in the budget of the receiving office.

9. Sub-allotments and agency accounts:

- (i) The term "sub-allotment" shall be used only to describe the full transfer of budget credits from headquarters to a regional or branch office, and sub-allotments shall be issued only when
/disbursements

disbursements against the budget credit involved shall appear, in the monthly statement of account of the office away from headquarters as part of its operations. Such disbursements are not for the account of headquarters and are therefore not subject to inter-office voucher action.

- (11) Where one office desires another office to make a number of payments on its behalf over an extended period of time, and in connection with a single project, it may deputize the other office to act as its agent, to make such payments according to prescribed conditions and within a maximum amount. The paying office shall set up such agency authorizations under the same type of control as for sub-allotments and shall forward monthly statements of account to the authorizing office without individual inter-office voucher action.

(signed) BYRON PRICE

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