



Secretariat

19 April 2017

Administrative instruction

Official travel

The Secretary-General, for the purpose of implementing ISA staff rules 7.1, 7.2, 7.5, 7.6, 7.8, 7.9, 7.12 and 7.14, hereby promulgates the following:

Section 1

Scope

1.1 The provisions of the present instruction shall apply to official travel of staff members appointed under the ISA Staff Rules and their eligible family members.

1.2 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.

Section 2

Official travel of staff members and their eligible family members

2.1 Official travel may be authorized for staff members in accordance with staff rule 7.1 and the conditions specified by the Secretary-General in respect of specific forms of official travel.

2.2 Official travel may be authorized for eligible family members of staff appointed under the ISA Staff Rules in accordance with staff rule 7.2 and the conditions specified by the Secretary-General in respect of specific forms of official travel.

Section 3

Authorization for official travel

3.1 Under staff rule 7.5, all official travel must be authorized in writing before it is undertaken. In exceptional cases, staff members may be orally authorized to travel. In such cases, written confirmation shall be required as soon as possible, and no later than two calendar weeks after completion of travel.

Section 4

Standard of accommodation

4.1 The standards of accommodation for official travel shall be determined in accordance with staff rule 7.9, as complemented by the provisions of this section.



4.2 For official travel by air, the standard of accommodation shall be economy class, except as provided in (a) and (b) below:

(a) For staff members of the level of D-2 and above and, where applicable, their eligible family members, the class immediately below first class shall be provided for travel on official business,¹ on appointment, reassignment or separation, on home leave and family visit, irrespective of the duration of the particular flight;

(b) For staff members below the D-2 level and, where applicable, their eligible family members, the class immediately below first class shall be provided for travel on official business and on appointment, assignment or separation, on home leave and family visit travel:

(i) When the duration of a single leg journey is nine hours or longer;

(ii) When the duration of a multi-leg journey is 11 hours or longer, including scheduled stops for change of planes;

(iii) For round-trip travel, when the duration of either the outward or return journey gives rise to travel in the class immediately below first class, as provided in subsections (i) and (ii) above;

(c) For the purpose of (b) above, the journey time shall exclude travel time to and from airports. 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 by an overnight stopover whether unavoidable or for official business, personal deviation, or rest purposes.

4.3 Air travel accommodation under the applicable standards defined by section 4.2 shall be provided at the most economical rate appropriate, including discounted airfares. The Authority shall assume responsibility for the surcharge that may be imposed after tickets have been issued if changes in the original travel plans were necessitated by the Authority or for other compelling reasons. However, where the normal standard of accommodation is unavailable and the cost of daily subsistence allowance while waiting for the next available seat would be greater than the additional cost of the higher standard of travel, an upgrade in travel accommodation is allowable.

4.4 For official travel to missions or conferences, special arrangements may be made for group travel, in which case the provisions of section 4.2 (a) and (b) may not apply.

4.5 A standard of accommodation for air travel higher than that authorized under normally applicable rules may be approved on an exceptional basis when, in the opinion of the Secretary-General, special circumstances warrant it, such as for duly certified medical reasons.

4.6 In accordance with staff rule 7.9 (f), if a staff member or eligible family member travels by more economical accommodation than the approved standard for the authorized destination, the Authority shall only pay for accommodation actually used, at the rate paid by the traveller. Use of a more economical fare shall not entitle the staff member to apply any savings to any deviation from the approved itinerary nor to additional stopovers or further transportation. The staff member shall be responsible for any delays, penalties or additional expenses incurred as a result of taking a lower fare.

¹ On an exceptional basis, Directors of Offices travelling on official business between Kingston and United Nations Headquarters shall be entitled to business class travel.

4.7 Unless specifically authorized by the Secretary-General, staff members authorized to travel to participate in externally funded activities organized by a Government, intergovernmental organization, non-governmental organization or other private source, pursuant to staff rule 1.2 (r), shall not be entitled to any higher standard of accommodation for air travel higher than that provided by the external source concerned.

Section 5

Travel time other than on home leave or family visit

Travel time by direct route and normal mode

5.1 On 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 working day shall not be charged to annual leave. Neither shall annual leave be charged for stopovers authorized for rest purposes in accordance with section 5.3 (c) below, or for unavoidable stopovers that cannot reasonably be regarded as rest stops.

Travel time other than direct route and normal mode

5.2 Staff members travelling for all or part of a journey by an indirect air route, or wholly or in part by surface when air transportation is the normal mode, or by other than the fastest available surface means of transportation when air travel is not feasible or cost-effective, shall be granted travel time not chargeable to annual leave only for the time which would have been required had the travel been undertaken by the most direct route and normal mode.

Rest periods and authorized stopovers

5.3 For travel by air or mostly by air in economy class, staff members shall be entitled to rest periods before commencing duties or a stopover for rest purposes as follows:

(a) If the scheduled time for the journey is more than 6 hours but not more than 16 hours, the staff member shall 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 16 hours, the staff member may have one stopover for rest purposes, which shall not exceed 24 hours at an intermediate point in the journey, with travel subsistence allowance. If the final stage of the journey is more than 6 hours, the staff member shall not normally be required to commence duty within 12 hours of arriving at the destination. As an alternative to the stopover, the staff member may have a rest period not exceeding 24 hours on arriving at the destination;

(c) Rest stopovers shall normally be taken in the course of an air journey. However, a rest stopover may also be taken at the end of the air portion of a journey while awaiting onward travel by another mode of transportation.

5.4 In computing the scheduled time under section 5.3, a maximum of four hours shall be allowed for each necessary waiting period between connecting flights.

Section 6

Travel time on home leave or family visit

6.1 For travel on both the outward and the return journey on home leave or family visit, staff members shall be granted a fixed amount of travel time not

chargeable to annual leave, determined on the basis of the most direct flights available as follows:

- (a) One day for each journey of less than 11 hours;
 - (b) Two days for each journey of 10 hours or longer but less than 16 hours;
- and
- (c) Three days for each journey of 16 hours or more.

6.2 The travel time approved in accordance with section 6.1 shall include any authorized rest period or stopover made by the staff and the time required for any additional journey to or from:

- (a) The place of home leave, as established under staff rule 5.3 (d) for travel within the home country; or
- (b) The place of entitlement for family visit travel when the place of entitlement is in a country other than the home country.

6.3 One stopover for rest purposes, which shall not exceed 24 hours, may be authorized at an intermediate point in the journey, with travel subsistence allowance, for journeys of 11 hours or longer for staff members travelling on home leave with children under the age of 12, when they have not availed themselves of the lump-sum option under section 10. No stopovers shall be granted in connection with family visit travel or education grant travel.

6.4 An adjustment of up to two additional days, not chargeable to annual leave, may be made if the staff member can show that the actual travel time by the most direct and fastest mode of transportation, including any authorized stopover, exceeds the approved amount of travel time. There shall be no entitlement to travel subsistence allowance for the additional days of travel time.

Section 7

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

7.1 Pursuant to staff rule 7.7 (b), 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. The maximum travel expenses shall be calculated on the basis of the most economical airfare by a direct route at the appropriate standard and rate, in accordance with section 4.

7.2 Staff members travelling by an indirect route who are otherwise eligible for a stopover shall be entitled to such stopover with appropriate travel subsistence allowance on the basis of travel time by a direct route, provided that the stopover actually made complies with the requirements of sections 5.3 (b) and 6.4 of the present instruction.

Section 8

Daily subsistence allowance

8.1 Staff to whom daily subsistence allowance is payable under staff rule 7.15 shall normally be paid such allowances at the standard rates established by the International Civil Service Commission (ICSC) as follows:

(a) At the “first 60 days” rate for the particular locality during the first 60 days, consecutive or otherwise, starting from the date of arrival in the locality, within any one authorized journey or tour of duty away from the official duty station or following initial appointment or reassignment;

(b) After the first 60-day period of service has elapsed, at the “after 60 days” rate.

8.2 The rates for staff members of the level of D-2 and above shall be those promulgated by ICSC plus 15 per cent (rounded to the nearest dollar). The rates for the Secretary-General shall be those promulgated by ICSC plus 40 per cent (rounded to the nearest dollar). In each case, the additional amount shall not apply to rates payable after 60 days in any one location.

8.3 When accommodation and/or meals are provided free of charge by the Authority, by a Government or by a related institution, the rate of the daily subsistence allowance shall be reduced:

(a) By 50 per cent if accommodation is provided. This reduction shall apply irrespective of the accommodation provided free of charge, including accommodation in barracks, boats or tents;

(b) By 30 per cent if meals are provided;

(c) By 80 per cent if accommodation and all meals are provided.

8.4 When daily subsistence allowance is payable to a staff member on official travel status, the amount to be paid shall be determined in accordance with the duration of the journey, as provided in sections 8.5 and 8.6 below.

8.5 The travel subsistence allowance for a journey of less than 24 hours shall be computed as follows:

(a) If it involves a night away from the staff member’s residence, a full day’s allowance shall be paid;

(b) If it does not involve a night away from his or her residence:

(i) No allowance shall be paid for a journey of less than 10 hours;

(ii) Forty per cent of the allowance shall be paid for a journey of 10 hours or more.

8.6 The travel subsistence allowance for a journey of 24 hours or more shall be computed as follows:

(a) A full day’s allowance shall be paid for the day on which the travel begins at the rate applicable to the place of arrival;

(b) For each successive period of 24 hours from midnight to midnight (measured by local times, ignoring time-zone differences), a full day’s allowance shall be paid, except that no allowance shall be paid for the day on which the travel is concluded.

8.7 The rate applicable for each 24-hour period shall be that for the place at which the staff member spends the night. If the staff member is travelling for all or part of a night, the appropriate rate shall be the rate established for the place of arrival, except for the last leg of the return journey from travel on official business, when the allowance shall be paid at the rate applicable to the last authorized place at which he or she spent the night.

Section 9
Terminal expenses

9.1 Reimbursement of terminal expenses authorized under staff rule 7.12 shall be made as follows:

(a) Terminal expenses incurred for each required trip by means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling shall be reimbursed in a fixed amount in respect of the staff member and, where applicable, each eligible family member authorized to travel at the Authority's expense. Such fixed amounts, and any reduction applicable when an official Authority's or government vehicle is made available for the trip shall be set out in an information circular on official travel issued by the Secretary-General;

(b) No expenses shall be reimbursable in respect of:

(i) An intermediate stop which is not authorized; or

(ii) 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.

9.2 Terminal expenses paid in accordance with section 9.1 shall be deemed to cover all expenses for transportation 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.

9.3 Claims for reimbursement of terminal expenses shall be made in accordance with the provisions of section 12.

Section 10
Travel advances

10.1 An advance of 80 percent of the estimated travel subsistence allowance may be made to a staff member authorized to travel on official business. No advance shall be made in respect of other additional reimbursable expenses, such as terminal expenses under staff rule 7.12 or miscellaneous travel expenses under staff rule 7.16.

10.2 No travel advance shall be granted for travel on separation from service.

10.3 An advance of up to 75 per cent of the estimated travel subsistence allowance may be made to individuals who are not staff members, such as consultants, individual contractors or members of committees.

Section 11
Family visit travel

11.1 In accordance with staff rule 7.1 (a) (v) and (b), family visit travel expenses may be paid to internationally recruited staff members when the conditions set out in this section are met.

11.2 The staff member must ordinarily have completed not less than one year of service with the Authority after initial appointment or assignment, or not less than nine months since on the return from the last home leave travel.

11.3 Neither the spouse nor any dependent child should ordinarily have been present at the duty station during the preceding 12 months after travel at the expense of the Authority, except for education grant travel under the administrative instruction on education grant and special education grant.

11.4 Family visit travel shall not be authorized in the calendar year in which the home leave falls due.

11.5 Authorization of family visit travel shall require a determination that the staff member's service with the Authority is expected to continue for at least six months beyond the date of return from the family visit travel.

11.6 Family visit travel expenses of one round trip may be paid from Kingston to any one of the following places where at least one of the staff member's eligible family members normally resides:

- (a) Place of recruitment; or
- (b) Place of home leave.

11.7 If a staff member wishes to visit his or her eligible family members at any other place, the travel may be approved, provided the travel expenses borne by the Authority do not exceed the costs that would have been payable for travel to the normal place of entitlement, as determined in accordance with section 11.6 above.

11.8 Staff members travelling on a family visit shall spend no less than seven days, exclusive of travel time, at the place of family visit travel authorized under section 11.6 above, and may be requested to furnish evidence satisfactory to the Secretary-General that this requirement has been met on return from family visit travel.

11.9 Staff members shall be granted travel time for the round trip family visit travel, which shall not exceed the travel time applicable to travel to and from Kingston and the place of family visit travel authorized under section 11.6. Except for such travel time, the leave involved shall be charged to annual leave.

11.10 A staff member may be required to undertake family visit travel in conjunction with travel on official business, due regard being given to the interests of the staff member and his or her family.

11.11 At the request of a staff member entitled to family visit travel under the provisions of the present instruction, travel of the staff member's spouse to visit the staff member may be authorized as an alternative family visit travel by the staff member, subject to any security restrictions as determined by the Authority.

11.12 Reimbursement of the cost of travel of the spouse shall be subject to the limit set out in section 11.7 above and to the requirement that the spouse spend no less than seven days in Jamaica.

Section 12

Lump-sum option for travel by air on home leave, family visit or education grant travel

12.1 For travel by air on home leave, family visit or education grant travel and travel on repatriation or separation from service, staff members may opt for a lump-sum payment in lieu of all entitlements related to the particular travel by air.

12.2 The lump sum payable under this section shall amount to 75 per cent of the applicable fare entitlement that would apply if the lump sum were not taken by the least costly scheduled air carrier between the staff member's duty station and:

- (a) The closest airport to the established place of entitlement for home leave or family visit travel;
- (b) The established place of home leave or the educational institution, whichever is the less costly, for education grant travel.

12.3 By selecting the lump-sum option, a staff member agrees to waive all entitlements relating to home leave, family visit or education grant travel that would otherwise have been payable, except as provided in section 12.4. No additional payment shall be made once the option has been exercised.

12.4 The following entitlements shall not be affected by the exercise of the lump-sum option:

(a) Travel time not chargeable to annual leave shall be granted in accordance with section 6;

(b) Compensation under Appendix B to the Staff Rules, provided the travel is by a direct route between the staff member's duty station and the established place of home leave, or authorized place of family visit travel, as applicable;

(c) Shipments or removal entitlements for travel on repatriation or separation.

12.5 The lump-sum option shall not be available on a partial basis. It must cover both the outward and the return journeys for home leave, family visit or education grant travel, and all travel related to a particular home leave by the staff member and his or her eligible family members, even when separate home leave travel has been authorized. However, when a staff member's home leave travel is combined with travel on official business, the staff member may exercise the option in respect of his or her eligible family members.

12.6 Once the lump-sum option has been selected, it shall not be possible to revert to the normal travel entitlement for the specific travel.

12.7 The Authority shall not be responsible for delays of additional expenses that may be incurred or liabilities that may arise as a result of the exercise of the lump-sum option. It is the staff member's responsibility to take out appropriate travel cancellation insurance. However, when the exigencies of service make it imperative for the staff member to postpone the home leave or family visit travel for which the lump sum was paid, the Authority shall assume responsibility for surcharges or fees that may be imposed as a result of the ticket changes, but not for any fare increase.

12.8 Staff members who wish to obtain the information necessary for them to decide whether to exercise the lump-sum option shall so inform the Administration, which will proceed in accordance with the procedures set out in the information circular on official travel issued by the Secretary-General.

Section 13 **Travel claims**

General

13.1 Staff members shall, within two calendar weeks after completion of travel other than under the lump-sum option, submit a completed travel reimbursement claim on form F.10 to the Administration, in accordance with the instructions set out in that form, including those governing the documentation to be submitted.

13.2 Recovery of travel advances shall be initiated through payroll deduction if, within two calendar weeks after completion of travel, a staff member:

(a) Fails to submit a duly completed F.10 form, together with the supporting documentation; or

(b) In the case of travel on official business, fails to present a back to office report satisfactory to his or her supervisor, including a summary of the activities undertaken, meetings attended and tasks accomplished.

13.3 If, on review of the claim, it is determined that the travel advance exceeded the amount of reimbursable travel expenses, the staff member shall be informed of the amount of overpayment, which shall be recovered through payroll deduction.

Travel under the lump-sum option

13.4 Staff members having selected the lump-sum option under section 12 of the present instruction shall, within two calendar weeks after completion of travel, provide certification that travel took place as authorized. For this purpose, staff members may be required to provide satisfactory supporting evidence, which may include used airline tickets or boarding passes, or travel documents (laissez-passer/national passport), including those of their eligible family members, bearing customs and/or immigration markings showing the dates of arrival in and departure from the country to which travel was authorized.

13.5 The entire amount of the lump sum shall be recovered through payroll deduction if the staff member fails to submit the necessary documentation within two calendar weeks after completion of travel.

Section 14
Final provisions

14.1 The present administrative instruction shall enter into force on 19 April 2017.

14.2 Administrative instruction [ST/AI/2012/03](#) is hereby replaced.

(Signed) Michael W. Lodge
Secretary-General
