



Secretariat

ST/AI/1997/6
20 October 1997

ADMINISTRATIVE INSTRUCTION

MISSION SUBSISTENCE ALLOWANCE*

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1 and for the purpose of defining the conditions governing the special mission assignments provided by staff rule 103.21, promulgates the following:

Section 1

General provisions

1.1 Mission subsistence allowance is a daily allowance payable by the Organization for living expenses incurred by staff members in the field in connection with their temporary assignment or appointment to a special mission.

1.2 When a mission has been designated as a special mission, in accordance with staff rule 103.21 (a), the salary of a staff member assigned from another duty station shall continue to be subject to the post adjustment and allowances, if any, applicable at the duty station from which the staff member was assigned.

1.3 In accordance with staff rule 103.7 (d) (iii), the post adjustment for the mission area shall not be applicable when a staff member is assigned to a special mission under staff rule 103.21 (a) and with provision for mission subsistence allowance.

* Personnel Manual index No. 3330.

Section 2

Eligibility

2.1 Mission subsistence allowance shall be payable to all international civilian staff, civilian police and military observers assigned to a special mission.

2.2 The mission area shall be defined by the Assistant Secretary-General for Human Resources Management, in consultation with the Under-Secretary-General for Peacekeeping Operations in accordance with relevant resolutions of the Security Council and the General Assembly.

Section 3

Establishment of mission subsistence allowance rates

3.1 Mission subsistence allowance rates shall be determined on the basis of cost of long-term accommodation, food and miscellaneous expenses at the duty station of the mission assignment. The rates shall be established for each mission by the Assistant Secretary-General for Human Resources Management on behalf of the Secretary-General, and shall be published.

3.2 Mission subsistence allowance rates may be established wholly or partly in the currency of the mission area. The rates are subject to reductions to reflect accommodation and/or food provided by the Organization.

3.3 Normally, two rates of mission subsistence allowance are established. A higher rate is applicable during the first 30 days of assignment to the duty station to compensate for expenditures related to the set-up and the normally higher accommodation expenses incurred, and a reduced rate is applicable thereafter.

Section 4

Administration of mission subsistence allowance

Administration of mission subsistence allowance in the mission shall be entrusted to the Chief Administrative Officer, under the authority of the Headquarters department or office in charge of the mission.

Section 5

Payment of mission subsistence allowance

5.1 Mission subsistence allowance is payable from the date of arrival at the duty station until the date of departure, i.e., for the period spent on mission-related service, in the following cases:

- (a) For actual work days spent in the mission area;
- (b) For weekends and official holidays spent within or outside the mission area;
- (c) For annual leave accrued while on mission assignment, and taken prior to the expiration of the mission assignment where the annual leave was accrued;
- (d) For sick leave or maternity leave, subject to the conditions specified in sections 7.2 and 8 below.

5.2 When accommodation is provided free of charge by the United Nations, the standard rate of mission subsistence allowance will be reduced by 50 per cent regardless of whether the accommodation provided is permanent, prefabricated or tented.

Section 6

Payment of mission subsistence allowance while on official business within the mission area

A staff member travelling on official business requiring an overnight stay at a location other than his or her duty station within the mission area may receive, in addition to the usual mission subsistence allowance, reimbursement for accommodation at the overnight location. The reimbursement shall be subject to submission of receipts for the overnight stay, and may not exceed the accommodation portion of the mission subsistence allowance rate for the location of the overnight stay.

Section 7

Payment of subsistence allowance while on official business outside the mission area

7.1 A staff member travelling on official business outside the mission area shall receive the daily subsistence allowance established by the International Civil Service Commission for the designated travel location. No daily subsistence allowance is payable when on official travel to the parent duty station.

7.2 For periods of official business outside the mission area, the accommodation portion of the mission subsistence allowance shall remain payable.

Section 8

Payment of mission subsistence allowance while on
sick leave or maternity leave

8.1 Mission subsistence allowance shall be payable when a staff member is on sick leave or maternity leave within the mission area.

8.2 A staff member hospitalized in the mission area shall be entitled to one third of the mission subsistence allowance, since accommodation and meals in the hospital are covered by health insurance.

8.3 Mission subsistence allowance shall not be payable when a staff member is hospitalized or on sick leave outside the mission area. However, in case of hospitalization, and in case of maternity leave outside the mission area, the United Nations shall pay for retained accommodation subject to submission of supporting documentation and up to 50 per cent of the mission subsistence allowance rate.

Section 9

Final provisions

The present instruction shall come into force on 1 November 1997.

(Signed) Joseph E. CONNOR
Under-Secretary-General
for Management
