



10 July 2020

Administrative instruction

Reimbursement of taxi and other for-hire-vehicle fares in New York

The Under-Secretary-General for Management Strategy, Policy and Compliance, in accordance with the procedures for the promulgation of administrative issuances set out in Secretary-General's bulletin [ST/SGB/2009/4](#), and for the purpose of implementing staff rule 7.11 (i), hereby promulgates the following:

Section 1 Purpose

The present instruction provides a framework for the reimbursement of taxi and other for-hire-vehicle fares incurred by staff members at Headquarters in New York when such local transportation is necessary in connection with the performance of official duties.

Section 2 Scope of application

2.1 The use of taxis and other for-hire vehicles between Headquarters in New York and the local destination may be authorized during regular working hours in connection with the performance of official duties if:

- (a) Public transportation is not available; or
- (b) It is more expedient to travel by taxi and other for-hire vehicles, because of the distance or timing.

2.2 The use of taxis and other for-hire vehicles, as described in section 3.2 below, may be authorized for those who begin or end their shift between 11 p.m. and 6 a.m. provided that such staff members:

- (a) Do not have parking permits in the United Nations garage; and
- (b) Do not regularly begin or end their shift between 11 p.m. and 6 a.m.

2.3 Staff members should obtain prior authorization from the applicable Executive or Administrative Officer before using taxis and other for-hire vehicles in connection with the performance of official duties. If obtaining prior authorization is not possible, the authorization should be requested no more than two working days after the use of such transportation.

2.4 Whenever local transportation is required in connection with the performance of official duties, public transportation should be used to the extent possible.



2.5 Whenever possible, staff members leaving Headquarters buildings around the same time and going in the same general direction should arrange to form a taxi pool, thus reducing the costs to the Organization. Staff members should exercise the same care in incurring taxi expenses that a prudent and cost-conscious person would exercise if travelling on personal business.

Section 3 Reimbursement

3.1 For circumstances described in section 2.1, the total cost of taxi and other for-hire-vehicle fares incurred will be reimbursed.

3.2 For circumstances described in section 2.2, the reimbursement will include:

(a) For staff members who live anywhere in the five boroughs of New York City, taxi and other for-hire-vehicle fares from Headquarters to the staff member's residence;

(b) For staff members who live outside the five boroughs of New York City, (i) taxi and other for-hire-vehicle fares from Headquarters to the nearest rail or bus station, and (ii) taxi and other for-hire-vehicle fares from the rail or bus station of their destination closest to the staff member's residence to the residence. In cases where, because of the late hour, the use of public transportation is no longer feasible or will present a safety hazard to the staff members concerned, reimbursement may be made for taxi and other for-hire-vehicle fares from Headquarters to the staff member's residence.

3.3 In case of extremely inclement weather, such as those occasions when staff members are permitted to leave early subject to exigencies of service, the United Nations will reimburse the cost of bed and breakfast at a nearby hotel for those staff members who are required to work after 11 p.m. and who, because of the weather conditions, are unable to return home for the night. This provision does not apply to staff members working on night shifts on a regular basis.

3.4 Reimbursement of (a) fares for taxis and other for-hire vehicles or (b) hotel expenses in accordance with section 3.3 will be made against presentation of a receipt or another similar proof of expenditure through the completion of the F.10-E form signed by both the staff members concerned and the applicable Executive or Administrative Officer.

Section 4 Compensation for death, injury or illness

4.1 Staff members using taxis and other for-hire vehicles in connection with the performance of official duties may be entitled to compensation in accordance with appendix D to the Staff Rules.

Section 5 Final provisions

5.1 The present administrative instruction shall enter into force on the date of its issuance.

5.2 Administrative instructions [ST/AI/248](#) dated 7 July 1977 and [ST/AI/248/Amend.1](#) dated 27 June 1980 are hereby superseded.

(Signed) Catherine **Pollard**
Under-Secretary-General for Management Strategy, Policy and Compliance