



20 December 2021

Administrative instruction

Mission subsistence allowance

The Under-Secretary-General for Management Strategy, Policy and Compliance, in accordance with the procedures for promulgation of administrative issuances set out in the Secretary-General's bulletin [ST/SGB/2009/4](#) and for the purpose of defining the conditions governing the payment of mission subsistence allowance, promulgates the following:

Section 1

Purpose

Mission subsistence allowance is a daily allowance payable by the United Nations to cover long-term living costs for accommodation, meals and miscellaneous expenses incurred within a mission area by eligible non-staff personnel during their tour of duty in a field mission, including a peacekeeping operation, special political mission or other field mission. Mission subsistence allowance shall comprise the total contribution of the United Nations towards such costs.

Section 2

Eligibility

2.1 Mission subsistence allowance shall be payable to non-staff personnel provided by a Government to serve with the United Nations when they are deployed in an individual capacity to field missions, including a peacekeeping operation, special political mission or other field mission, to serve as United Nations police officers, military observers, military advisers, military liaison officers, staff officers and non-uniformed civilian personnel, including corrections officers.

2.2 The mission area shall be defined by the Assistant Secretary-General for Human Resources, in consultation with the Under-Secretaries-General for Peace Operations, Political and Peacebuilding Affairs and Operational Support, and the head of the relevant field mission, as appropriate, and in accordance with relevant resolutions of the Security Council and/or the General Assembly.

Section 3

Mission subsistence allowance rates

3.1 The Assistant Secretary-General for Human Resources shall establish mission subsistence allowance rates per country on an annual basis or pursuant to an ad hoc review as set forth below. Mission subsistence allowance rates shall be published.



3.2 There shall be at least two rates of mission subsistence allowance in each country. A higher rate shall apply during the first 30 calendar days of a tour of duty in a mission area to compensate for expenditures related to the initial set-up of non-staff personnel and to defray the normally higher accommodation, meal and miscellaneous expenses incurred upon relocation to a mission area, and a reduced rate is applicable thereafter. The higher “first 30 days” rate shall be payable at the start of the tour of duty in a mission area and upon any subsequent authorized relocation to a different country within the mission area, provided it is beyond commuting distance.

“First 30 days” rate

3.3 The “first 30 days” rate shall be equal to the “first 60 days” rate of the standard daily subsistence allowance established by the International Civil Service Commission, in effect on 1 December of the preceding calendar year, normally for the location in which the headquarters of the field mission is located. The rate shall have accommodation, meals and miscellaneous components.

“After 30 days” rate

3.4 The “after 30 days” rate shall be established with reference to the location used in section 3.3 above and shall consist of the following:

- (a) An accommodation component based on long-term housing data in effect on 1 December of the preceding calendar year computed by the International Civil Service Commission;
- (b) A meals component based on the meals component of the “after 60 days” rate of the standard daily subsistence allowance established by the International Civil Service Commission, in effect on 1 December of the preceding calendar year; and
- (c) A miscellaneous component, which shall be fixed at 15 per cent of the sum of the accommodation and meals components.

3.5 In no case shall the “after 30 days” rate exceed the “first 30 days” rate.

3.6 Where the standard daily subsistence allowance rate used to establish the “after 30 days” rate of mission subsistence allowance, as described in section 3.4 above, increases by more than 50 per cent, an ad hoc review may be authorized by the Assistant Secretary-General for Human Resources.

Section 4

Currency

Mission subsistence allowance rates are established and paid in United States dollars, unless payment in a different currency is determined to be more appropriate by the Director/Chief of Mission Support with reference to the local circumstances and the purpose of the allowance.

Section 5

Payment

5.1 Mission subsistence allowance shall be payable from the date of arrival at the location of deployment in the mission area of a field mission to the last day of the tour of duty for:

- (a) Actual workdays spent in the mission area;
- (b) Weekends and official holidays;
- (c) Compensatory time off approved and taken; and,

- (d) Accrued annual leave taken prior to completion of the tour of duty.

Reduction of mission subsistence allowance

5.2 Except as provided in sections 5.3 and 5.4 below, when accommodation is provided free of charge by the United Nations, a Government or a related institution, the applicable mission subsistence allowance payable shall be reduced by the full amount of the applicable accommodation component of mission subsistence allowance.

5.3 When shared and/or substandard accommodation is provided free of charge by the United Nations, a Government or related institution, the applicable mission subsistence allowance shall be reduced as follows:

(a) By 50 per cent of the applicable accommodation component, for the following types of accommodation:

- (i) Standard hotel or guest house accommodation; or
- (ii) House or villa where personnel have their own bedroom but share a bathroom, living space or kitchen;

(b) By 25 per cent of the applicable accommodation component, for the following types of accommodation:

- (i) Prefabricated container accommodation;
- (ii) Barracks or dormitory type of accommodation, including where personnel have a single bedroom but share bathroom facilities;
- (iii) Where personnel do not have a dedicated workspace and are required to work out of their accommodation; or
- (iv) Any type of accommodation where personnel are required to share a bedroom.

5.4 A full waiver of the deduction of the applicable accommodation component shall be granted, upon recommendation from the Director/Chief of Mission Support of the field mission and with the authorization of the Assistant Secretary-General for Human Resources, for the following types of accommodation:

- (a) Tented accommodation;
- (b) Accommodation partially or entirely underground or fully covered with protective material, resulting in a bunker-like environment; or
- (c) Where personnel are required to sleep in their office.

5.5 When all meals are provided free of charge by the United Nations, a Government or a related institution, the applicable mission subsistence allowance payable shall be reduced by the full amount of that rate's meals component.

Section 6

Payment of mission subsistence allowance during official travel

6.1 During official travel, mission subsistence allowance recipients shall receive the accommodation component of the mission subsistence allowance corresponding to the regular location of deployment, unless such accommodation is provided free of charge, in which case it shall not be payable, even if the accommodation is shared and/or substandard. The meals component and the miscellaneous expenses component of the mission subsistence allowance at the regular location of deployment shall not be payable.

6.2 Mission subsistence allowance recipients on official travel requiring an overnight stay at a location other than their regular location of deployment shall also receive:

- (a) For travel within the same country of the mission area:
 - (i) The “after 30 days” mission subsistence allowance rate established for the location of the overnight stay; and
 - (ii) Reimbursement of accommodation costs actually incurred that exceed the accommodation component of the “after 30 days” rate not to exceed the accommodation component of the “first 30 days” rate, upon satisfactory submission of supporting documentation and proof of payment (e.g. hotel receipts);
- (b) For travel to another country within the mission area:
 - (i) The “first 30 days” mission subsistence allowance rate established for the location of the overnight stay for official travel up to 30 consecutive days; and
 - (ii) The “after 30 days” mission subsistence allowance rate for the location of the overnight stay for any official travel beyond 30 consecutive days; or
- (c) For travel outside the mission area, the daily subsistence allowance for the authorized travel location in accordance with administrative instruction [ST/AI/2014/2](#), as may be superseded.

6.3 During official travel within a mission area, the payable rates set forth in section 6.2 (a) and (b) above shall be reduced in accordance with section 5 above when accommodation and/or all meals are provided free of charge at the official travel location.

Section 7

Payment of mission subsistence allowance during injury, illness, hospitalization or authorized medical evacuation

7.1 Mission subsistence allowance shall remain payable during injury or illness while the injured or ill non-staff personnel remains within the mission area.

7.2 During hospitalization within the mission area, the accommodation component of the mission subsistence allowance at the regular place of deployment shall remain payable unless such accommodation is provided free of charge, in which case it shall not be payable, even if the accommodation is shared and/or substandard. The miscellaneous expenses component of the mission subsistence allowance shall remain payable. However, the meals component of the mission subsistence allowance shall not be payable when meals are provided free of charge.

7.3 Mission subsistence allowance shall not be payable during injury, illness, hospitalization or medical evacuation outside the mission area. However, up to a maximum of 30 days of costs for accommodation retained at the regular location of deployment may be reimbursed upon satisfactory submission of supporting documentation and proof of payment. The reimbursable costs shall be the actual accommodation costs incurred by the injured, ill, hospitalized or medically evacuated non-staff personnel not to exceed the accommodation component of the mission subsistence allowance payable at the regular location of deployment.

Section 8**Administration of mission subsistence allowance**

8.1 Subject to the provisions of the present administrative instruction, the Director/Chief of Mission Support of a field mission shall be responsible for the administration of mission subsistence allowance.

8.2 Mission subsistence allowance may be withheld or reduced for financial loss or damage caused to United Nations property by gross negligence or wilful act, unauthorized absence from duty or indebtedness to the United Nations.

8.3 Payment of mission subsistence allowance may be suspended upon receipt of an allegation of sexual exploitation or sexual abuse when it has been determined that the allegation warrants an investigation and the national Government of the recipient of the allowance has been informed accordingly. Should an investigation establish that the allegation of sexual exploitation or sexual abuse is substantiated, payment(s) of mission subsistence allowance previously suspended shall be withheld. Should an investigation establish that the allegation of sexual exploitation or sexual abuse is unsubstantiated, the payment of mission subsistence allowance shall resume and the previously suspended payment(s) shall be disbursed.

Section 9**Final provisions**

9.1 The present instruction shall come into force on the date of its issuance.

9.2 Administrative instructions [ST/AI/1997/6](#), [ST/AI/1997/6/Amend.1](#), [ST/AI/2002/5](#) and [ST/AI/2005/6](#) are hereby superseded.

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