



18 May 2023

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**Information circular\***

To: Members of the staff

From: The Assistant Secretary-General for Human Resources

Subject: **Official travel****Amendment**

1. In order to implement the revised rates for terminal expenses approved recently, effective 1 June 2023, sections 26 and 27 of information circular [ST/IC/2019/16](#) are replaced by the following text:

26. Payment of terminal expenses is governed by section 9 of the instruction. Staff members are reimbursed terminal expenses for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling. For New York, the amounts to be reimbursed for each trip are \$104 in respect of the staff member and \$35 for each family member authorized to travel at the United Nations expense. For all other duty stations, the amounts to be reimbursed for each trip are \$63 in respect of the staff member and \$21 for each family member authorized to travel at the United Nations expense.

27. When an official United Nations, government or any other type of transport is made available free of charge for the trip, the amounts to be paid are set at \$14 in respect of the staff member and \$7 for each family member.

2. Subsequent updates regarding the rates for terminal expenses will be shared through the United Nations Regulatory Framework Policy Portal.

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\* The present circular will be in effect until further notice.

