



18 September 2020

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## Administrative instruction

### Official travel

1. Pursuant to section 4.2 of Secretary-General's bulletin [ST/SGB/2009/4](#), the Under-Secretary-General for Management Strategy, Policy and Compliance amends as follows administrative instruction [ST/AI/2013/3](#) on official travel.
2. Section 3.4 is replaced by the following text:
  - 3.4 Official travel for senior officials is further regulated as follows:
    - (a) Official travel by senior officials at the Under-Secretary-General level, by senior officials reporting directly to the Secretary-General and by heads of mission in the field shall be recorded in the Organization's enterprise resource management system through the employee self-service portal;
    - (b) Wherever feasible, Under-Secretaries-General and heads of mission shall inform the local United Nations office or mission of their presence;
    - (c) To the extent possible, senior officials should avoid attending the same event;
    - (d) Travel undertaken by senior officials at the Assistant Secretary-General level shall be authorized by their respective heads of entity.
3. The present instruction supersedes [ST/AI/2013/3/Amend.2](#) and shall enter into force on the date of its issuance.

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

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