



Secretariat

ST/SGB/107/Rev.6  
25 March 1991

---

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: RULES GOVERNING PAYMENT OF TRAVEL EXPENSES AND SUBSISTENCE  
ALLOWANCES IN RESPECT OF MEMBERS OF ORGANS OR SUBSIDIARY  
ORGANS OF THE UNITED NATIONS\*

1. In accordance with General Assembly resolution 1798 (XVII) of 11 December 1962, as amended by resolutions 2128 (XX) of 21 December 1965, 2245 (XXI) of 20 December 1966, 2489 (XXIII) of 21 December 1968, 2491 (XXIX) of 21 December 1968, 41/176 of 5 December 1986, 41/213 of 19 December 1986, 42/214 of 21 December 1987, 42/225, section VI, of 21 December 1987, 43/217, section IX, of 21 December 1988 and 45/248, section XIII, of 21 December 1990, payment of travel and/or subsistence expenses of members of certain organs and subsidiary organs by the United Nations is governed by the following rules and procedures as of 1 January 1991. ST/SGB/107/Rev.5 of 18 July 1989 is hereby superseded.

2. Travel, but not subsistence expenses, shall be paid in the following cases:

(a) For not more than five representatives, including alternate representatives, of each Member State designated as a least developed country attending a regular session of the General Assembly (see annex I to the present bulletin for the list of least developed countries);

(b) For one representative or alternate representative of the Member States referred to in subparagraph (a) above attending a special or special emergency session of the General Assembly;

(c) For the travel of a member of a permanent mission in New York who is designated as a representative or alternate representative to a session of the General Assembly, provided that such travel is within the limits noted in

---

\* Personnel Manual index No. 1022.

subparagraphs (a) and (b) above, that it is certified by a permanent representative to be in connection with the work of the particular session and that it take place either during or within three months before or after such a session. The entitlement in respect of a session shall not be increased by reason of the recessing and resuming of that session;

(d) For one representative of each Member State participating in a functional commission of the Economic and Social Council or in a subcommission or subcommittee of a functional commission, where such representatives are nominated by their Governments in consultation with the Secretary-General and subsequently confirmed by the Council or where, in the case of representatives nominated directly by their Governments, the Council recommends and the General Assembly decides that such payments should be made;

(e) For one representative of each Member State participating in the Commission on Narcotic Drugs.

3. Travel and subsistence expenses shall be paid in the following cases:

(a) In respect of members of organs or subsidiary organs who serve as such in their individual personal capacity and not as representatives of Governments;

(b) In respect of individuals appointed by organs or subsidiary organs to undertake in their personal capacity the performance of special studies or other ad hoc tasks on behalf of the bodies involved;

(c) In respect of the following persons regardless of whether they serve in their individual personal capacity or as representatives of Governments:

- (i) The chairman or the rapporteur of a subsidiary organ who is called upon to present the report of such subsidiary organ to a parent organ;
- (ii) One member of an organ or subsidiary organ serving as its designated representative at meetings of a second organ or subsidiary organ;
- (iii) One representative of a Member State or one alternate participating in a subsidiary organ instituted by the General Assembly or by the Security Council that is required, by a decision of the parent organ, to work away from its assigned headquarters in the performance of a special task;
- (iv) Members of the Board of Auditors.

4. Except as provided in paragraph 3 above, neither travel nor subsistence expenses shall be paid in respect of members of organs or subsidiary organs who serve as representatives of Governments, unless the resolution establishing the organ or subsidiary organ provides otherwise.

5. The lists of Member States designated as least developed countries, of continuing organs and subsidiary organs falling under paragraphs 2 and 3 above are given in annexes I, II and III, respectively, to the present bulletin.

/...

Payment of travel expenses

6. In all cases, payment by the United Nations of travel expenses, within the limits authorized by the General Assembly in its resolution 1798 (XVII) as amended by resolutions 2245 (XXI), 2128 (XX), 2489 (XXIII), 42/214 and 45/248, section XIII, will be limited to the cost of journeys actually undertaken, subject to the following maximum entitlements:

(a) Payment of travel expenses by the United Nations will be limited to the cost of economy class accommodation for journeys of less than nine hours' duration, or in the class immediately below first class for journeys exceeding nine hours' duration by air or its equivalent by recognized public transport via a direct route, with the following exceptions:

- (i) For one representative of each Member State designated as a least developed country attending regular, special or special emergency sessions of the General Assembly, the limit on payment of travel expenses will be the cost of first-class accommodation by air or its equivalent by recognized public transport via a direct route, irrespective of the duration of the journey;
- (ii) For all members of organs or subsidiary organs who serve in their individual capacities, as distinct from those serving as representatives of Governments; for those individuals referred to in subparagraph 3 (b) above; and for all permanent representatives of Member States accredited to the United Nations whenever they are invited to travel on official United Nations business, the limit on payment of travel expenses will be the cost of accommodation in the class immediately below first-class by air or its equivalent by recognized public transport via a direct route, irrespective of the duration of the journey;

(b) Where an alternative mode of transport is used, payment of travel expenses will be limited to the actual cost incurred, provided that payments shall not exceed the authorized cost of air travel by a direct route;

(c) For members serving in an individual personal capacity, as distinct from those serving as representatives of Governments, payment of travel expenses shall be limited to the actual cost of round-trip travel between the place of residence or duty station and the place of meeting;

(d) In the case of representatives or alternates mentioned in subparagraph 3 (c) (iii) above, payment shall be limited to the cost of travel between the assigned headquarters of the parent organ and points visited in the field and return;

(e) In all other cases, the travel costs will be limited to the cost of round-trip travel between the capital city of a Member State and the place of meeting, or to the actual cost of travel undertaken, whichever represents the lesser amount;

/...

(f) For members serving in an individual personal capacity, reasonable terminal expenses and other related expenses may be reimbursed. However, the costs of excess baggage, or insurance will not be reimbursed.

7. The United Nations will provide the travel tickets for all official travel by members serving in an individual capacity undertaken pursuant to the present bulletin. For travel of representatives to the General Assembly or to functional commissions of the Economic and Social Council, the United Nations is prepared, on request, to make the necessary arrangements for the issuance and payments of tickets. In the case of representatives of Governments, this can readily be done if the Government concerned, or its permanent mission, completes form PT.137 (Transportation services for delegations). Alternatively, after completion of such travel, the United Nations will reimburse, on receipt of a claim, any authorized expenditure within the above-noted limits directly to the Government concerned (NORMALLY THROUGH THE PERMANENT MISSION) and NOT TO THE INDIVIDUAL MEMBER. The United Nations reserves the right to make reimbursement for travel expenses in the same currency as was used to pay the fare or in the currency of the Member State concerned.

8. Claims should be submitted on form F.56 (Reimbursement voucher for official travel of representatives of Member States) to the Executive Office, Department of Administration and Management, in the case of General Assembly travel and to the secretary of the organ concerned or to the Field Operations Division, as appropriate, in all other cases. All claims should specify the date on which the travel commenced and was concluded; they should be accompanied by bills, vouchers, ticket stubs or other pertinent information and should be signed by a duly authorized official of the Member State concerned or by the member himself if he serves in his individual capacity.

9. Claims should be submitted as promptly as possible. The United Nations will not be liable for any claim for reimbursement of travel expenses that is submitted later than 31 December of the year that follows the closing date of the session of the organ or subsidiary organ to which the claim relates.

#### Payment of subsistence expenses

10. In accordance with General Assembly resolution 2491 (XXIII), as amended by resolutions 41/176, 42/225, section VI, and 43/217, section IX, a daily subsistence allowance shall be payable to eligible members of organs and subsidiary organs of the United Nations, defined in paragraph 3 above, as follows:

(a) While attending meetings away from their normal place of residence or duty station, at rates equivalent to the standard travel subsistence allowance rates for officials of the Secretariat, plus 40 per cent rounded to the nearest United States dollar and normally payable in local currency, provided that the Secretary-General may establish minimum and maximum rates if he deems it appropriate and may reduce the rates in the event of the provision of board and/or lodging by the United Nations, by a host Government or by a related institution;

/...

(b) For the period during which a member's presence is required at the place of meeting, the allowance should be paid only for those days in which the member attends regularly scheduled meetings. In addition, during this period such member is entitled to receive the allowance for those days when no meetings are scheduled (such as a weekend) if that member has attended the last meeting preceding and the first meeting immediately following the interval;

(c) Where travel is arranged by the United Nations, the allowance may be paid for the period between the nearest obtainable arrival and departure dates before and after the meeting;

(d) Where travel is not arranged by the United Nations, the allowance may be paid for one day prior to the opening and for one day after the close of the relevant meeting;

(e) The allowance shall not be paid during stopovers en route not authorized by the United Nations; stopovers for rest purposes may be authorized on long journeys, with subsistence allowance, under conditions equivalent to those applicable to officials of the Secretariat;

(f) The allowance shall not be paid for the day on which travel is concluded;

(g) In the case of representatives or alternates mentioned in subparagraph 3 (c) (iii) above, the allowance shall be payable only during the authorized period of service away from the assigned headquarters of the subsidiary organ;

(h) The allowance shall be payable at the conclusion of the meeting or, upon certification of attendance by the secretary of the organ concerned, every two weeks if the meeting is of longer duration.

11. The subsistence allowance rates specified in paragraph 10 above are subject to any change the Secretary-General may subsequently approve.

12. Claims for payment of subsistence allowances should be submitted on form F.10 (Voucher for reimbursement of expenses), as promptly as possible, to the secretary of the organ concerned or to the Field Operations Division, as appropriate.

#### Compensation

13. The conditions governing compensation for injury or illness incurred while travelling at United Nations expense are explained in a separate document (ST/SGB/103/Rev.1 dated June 1980).

/...

Annex I

LEAST DEVELOPED COUNTRIES a/ AS AT THE DATE OF  
THE PRESENT BULLETIN

Afghanistan  
Bangladesh  
Benin  
Bhutan  
Botswana  
Burkina Faso  
Burundi  
Cape Verde  
Central African Republic  
Chad  
Comoros  
Djibouti  
Equatorial Guinea  
Ethiopia  
Gambia  
Guinea  
Guinea-Bissau  
Haiti  
Kiribati b/  
Lao People's Democratic Republic  
Liberia  
Lesotho  
Malawi  
Maldives  
Mali  
Mauritania  
Mozambique  
Myanmar  
Nepal  
Niger  
Rwanda  
Samoa  
Sao Tome and Principe  
Sierra Leone  
Somalia  
Sudan  
Togo  
Tuvalu b/  
Uganda  
United Republic of Tanzania  
Vanuatu  
Yemen

/...

Notes

- a/ A/CONF.147/DR/2, p. 43.
- b/ States not Members of the United Nations.

/...

Annex II

CONTINUING ORGANS OR SUBSIDIARY ORGANS IN RESPECT OF WHICH THE  
UNITED NATIONS PAYS OR REIMBURSES MEMBERS' TRAVEL EXPENSES BUT  
NOT SUBSISTENCE EXPENSES

General Assembly a/

Commission on Human Rights b/

Commission on Narcotic Drugs b/

Commission on the Status of Women b/

Population Commission b/

Commission for Social Development b/

Statistical Commission b/

Special Committee to Investigate Israeli Practices Affecting the Human Rights of  
the Palestinian People and Other Arabs of the Occupied Territories b/

United Nations Scientific Committee on the Effects of Atomic Radiation b/

Notes

a/ Each Member State designated as a least developed country is entitled to one first-class ticket irrespective of the duration of the journey and four tickets in economy-class accommodation for journeys of less than nine hours, or in accommodation in the class immediately below first class for journeys of more than nine hours.

b/ Entitled to economy-class accommodation for journeys of less than nine hours, or to accommodation in the class immediately below first class for journeys of more than nine hours (if the member is also an accredited permanent representative, accommodation will be in the class immediately below first class irrespective of the duration of the journey).

/...



Annex III

CONTINUING ORGANS OR SUBSIDIARY ORGANS IN RESPECT OF WHICH  
THE UNITED NATIONS PAYS OR REIMBURSES MEMBERS' TRAVEL AND  
SUBSISTENCE EXPENSES

Advisory Committee on Administrative and Budgetary Questions a/  
Advisory Committee on Science and Technology for Development a/  
Committee for Programme and Coordination b/  
Board of Auditors a/  
Committee on Contributions a/  
International Law Commission a/  
Investments Committee a/  
International Narcotics Control Board a/  
Subcommission on Prevention of Discrimination and Protection of Minorities a/  
United Nations Administrative Tribunal a/  
Committee on the Elimination of Discrimination against Women a/  
United Nations Joint Staff Pension Board and Committee (members representing the  
General Assembly) a/  
United Nations Staff Pension Fund (Committee of Actuaries) a/  
Committee for Crime Prevention and Control a/  
Human Rights Committee a/  
Visiting missions to Trust Territories a/  
Committee for Development Planning a/  
International Civil Service Commission a/  
Committee on Economic, Social and Cultural Rights a/

/...

Notes

a/ Entitled to accommodation in the class immediately below first class irrespective of the duration of travel.

b/ Entitled to economy-class accommodation for journeys of less than nine hours, or to accommodation in the class immediately below first class for journeys of more than nine hours (if the member is also an accredited permanent representative, accommodation will be in the class immediately below first class irrespective of the duration of the journey).

-----