



8 December 2015

Information circular*

To: Members of the staff
From: The Assistant Secretary-General for Human Resources Management
Subject: **Rates of daily subsistence allowance in New York, Geneva and Vienna**

1. Pursuant to section 3.4 of administrative instruction [ST/AI/2014/2](#), on the system of daily subsistence allowance, the purpose of the present circular is to inform the staff of the schedule of rates of daily subsistence allowance applicable to the above-mentioned duty stations and their effective dates, as set out in the annex to the present circular.
2. The schedule set out in the annex replaces the schedule contained in the annex to information circular [ST/IC/2013/6](#).

* The present circular, which cancels and supersedes information circular [ST/IC/2013/6](#), will be in effect until further notice.



Annex

Rates of daily subsistence allowance at Headquarters, Geneva and Vienna

	Headquarters ^a (US\$ per day)		Geneva ^b (SwF per day)	Vienna ^a (€ per day)
(i) <i>First 60 days</i> , consecutive or otherwise, at the temporary duty station, all staff:	First 30 days	Next 30 days		
Standard year-round rate	385	327	370	231
Special hotels, January-August ^c	418	355		
Special hotels, September-December ^c	520	442		
(ii) <i>During the next 60 days</i> , consecutive or otherwise, at the temporary duty station, all staff:				
Standard year-round rate	257		278	173
Special hotels, January-August ^c	279			
Special hotels, September-December ^c	347			
(iii) <i>After 120 days</i> , consecutive or otherwise, at the temporary duty station, all staff:				
Standard year-round rate	193		222	139
Special hotels, January-August ^c	209			
Special hotels, September-December ^c	260			

^a Effective 1 August 2015.

^b Effective 1 December 2015.

^c The hotels in this category are the Affinia Shelburne NYC, Courtyard New York Manhattan/Midtown East, Grand Hyatt, Kimberly, Roger Smith, San Carlos, Westin New York Grand Central (Helmsley), Hotel 35 and ONE UN New York.