



Secretariat

7 April 2020

Administrative instruction

Official travel

The Secretary-General, for the purpose of implementing staff rules 7.1 to 7.9, 7.11 to 7.15 and 7.19 of the Staff Rules of the Authority ([ISBA/ST/SGB/2020/1](#)), hereby promulgates the following:

Section 1

Scope

1.1 The provisions of the present instruction shall apply to official travel of staff members under the conditions established in staff rule 7.2 and their eligible family members under the conditions established in staff rule 7.3.

1.2 In accordance with staff rules 5.1 and 5.2, subject to the needs of the Authority, staff members may be called upon to work beyond the normal working hours established for each duty station. In this regard, staff members may be required to travel on official business during any day of the week, including weekends or on official holidays.

Section 2

Official travel of staff members and their eligible family members

2.1 Official travel may be authorized for staff members in accordance with staff rule 7.2 and the conditions specified by the Secretary-General in respect of specific forms of official travel.

2.2 Official travel may be authorized for eligible family members of staff members appointed under the Staff Rules in accordance with staff rule 7.3 and the conditions specified by the Secretary-General in respect of specific forms of official travel.

Section 3

Authorization for official travel

3.1 Under staff rule 7.1, all official travel must be authorized in writing before it is undertaken. In exceptional cases, staff members may be orally authorized to travel. In such cases, written confirmation shall be required as soon as possible, and no later than two calendar weeks after completion of travel.

3.2 In accordance with staff rule 7.11, all travel arrangements for individuals authorized to travel at the Authority's expense, including advance booking and purchase of tickets, should be finalized at the earliest opportunity and not less than



16 calendar days in advance of the commencement of official travel. The Director of the relevant office will be required to provide justification for all official travel arrangements that could not be finalized 16 calendar days in advance of the commencement of travel. Any changes to an approved travel authorization shall require justification and certification by the Director of the relevant office or the Director of the Office for Administrative Services.

Travel provisions relating to the policy on breastfeeding

3.3 Pursuant to section 3 of the Secretary-General's bulletin regarding the policy on breastfeeding (ISBA/ST/SGB/2020/3), staff members who are nursing mothers with an infant under 1 year of age may elect to have the infant travel with them on official business travel, except to a non-family duty station.

3.4 When the travel of an infant is permitted, in addition to the travel expenses authorized for the mother, the Authority shall pay for the infant:

(a) 10 per cent of the cost of the mother's ticket, including taxes and surcharges;

(b) 10 per cent of the applicable daily subsistence allowance.

3.5 Further to the provisions of section 3.4 above, no travel expenses shall be paid on account of the infant's carers.

Medical and security clearance

3.6 In accordance with staff rule 4.15, staff members and other individuals authorized to travel at the Authority's expense on initial appointment, re-employment, assignment or transfer are required to submit the necessary medical clearance in order to ensure that they are fit to travel.

3.7 Staff members and other individuals authorized to travel at the Authority's expense are required to obtain the necessary security clearance for their travel. Details on how to manage the trips and obtain security clearance can be found at the website of the Department of Safety and Security of the United Nations.¹

3.8 A prerequisite to undertaking official travel is the successful completion of all required security training, including the course on basic security in the field. No travel should be authorized without the successful completion of those courses, as applicable.

Section 4
Route and standard of accommodation

4.1 The standards of accommodation for official travel shall be determined in accordance with staff rule 7.9, as complemented by the provisions of the present section.

4.2 Pursuant to staff rule 7.8 (c), the normal route for all official travel shall be the most economical route available, provided that the total additional travel time required for the whole journey does not exceed by four hours or more the total travel time via the most direct route available.

4.3 For official travel by air, the standard of accommodation shall be economy class, except as provided in subparagraphs (a) and (b) below:

¹ See <https://trip.dss.un.org>.

(a) For staff members at the D-2 level and above and, where applicable, their eligible family members, the class immediately below first class shall be provided for travel on official business² and on appointment, assignment or separation, home leave and family visit travel, irrespective of the duration of the particular flight;

(b) For staff members below the D-2 level and, where applicable, their eligible family members, the class immediately below first class shall be provided for travel on official business and on appointment, assignment or separation, home leave and family visit travel:

(i) When the duration of a single leg journey is nine hours or longer;

(ii) When the duration of a multi-leg journey is 11 hours or longer, including scheduled stops to change planes;

(iii) For round-trip travel, when the duration of either the outward or return journey gives rise to travel in the class immediately below first class, as provided in subsections (i) and (ii) above;

(c) For the purpose of (b) above, the journey time shall exclude travel time to and from airports. The duration of a particular journey shall be determined on the basis of the combined flying time of all legs of the journey to a given destination by the route approved in accordance with section 4.2 above, including a maximum of four hours for each scheduled stop to change planes, provided that the next leg of the journey to the destination resumes within 12 hours. The duration of a particular journey shall not include an overnight stopover, whether unavoidable or for official business, personal deviation or rest purposes;

(d) The provisions of section 4.3 (b) above shall not apply to travel for the purpose of learning and training under the administrative instruction relating to the advancement of substantive and technical skills (ISBA/ST/AI/2018/3). The standard of accommodation for such travel shall be economy class. This provision shall not apply to staff members travelling as instructors, whose travel accommodation shall be determined in accordance with section 4.3 (b) above;

(e) For the purposes of travel for medical, safety or security reasons or in other appropriate cases, including when accompanying a staff member's remains as an escort, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses, the standard of accommodation for travel shall be economy class. In instances where an escort (a staff member or an eligible family member) is authorized to accompany a medical evacuee, the standard of travel accommodation for the escort shall be determined on the basis of the standard of travel accommodation for the evacuee. A standard of accommodation for air travel higher than that authorized above may be approved on an exceptional basis in accordance with section 4.6 below.

4.4 Air travel accommodation under the applicable standards defined in section 4.3 above shall be provided in accordance with section 4.2 above, including discounted airfares. The Authority shall assume responsibility for the surcharge that may be imposed after tickets have been issued if changes in the original travel plans were necessitated by the Authority or for other compelling reasons. However, where the normal standard of accommodation is unavailable and the cost of daily subsistence allowance while waiting for the next available seat would be greater than the additional cost of the higher standard of travel, an upgrade in travel accommodation is allowable.

² On an exceptional basis, directors of offices travelling on official business between Kingston and United Nations Headquarters shall be entitled to business class travel.

4.5 For official travel to missions or conferences, special arrangements may be made for group travel, in which case the provisions of section 4.3 (a) and (b) above may not apply.

4.6 A standard of accommodation for air travel higher than that authorized under the normally applicable rules may be approved on an exceptional basis when, in the opinion of the Secretary-General, special circumstances so warrant, such as for duly certified medical reasons. Requests for all exceptions shall be submitted in writing to the Office for Administrative Services well in advance of travel. In support of a request for an exception on medical grounds, a medical report and any supporting documentation should be submitted directly to the Director of the Medical Services Division of the United Nations indicating what specific negative medical outcome will be prevented by travel in a higher class. The supporting medical report should indicate the reasons why the conditions of travel in the normally authorized standard of travel accommodation cannot be medically tolerated, as compared to the conditions of a normal working day.

4.7 In accordance with staff rule 7.9 (f), if staff members or their eligible family members travel by more economical accommodation than the approved standard for the authorized destination, the Authority shall pay only for accommodation actually used, at the rate paid by the travellers. The use of a more economical fare shall not entitle the staff member to apply any savings to any deviation from the approved itinerary or to additional stopovers or further transportation. The staff member shall be responsible for any delays, penalties or additional expenses incurred as a result of taking a lower fare or making special arrangements, including deviation for personal convenience.

4.8 Unless specifically authorized by the Secretary-General, staff members authorized to travel to participate in externally funded activities organized by a Government, intergovernmental organization, non-governmental organization or other private source, pursuant to staff rule 1.2 (s), shall not be entitled to any higher standard of accommodation for air travel than that provided by the external source concerned.

4.9 Notwithstanding the provisions of the present section, staff members travelling on official business are encouraged to voluntarily downgrade their entitlement from the class immediately below first class to premium economy cabins or premium seats, without restriction to the least costly economy service. In any such case, the provisions of section 5.3 below relating to rest stopovers shall be applicable.

Section 5

Travel time other than on home leave or family visit

Travel time by the normal mode

5.1 Pursuant to section 4.2 above, in determining the duration of a journey, either by air or by the fastest available surface mode of transportation when air travel is not feasible, actual travel time spent during a working day shall not be charged to annual leave. Neither shall annual leave be charged for stopovers authorized for rest purposes in accordance with section 5.3 (c) below, or for unavoidable stopovers that cannot reasonably be regarded as rest stops.

Travel time by other than the normal mode

5.2 Staff members travelling for all or part of a journey by a route other than the approved route, or wholly or in part by surface when air transportation is the normal mode, or by other than the fastest available surface means of transportation when air travel is not feasible or cost-effective, shall be granted travel time not chargeable to

annual leave only for the time that would have been required had the travel been undertaken by the approved route and normal mode.

Rest periods and authorized stopovers

5.3 For travel by air or mostly by air in economy class, staff members shall be entitled to rest periods before commencing duties or a stopover for rest purposes as follows:

(a) If the scheduled time for the journey is more than 6 hours but not more than 16 hours, the staff member shall not normally be required to commence duty within 12 hours of arriving at the destination;

(b) If the scheduled time for the journey is more than 16 hours, the staff member may have one stopover for rest purposes, which shall not exceed 24 hours at an intermediate point in the journey, with daily subsistence allowance. If the scheduled time for the final leg of the journey is more than 6 hours, the staff member shall not normally be required to commence duty within 12 hours of arriving at the destination. As an alternative to the stopover, the staff member may have a rest period not exceeding 24 hours on arriving at the destination;

(c) Rest stopovers shall normally be taken in the course of an air journey. However, a rest stopover may also be taken at the end of the air portion of a journey while awaiting onward travel by another mode of transportation.

5.4 In computing the scheduled time under section 5.3 above, a maximum of four hours shall be allowed for each necessary waiting period between connecting flights.

Section 6

Travel time on home leave or family visit

6.1 For travel on both the outward and the return journey on home leave or family visit, including the lump-sum option set out in section 13 below, staff members shall be granted a fixed amount of travel time (counted in working days) not chargeable to annual leave, based on the approved route, as follows:

- (a) One day for each journey of less than 11 hours;
- (b) Two days for each journey of 11 hours or longer but less than 16 hours;
- (c) Three days for each journey of 16 hours or more;

6.2 Section 4.3 (c) above shall be applicable in computing the duration of a journey for the purpose of granting the travel time described above.

6.3 The travel time granted in accordance with section 6.1 above shall include any authorized rest period or stopover made by the staff member and the time required for any additional journey to or from:

(a) The place of home leave, as established under staff rule 5.4 (d) for travel within the home country; or

(b) The place of entitlement for family visit travel when the place of entitlement is in a country other than the home country.

6.4 There shall be no entitlement to daily subsistence allowance for the travel time under section 6.1 above, with an exception as provided in section 6.5 below.

6.5 One stopover for rest purposes, which shall not exceed 24 hours, may be authorized at an intermediate point in the journey, with daily subsistence allowance, for journeys of 11 hours or longer for staff members travelling on home leave with children under the age of 12 years, when they have not availed themselves of the

lump-sum option under section 10 below. No stopovers shall be granted in connection with family visit travel or education grant travel.

6.6 An adjustment of up to two additional days, not chargeable to annual leave, may be made if the staff member can show that the actual travel time by the normal route and normal mode of transportation, including any authorized stopover, exceeds the approved amount of travel time.

Section 7

Deviations for personal convenience from the approved route, mode of transportation or standard of accommodation

7.1 Pursuant to staff rules 7.8 (b) and (c) and 7.9 (f), when staff members or their eligible family members are permitted to travel for their personal convenience by a more economical route, mode of transportation or standard of accommodation other than the approved standard for the authorized destination as determined in line with section 4.2 above, their entitlement in respect of a particular journey shall be limited to the actual route, mode of transportation or standard of accommodation used at the rate paid by the traveller.

7.2 Staff members travelling by other than the approved route who are otherwise eligible for a stopover shall be entitled to such stopover with appropriate daily subsistence allowance on the basis of travel time by the approved route, provided that the stopover actually made complies with the requirements of section 5.3 (b) above.

Section 8

Terminal expenses

8.1 In accordance with staff rule 7.12, terminal expenses incurred for each required trip between the airport or other point of arrival or departure and the hotel or other place of dwelling shall be paid in a fixed amount in respect of the staff member and, where applicable, each eligible family member authorized to travel at the Authority's expense. Such fixed amounts, and any reduction applicable when an official Authority or government vehicle is made available for the trip shall be set out in an information circular on official travel.

8.2 No expenses shall be paid in respect of:

- (a) An intermediate stop that:
 - (i) Is not authorized;
 - (ii) Is of less than four hours and does not involve leaving the terminal; or
 - (iii) Is exclusively for the purpose of making an onward connection;
- (b) Travel using the lump-sum option.

8.3 Terminal expenses paid in accordance with section 8.1 above shall be deemed to cover all expenses for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of baggage and other related incidental charges.

8.4 Claims for payment of terminal expenses shall be made in accordance with the provisions of section 14 below.

Section 9

Daily subsistence allowance

9.1 Staff members to whom daily subsistence allowance is payable under staff rule 7.13 shall normally be paid such allowances at the standard rates established by the International Civil Service Commission (ICSC) as follows:

(a) At the “first 60 days” rate for the particular locality during the first 60 days, consecutive or otherwise, starting from the date of arrival in the locality, within any one authorized journey or tour of duty away from the official duty station or following initial appointment or reassignment;

(b) After the first 60-day period of service has elapsed, at the “after 60 days” rate.

9.2 The rates for staff members at the D-2 level and above shall be those promulgated by ICSC plus 15 per cent (rounded to the nearest dollar). The rates for the Secretary-General shall be those promulgated by ICSC plus 40 per cent (rounded to the nearest dollar). In each case, the additional amount shall not apply to rates payable after 60 days in any one location.

9.3 When accommodation and/or meals are provided free of charge by the Authority, a Government or a related institution, the rate of the daily subsistence allowance shall be reduced:

(a) By 50 per cent if accommodation is provided, irrespective of the type of accommodation provided, including accommodation in barracks, boats or tents;

(b) By 30 per cent if meals are provided;

(c) By 80 per cent if accommodation and all meals are provided.

9.4 When daily subsistence allowance is payable to a staff member on official travel status, the amount to be paid shall be determined in accordance with the duration of the journey, as provided in sections 9.5 and 9.6 below.

9.5 The daily subsistence allowance for a journey of less than 24 hours shall be computed as follows:

(a) If it involves a night away from the staff member’s residence, a full day’s allowance shall be paid;

(b) If it does not involve a night away from the staff member’s residence:

(i) No allowance shall be paid for a journey of less than 10 hours;

(ii) 40 per cent of the allowance shall be paid for a journey of 10 hours or more.

9.6 The daily subsistence allowance for a journey of 24 hours or more shall be computed as follows:

(a) A full day’s allowance shall be paid for the day on which the travel begins at the rate applicable to the place of arrival;

(b) For each successive period of 24 hours from midnight to midnight (measured by local times, ignoring time-zone differences), a full day’s allowance shall be paid, except that no allowance shall be paid for the day on which the travel is concluded.

9.7 The rate applicable for each 24-hour period shall be that for the place at which the staff member spends the night. If the staff member is travelling for all or part of a night, the appropriate rate shall be the rate established for the place of arrival, except

for the last leg of the return journey from travel on official business, when the allowance shall be paid at the rate applicable to the last authorized place at which the staff member spent the night.

Section 10
Miscellaneous travel expenses

In accordance with staff rule 7.15, necessary additional expenses incurred by a staff member in connection with transaction of official business or in the performance of authorized travel shall be reimbursed by the Authority after the completion of travel, provided that the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of US\$ 40. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

- (a) Local transportation other than that provided for under staff rule 7.12 and section 8 above;
- (b) Telephone and other forms of communication, including Internet and data charges, required for official business;
- (c) Space, equipment and services required for official use;
- (d) Transportation or storage of authorized baggage or property used for conducting official business;
- (e) Baggage fees charged by airlines, equivalent to the charge for one checked bag up to 23 kg, when no free baggage allowance is offered by a particular airline and it has not been possible to include this fee in the cost of the ticket, with the understanding that this provision is without prejudice to the applicability of provisions on excess baggage;
- (f) The “Even more space” surcharge, or any equivalent, for staff members travelling on official business between Kingston and New York using JetBlue or other airlines, as appropriate;
- (g) Visa fees for official travel.

Section 11
Travel advances

11.1 An advance payment of 100 per cent may be made to a staff member authorized to travel on official business in respect of the following:

- (a) Estimated subsistence allowance;
- (b) Terminal expenses payable under staff rule 7.12 on the basis of amounts estimated and certified by the appropriate certifying officer.

No advance payment shall be made in respect of miscellaneous travel expenses under staff rule 7.15 and section 10 above.

11.2 No travel advance payment shall be made for travel on separation from service.

11.3 An advance of up to 75 per cent of the estimated daily subsistence allowance may be made to individuals who are not staff members, such as consultants or individual contractors.

Section 12

Family visit travel

12.1 In accordance with staff rule 7.2 (a) (iv) and (b), family visit travel expenses may be paid to internationally recruited staff members when the conditions set out in the present section are met.

12.2 The staff member must ordinarily have completed not less than one year of service with the Authority after initial appointment or assignment, or not less than nine months of service after the return from the last home leave travel.

12.3 Neither the spouse nor any dependent child should ordinarily have been present at the duty station during the preceding 12 months after travel at the expense of the Authority, except for education grant travel under the administrative instructions on education grant and on special education grant.

12.4 Family visit travel shall not be authorized in the calendar year in which the home leave falls due.

12.5 Authorization of family visit travel shall require a determination that the staff member's service with the Authority is expected to continue for at least six months beyond the date of return from the family visit travel.

12.6 Family visit travel expenses of one round trip may be paid from Kingston to any one of the following places where at least one of the staff member's eligible family members normally resides:

- (a) Place of recruitment; or
- (b) Place of home leave.

12.7 If staff members wish to visit their eligible family members at any other place, the travel may be approved, provided that the travel expenses borne by the Authority do not exceed the costs that would have been payable for travel to the normal place of entitlement, as determined in accordance with section 12.6 above.

12.8 Staff members travelling on a family visit shall spend no less than seven days, exclusive of travel time, at the place of family visit travel authorized under section 12.6 above, and may be requested to furnish evidence satisfactory to the Secretary-General that this requirement has been met on return from family visit travel.

12.9 Staff members shall be granted travel time for the round-trip family visit travel, which shall not exceed the travel time applicable to travel to and from Kingston and the place of family visit travel authorized under section 12.6 above. Except for such travel time, the leave involved shall be charged to annual leave.

12.10 Staff members may be required to undertake family visit travel in conjunction with travel on official business, due regard being given to the interests of the staff members and their families.

12.11 At the request of a staff member entitled to family visit travel under the provisions of the present instruction, travel of the staff member's spouse to visit the staff member may be authorized as an alternative family visit travel by the staff member, subject to any security restrictions as determined by the Authority.

12.12 Reimbursement of the cost of travel of the spouse shall be subject to the limit set out in section 12.7 above and to the requirement that the spouse spend no less than seven days in the duty station.

Section 13**Lump-sum option for travel by air on home leave, family visit, education grant travel or travel on assignment, repatriation or separation from service**

13.1 For travel by air, including where there is a combination of other modes of transportation involving the purchase of a ticket (e.g. ferry, ship or train), on home leave, family visit, education grant travel or travel on assignment, repatriation or separation from service, staff members may opt for a lump-sum payment in lieu of all entitlements related to the particular travel by air, unless provided otherwise under the present section.

13.2 The lump sum payable under the present section shall amount to 75 per cent of the cost of the ticket to be purchased by the Authority under the provisions of this instruction between the staff member's duty station and:

- (a) The closest airport to the place of destination for travel on assignment;
- (b) The closest airport to the established place of entitlement for home leave or family visit travel;
- (c) The established place of home leave or the educational institution, whichever is the less costly, for education grant travel; or
- (d) The closest airport to the place of recruitment or the established place of home leave for travel on repatriation or separation from service.

13.3 For children entitled to reduced-fare tickets, the lump sum shall be 75 per cent of the cost of the ticket to be purchased by the Authority under the provisions of the present instruction, provided that the ticket would allow the child to occupy a seat on the approved mode of transportation.

13.4 By selecting the lump-sum option, a staff member agrees to waive all entitlements relating to home leave, family visit or education grant travel that would otherwise have been payable by the Authority, except as provided in section 13.5 below. No additional payment shall be made once the option has been exercised.

13.5 The following entitlements shall not be affected by the exercise of the lump-sum option:

- (a) Travel time not chargeable to annual leave shall be granted in accordance with section 6 above;
- (b) Compensation under appendix B to the Staff Rules, provided that the travel is, in line with section 4.2 above, between the staff member's duty station and the established place of home leave or authorized place of family visit travel, as applicable;
- (c) Shipments for travel on assignment;
- (d) Shipment entitlements for travel on repatriation or separation from service.

13.6 The lump-sum option shall not be available on a partial basis. It must cover both the outward and the return journeys for home leave, family visit, education grant travel or travel on assignment, repatriation or separation from service, and all travel related to a particular home leave by the staff members and their eligible family members, even when separate home leave travel has been authorized. However, when staff members' home leave travel is combined with travel on official business, the staff members may exercise the option in respect of their eligible family members.

13.7 Once the lump-sum option has been selected, it shall not be possible to revert to the normal travel entitlement for the specific travel.

13.8 For staff members who have selected the lump-sum option and also seek separate home leave travel for their eligible family members, the calculation of the lump sum will be based on the actual travel dates of the staff members and their eligible family members.

13.9 Pursuant to section 3.1 above, there shall be no retroactive reimbursement of travel cost through the lump-sum option mechanism unless a written request was made and approved prior to the commencement of the journey. In this connection, any retroactive reimbursement of travel costs shall be limited to the actual cost of the air ticket or tickets, not exceeding the maximum travel expenses to which the staff members would have otherwise been entitled had they and/or their eligible family members, if any, travelled at the direct expense of the Authority through the approved route and mode of transportation.

13.10 The Authority shall not be responsible for delays or additional expenses that may be incurred or liabilities that may arise as a result of the exercise of the lump-sum option. It is the staff member's responsibility to take out appropriate travel cancellation insurance. However, when the exigencies of service make it imperative for the staff member to postpone the home leave or family visit travel for which the lump sum was paid, the Authority shall assume responsibility for surcharges or fees that may be imposed as a result of the ticket changes, but not for any fare increase.

13.11 Staff members who wish to obtain the information necessary for them to decide whether to exercise the lump-sum option shall so inform the Office for Administrative Services, which will proceed in accordance with the procedures set out in the information circular on official travel.

Section 14

Travel claims

General

14.1 Staff members shall, within two calendar weeks after completion of travel other than under the lump-sum option, submit a completed travel reimbursement claim on form F.10 to the Office for Administrative Services, in accordance with the instructions set out in that form, including those governing the documentation to be submitted.

14.2 Staff members may be required to submit their travel claims digitally through a travel portal. In those instances, staff members shall be required to retain the original travel documentation, such as used airline tickets, boarding passes and hotel receipts, for a period of five years, and must be ready to provide the documentation in the original form at any time, upon request, for audit and monitoring purposes. Failure to do so will result in immediate recovery of the travel expenses, including lump-sum payments and the daily subsistence allowance payments, where applicable.

14.3 Recovery of travel advances shall be initiated through payroll deduction if, within two calendar weeks after completion of travel, a staff member:

(a) Fails to submit a duly completed F.10 form, together with the supporting documentation; or

(b) In the case of travel on official business, fails to present a back-to-office report satisfactory to the supervisor, including a summary of the activities undertaken, meetings attended and tasks accomplished.

14.4 If, on review of the claim, it is determined that the travel advance exceeded the amount of reimbursable travel expenses, the staff member shall be informed of the amount of overpayment, which shall be recovered through payroll deduction.

Travel under the lump-sum option

14.5 Staff members having selected the lump-sum option under section 13 above shall, within two calendar weeks after completion of travel, provide certification that travel took place as authorized. For this purpose, staff members may be required to provide satisfactory supporting evidence, which may include used airline tickets or boarding passes, or travel documents (laissez-passer/national passport), including those of their eligible family members, bearing customs and/or immigration markings showing the dates of arrival in and departure from the country to which travel was authorized.

14.6 Staff members having selected the lump-sum option who, owing to circumstances beyond their control, are not able to travel within one month of the scheduled date for completion of the authorized travel must request that the lump sum be recalculated based on a new authorized itinerary, with the cost difference, if any, settled through recovery or additional payment. The written notification and request for recalculation must be made and approved prior to the original travel completion date. If it is not possible to request the recalculation within that time frame, the lump sum will be recovered in accordance with section 14.7, and a new request for travel with new dates will need to be submitted.

14.7 The entire amount of the lump sum shall be recovered through payroll deduction if the staff member fails to comply with the terms and conditions of utilizing the lump-sum option as authorized, including but not limited to the failure to submit the necessary documentation within two calendar weeks after completion of travel.

Section 15

Official travel by persons other than staff members and their eligible family members

15.1 The provisions of sections 3, 4, 5, 7, 8, 9 and 11 above shall also apply, mutatis mutandis, to the official travel of consultants and individual contractors, interns or persons on secondment to the secretariat, members of advisory committees or subsidiary organs of the Authority, or delegates of member States to participate in the meetings of the Authority, provided that, in all such cases, the standard of accommodation for air travel shall be economy class, irrespective of the duration of the journey.

15.2 In exceptional cases, for example on medical grounds or owing to the seniority of the traveller concerned, the Secretary-General may authorize a higher standard of accommodation, except in the case of travel supported by a trust fund, in which case no allowance is made for a higher standard of accommodation.

Section 16

Final provisions

16.1 The present administrative instruction shall enter into force upon its issuance.

16.2 Administrative instruction [ISBA/ST/AI/2017/1](#) is hereby superseded.

(Signed) Michael W. Lodge
Secretary-General