



Secretariat

7102

ST/AI/249/Rev.3  
29 March 1989

## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: STANDARD OF ACCOMMODATION, TRAVEL TIME AND REST STOPOVERS

1. The present administrative instruction supersedes instruction ST/AI/249/Rev.2 and Amend.1. Its main purpose is to reflect amendments approved by the General Assembly in its resolution 42/214 of 21 December 1987, in which the Assembly precluded first-class travel for all individuals except the Secretary-General, while authorizing him to exercise his discretion in making exceptions to allow first-class travel on a case-by-case basis. These revised provisions have been in effect from 1 January 1988.

Standard of accommodation

2. (a) Under-Secretaries-General and Assistant Secretaries-General and, where applicable, their eligible family members shall be provided with travel accommodation in the class immediately below first class for travel on official business, on appointment, transfer or separation, for home leave and family visit travel, irrespective of the duration of a particular flight. When designated to represent the Secretary-General on ceremonial occasions or to undertake missions in the exercise of his good offices under the Charter of the United Nations or relevant resolutions of the General Assembly or the Security Council, these staff members may exceptionally be provided with first-class travel accommodation, irrespective of the duration of the flights involved, upon approval of the Secretary-General.

(b) Staff members below the Assistant Secretary-General level and, where applicable, their eligible family members, shall be provided accommodation in the class immediately below first class for travel on official business and on appointment, transfer or separation when the duration of a particular flight exceeds nine hours. For flights under nine hours duration, these staff members shall be provided with transportation at the least costly airfare structure regularly available or its equivalent. This provision, however, shall not apply

when special fare arrangements are made by the Organization for group travel on missions or to conferences. For home leave and family visit travel, these staff members and their eligible family members shall be provided transportation at the least costly airfare structure regularly available or its equivalent.

(c) For education grant travel, the eligible dependants of all staff members shall be provided with air transportation by the least costly airfare structure regularly available or its equivalent.

(d) For all travel for which the least costly airfare provision applies, economy class, excursion fares or special fares, including advance purchase excursion (APEX), shall be used, whenever available and applicable. In particular, home leave, education grant and family visit travel can often be planned sufficiently in advance to permit the use of APEX fares. The Organization will assume responsibility for the surcharge imposed on any changes made in APEX fare tickets after they have been issued if the changes in the original travel plans were necessitated by the Organization, or for other compelling reasons.

3. In application of subparagraphs 2 (b) and (c) above, the Administration shall determine the flight duration on the basis of the most direct and economical route available, including scheduled stops for such purposes as change of planes or refueling, but excluding travel time to and from airports. For journeys emanating from New York, column A of the annex to the present administrative instruction identifies with an "X" the destinations for which the nine-hour flight time threshold applicable under paragraph 2 (b) would be met. The entitlement will not be affected if a journey is interrupted for official business for less than one-day duration, for an official rest stopover or for personal reasons. However, if the journey is interrupted en route for official business of more than one day duration, the entitlement will, for example, be established taking into consideration the flight duration of the travel to that initial location.

4. A higher standard of accommodation may be approved when, in the opinion of the Secretary-General, special circumstances warrant it, such as for duly certified medical reasons. All requests for exception to the established standards of accommodation for air travel should be submitted in writing to the Under-Secretary-General for Administration and Management well in advance of travel.

5. If a staff member or an eligible family member travels by a more economical fare than the approved entitlement, the United Nations shall only pay for the fare actually paid not exceeding the entitlement for the authorized itinerary. For travel on home leave or family visit, special arrangements, such as package tours, may be authorized. In such cases, the staff member shall be responsible for any delays, penalties, or additional expenses incurred as a result of taking such lower fare or special arrangements. The use of a more economical fare shall not entitle the staff member to apply any savings in cost to any deviation from the approved itinerary including the use of these savings for payment of additional stopovers or for further transportation.

Travel time (other than on home leave or family visit)

6. Travel time by direct route and normal mode. When staff members travel by the most direct and economical route, either by air or by the fastest available surface mode of transportation when air travel is not feasible, actual travel time spent during a normal working day shall not be charged against annual leave. Neither shall annual leave be charged in the case of:

(a) Stopovers authorized for rest purposes when travel is by air (see para. 8 below);

(b) Unavoidable stopovers, which could not reasonably be regarded as rest stops.

Where a staff member is required to undertake travel on official business on non-working days, no annual leave credit will be allowed in respect of the travel time that falls on those days.

7. Travel time by other than direct route and normal mode. Staff members travelling for all or part of a journey by an indirect air 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, shall be granted travel time, not chargeable to annual leave, equivalent to the time which would have been required had the travel been undertaken by the most direct route and normal mode.

8. Rest periods and authorized stopovers. For travel by air or mostly by air, staff members shall be entitled to rest periods before commencing duties or stopovers for rest purposes as follows:

(a) If the scheduled time for the journey is more than 6 hours but not more than 10 hours, the staff members will 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 10 hours but not more than 16 hours, the staff member will not normally be required to commence duty within 24 hours of arriving at the destination. Alternatively, the staff member may have a stopover for rest purposes, not exceeding 24 hours at an intermediate point in the journey, with appropriate daily subsistence allowance. If the final stage of the journey is more than 6 hours, the staff member will not normally be required to commence duty within 12 hours of arriving at the destination;

(c) If the scheduled time for the journey is more than 16 hours, the staff member may have two stopovers for rest purposes, neither of which shall exceed 24 hours, at intermediate points in the journey, with appropriate daily subsistence allowance. If the final stage of the journey is more than 6 hours, the staff member will not normally be required to commence duty within 12 hours of arriving at the destination. Alternatively, the staff member may have one stopover not exceeding 24 hours at an intermediate point in the journey, with appropriate daily subsistence allowance, and a rest period not exceeding 24 hours on arriving at the destination;

(d) In the computation of the scheduled time described above, a maximum of four hours shall be allowed for each necessary waiting period between connecting flights.

9. Normally, a stopover for rest purposes shall be taken during an air journey; it may, however, be taken at the end of the air portion of a journey while awaiting onward travel by another mode of transportation.

10. In application of the formula set forth in paragraph 8 above on the basis of current airline schedules, the number of stopovers normally authorized for rest purposes for air journeys in each direction between Headquarters and capital cities in various countries is shown in column B of the annex to this instruction.

Travel time on home leave or family visit

11. For travel on home leave or family visit, staff members shall be granted, in respect of journeys in each direction, a fixed amount of travel time, not chargeable to annual leave, determined by reference to the most direct flight available under current airline schedules, as follows: one day for each journey of less than 10 hours, two days for each journey of 10 hours or more but less than 16 hours, and three days for each journey of 16 hours or more. Such approved travel time includes any rest stopovers made by the staff member, which have been authorized with appropriate daily subsistence allowance under paragraph 8 above, and the time that may be required for any additional journey within the home country, to or from the place of home leave as established under staff rule 105.3 (d). An adjustment of up to two additional days, not chargeable to annual leave, may be made if a staff member can show that the actual travel time by the most direct and fastest available mode of transportation, including authorized stopovers for the journey, exceeds the approved amount of travel time. In such cases, the staff member will not be entitled to the payment of daily subsistence allowance in addition to that authorized under paragraph 8 above. For journeys between Headquarters and various countries, the approved travel time applicable as of the effective date of these provisions is as shown in column C of the annex to this instruction.

Deviations from approved route, mode of transportation or standard of accommodation

12. When staff members are permitted to travel for their personal convenience by a route, mode of transportation or standard of accommodation other than the approved one, their entitlement in respect of a particular journey shall be limited to the maximum travel expenses and travel time to which they would have been entitled had the travel been undertaken by the approved route, mode of transportation and standard of accommodation. The maximum travel expenses shall be calculated on the basis of the most economical airfare by a direct route at the appropriate standard and rate, including the charges for accompanied excess baggage, if applicable, to the extent of the difference between the free baggage allowance by first class and by air economy class for the approved direct route. Excursion fares or special fares, if applicable, shall always be taken into account in accordance with paragraph 2 (d) above.

13. Staff members travelling by an indirect air route who are otherwise eligible for stopovers shall be entitled to such stopovers with appropriate daily subsistence allowance on the basis of travel time by a direct route, provided that the stopovers actually made were in conformity with the time factors outlined in paragraph 8 above. Where an entitlement to accompanied excess baggage exists, they shall also be entitled to reimbursement of excess baggage charges incurred up to the limit of the entitlement for the direct air route.

#### Implementation

14. Responsibility for giving effect to authorized transportation, accommodation and routing of all official travel of staff members and eligible family members, as provided for in this instruction, shall rest with the Assistant Secretary-General for General Services. A separate schedule similar to that shown in the annex to the present administrative instruction will be issued locally by each of the established offices away from Headquarters, after consultation with the Assistant Secretary-General for General Services.



Annex

## TRAVEL TIME AND REST STOPOVERS

<u>Country and city</u>	<u>A</u> <u>Journeys</u> <u>involving</u> <u>flying time</u> <u>exceeding 9 hours</u>	<u>B</u> <u>Rest</u> <u>stopovers</u> <u>(days)</u>	<u>C</u> <u>Travel time</u> <u>(days) for home</u> <u>leave and family</u> <u>visit travel</u>
<u>From New York to:</u>			
Afghanistan (Kabul) .....	X	2	3
Albania (Tirana) .....	X	2	3
Algeria (Algiers) .....	X	1	2
Angola (Luanda) .....	X	2	3
Antigua and Barbuda (St. John's)		0	1
Argentina (Buenos Aires) .....	X	1	2
Australia (Canberra) .....	X	2	3
Austria (Vienna) .....		0	1
Bahamas (Nassau) .....		0	1
Bahrain (Manama) .....	X	1	2
Bangladesh (Dhaka) .....	X	2	3
Barbados (Bridgetown) .....		0	1
Belgium (Brussels) .....		0	1
Belize (Belmopan) .....		0	1
Benin (Porto Novo) .....	X	2	3
Bermuda (Hamilton) .....		0	1
Bhutan (Thimphu) .....	X	2	3
Bolivia (La Paz) .....	X	1	2
Botswana (Gaborone) .....	X	2	3
Brazil (Brasilia) .....	X	1	2
Brunei Darussalam (Bandar Seri Begawan) .....	X	2	3
Bulgaria (Sofia) .....	X	1	2
Burkina Faso (Ouagadougou) .....	X	2	3
Burma (Rangoon) .....	X	2	3

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<u>Country and city</u>	<u>Journeys involving flying time exceeding 9 hours</u>	<u>Rest stopovers (days)</u>	<u>Travel time (days) for home leave and family visit travel</u>
<u>From New York to:</u>			
Burundi (Bujambura) .....	X	2	3
Byelorussian Soviet Socialist Republic (Minsk) .....	X	2	3
Cameroon (Yaounde) .....	X	2	3
Canada (Ottawa) .....		0	1
Cape Verde (Praia) .....	X	2	3
Central African Republic (Bangui) .....	X	2	3
Chad (N'Djamena) .....	X	2	3
Chile (Santiago) .....	X	1	2
China (Beijing) .....	X	2	3
Colombia (Bogota) .....		0	1
Comoros (Moroni) .....	X	2	3
Congo (Brazzaville) .....	X	2	3
Costa Rica (San Jose) .....	X	1	2
Côte d'Ivoire (Abidjan) .....	X	1	2
Cuba (Havana) .....	X	1	2
Cyprus (Nicosia) .....	X	1	2
Czechoslovakia (Prague) .....	X	1	2
Democratic Kampuchea (Phnom Penh) .....	X	2	3
Democratic Yemen (Aden) .....	X	2	3
Denmark (Copenhagen) .....		0	1
Djibouti (Djibouti) .....	X	2	3
Dominica (Roseau) .....		0	1
Dominican Republic (Santo Domingo) .....		0	1
Ecuador (Quito) .....	X	0	1
Egypt (Cairo) .....	X	1	2

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<u>Country and city</u>	<u>A</u>	<u>B</u>	<u>C</u>
	<u>Journeys involving flying time exceeding 9 hours</u>	<u>Rest stopovers (days)</u>	<u>Travel time (days) for home leave and family visit travel</u>
<u>From New York to:</u>			
El Salvador (San Salvador) .....		0	1
Equatorial Guinea (Malabo) .....	X	2	3
Ethiopia (Addis Ababa) .....	X	2	3
Fiji (Suva) .....	X	2	3
Finland (Helsinki) .....		0	1
France (Paris) .....		0	1
French Guiana (Cayenne) .....	X	1	2
Gabon (Libreville) .....	X	2	3
Gambia (Banjul) .....	X	1	2
German Democratic Republic (Berlin) .....	X	1	2
Germany, Federal Republic of (Bonn) .....	X	1	2
Ghana (Accra) .....	X	2	3
Greece (Athens) .....	X	1	2
Grenada (St. George's) .....		0	1
Guatemala (Guatemala City) .....		0	1
Guinea (Conakry) .....	X	1	2
Guinea-Bissau (Madina do Boé) ..	X	1	2
Guyana (Georgetown) .....		0	1
Haiti (Port-au-Prince) .....		0	1
Honduras (Tegucigalpa) .....		0	1
Hong Kong (Hong Kong) .....	X	2	3
Hungary (Budapest) .....	X	1	2
Iceland (Reykjavik) .....		0	1
India (New Delhi) .....	X	2	3
Indonesia (Jakarta) .....	X	2	3
Iran (Islamic Republic of) (Teheran) .....	X	1	2

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<u>From New York to:</u>			
Iraq (Baghdad) .....	X	2	3
Ireland (Dublin) .....		0	1
Israel (Tel Aviv) .....	X	1	2
Italy (Rome) .....		0	1
Jamaica (Kingston) .....		0	1
Japan (Tokyo) .....	X	1	2
Jordan (Amman) .....	X	1	2
Kenya (Nairobi) .....	X	2	3
Kiribati (Tarawa) .....	X	2	3
Kuwait (Kuwait) .....	X	1	2
Lao People's Democratic Republic (Vientiane) .....	X	2	3
Lebanon (Beirut) .....	X	1	2
Lesotho (Maseru) .....	X	2	3
Liberia (Monrovia) .....	X	1	2
Libyan Arab Jamahiriya (Tripoli)	X	1	2
Luxembourg (Luxembourg) .....	X	0	1
Madagascar (Antananarivo) .....	X	2	3
Malawi (Lilongwe) .....	X	2	3
Malaysia (Kuala Lumpur) .....	X	2	3
Maldives (Male) .....	X	2	3
Mali (Bamako) .....	X	1	2
Malta (Valletta) .....	X	1	2
Martinique (Fort de France) .....		0	1
Mauritania (Nouakchott) .....	X	1	2
Mauritius (Port Louis) .....	X	2	3
Mexico (Mexico City) .....		0	1

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<u>From New York to:</u>			
Mongolia (Ulan Bator) .....	X	2	3
Montserrat (Plymouth) .....		0	1
Morocco (Rabat) .....	X	1	2
Mozambique (Maputo) .....	X	2	3
Namibia (Windhoek) .....	X	2	3
Nepal (Kathmandu) .....	X	2	3
Netherlands (The Hague) .....		0	1
New Zealand (Wellington) .....	X	2	3
Nicaragua (Managua) .....		0	1
Niger (Niamey) .....	X	2	3
Nigeria (Lagos) .....	X	1	2
Norway (Oslo) .....		0	1
Oman (Muscat) .....	X	2	3
Pakistan (Islamabad) .....	X	2	3
Panama (Panama) .....		0	1
Papua New Guinea (Port Moresby)	X	2	3
Paraguay (Asuncion) .....	X	1	2
Peru (Lima) .....	X	0	1
Philippines (Manila) .....	X	2	3
Poland (Warsaw) .....	X	0	1
Portugal (Lisbon) .....		0	1
Qatar (Doha) .....	X	2	3
Romania (Bucharest) .....	X	1	2
Rwanda (Kigali) .....	X	2	3
Saint Vincent and the Grenadines (Kingstown) .....		0	1
Sao Tome and Principe (Sao Tome)	X	2	3

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<u>Country and city</u>	<u>A</u> <u>Journeys</u> <u>involving</u> <u>flying time</u> <u>exceeding 9 hours</u>	<u>B</u> <u>Rest</u> <u>stopovers</u> <u>(days)</u>	<u>C</u> <u>Travel time</u> <u>(days) for home</u> <u>leave and family</u> <u>visit travel</u>
<u>From New York to:</u>			
Saudi Arabia (Riyadh) .....	X	2	3
Senegal (Dakar) .....		0	1
Seychelles (Victoria) .....	X	2	3
Sierra Leone (Freetown) .....	X	2	3
Singapore (Singapore) .....	X	2	3
Solomon Islands (Honiara) .....	X	2	3
Somalia (Mogadiscio) .....	X	2	3
South Africa (Pretoria) .....	X	2	3
Spain (Madrid) .....		0	1
Sri Lanka (Colombo) .....	X	2	3
Sudan (Khartoum) .....	X	2	3
Suriname (Paramaribo) .....	X	1	2
Swaziland (M'Babane) .....	X	2	3
Sweden (Stockholm) .....		0	1
Switzerland (Geneva) .....		0	1
Syrian Arab Republic (Damascus)	X	1	2
Thailand (Bangkok) .....	X	2	3
Togo (Lomé) .....	X	2	3
Trinidad and Tobago (Port of Spain) .....		0	1
Tunisia (Tunis) .....	X	1	2
Turkey (Ankara) .....	X	1	2
Uganda (Entebbe) .....	X	2	3
Ukrainian Soviet Socialist Republic (Kiev) .....	X	2	3
Union of Soviet Socialist Republics (Moscow) .....	X	1	2
United Arab Emirates (Abu Dhabi)	X	2	3

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<u>Country and city</u>	<u>A</u>	<u>B</u>	<u>C</u>
	<u>Journeys</u> <u>involving</u> <u>flying time</u> <u>exceeding 9 hours</u>	<u>Rest</u> <u>stopovers</u> <u>(days)</u>	<u>Travel time</u> <u>(days) for home</u> <u>leave and family</u> <u>visit travel</u>
<u>From New York to:</u>			
United Kingdom of Great Britain and Northern Ireland (London) ..		0	1
United Republic of Tanzania (Dar es Salaam) .....	X	2	3
United States of America (Washington, D.C.) .....		Not applicable	
Uruguay (Montevideo) .....	X	1	2
Vanuatu (Port Vila) .....	X	2	3
Venezuela (Caracas) .....		0	1
Viet Nam (Hanoi) .....	X	2	3
Western Samoa (Apia) .....	X	2	3
Yemen Arab Republic (Sana'a) ...	X	2	3
Yugoslavia (Belgrade) .....	X	0	1
Zaire (Kinshasa) .....	X	2	3
Zambia (Lusaka) .....	X	2	3
Zimbabwe (Harare) .....	X	2	3

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