



Office procedure

Date: 14 novembre 2022

Travel policies and procedures

Introduction

1. This Office Procedure updates the rules governing travel of all ILO officials by introducing new requirements concerning the submission of mission reports (paragraph 2.1.5(j) and section 12.11).
2. This Procedure is based on the commitment of the Director-General to ensure that official travel takes place having full regard to safety and health considerations, without undue fatigue or stress; in an efficient and cost-effective manner; to promote the highest levels of staff motivation and productivity; and to ensure best management practices.
3. This Procedure is effective as of the date of issuance.

Scope

4. Unless otherwise stipulated, the provisions of this Procedure shall apply to travel of all officials and their eligible family members.
5. This Procedure should be read in conjunction with:
 - (a) Staff Regulations, in particular Chapters III (article 3.14(i)), IV, VII, VIII (article 8.5), IX, XIV (article 14.5) and Annex III;
 - (b) Financial Rules 6.10(b), 6.30(c), 7.40(b) and 9.40;
 - (c) ILO Finance Manual (version 2, June 2017);
 - (d) Circular No. 55(Rev. 4), Series 5, entitled *Terminal allowances*, dated 22 June 2006;
 - (e) Office Procedure, *Travel by private motor vehicle to the International Training Centre of the ILO in Turin*, IGDS No. 250 (version 1), of 30 September 2011;
 - (f) Collective Agreement on Travel Conditions between the International Labour Office and the ILO Staff Union, dated 13 December 2012;
 - (g) Office Procedure, *Travel documents*, IGDS No. 375 (version 1), of 2 June 2014;
 - (h) Office Procedure, *Security clearance*, IGDS No. 393 (version 1), of 9 September 2014;
 - (i) Director-General's Announcement, *Responsibilities of ILO staff under the Framework for Accountability of the United Nations Security Management System*, IGDS No. 399 (version 1), of 21 November 2014;

- (j) Office Directive, *Medical evacuation and transportation for medical purposes*, IGDS No. 341 (version 2), of 10 August 2016;
 - (k) Office Directive, *Conditions of service in non-family duty stations*, IGDS No. 491 (version 1), of 9 January 2017;
 - (l) International Civil Service Code of Conduct, Safety and Security, paragraph 41.
6. This Procedure replaces Office Procedure, *Travel policies and procedures*, IGDS No. 437 (version 4), of 12 July 2019.

1. General principles

- 1.1. The Office authorizes and pays for travel on official business, other official travel, and statutory travel.
- 1.2. Travel on official business encompasses:
 - (a) missions (evaluation, fact-finding, project progress review, study, training, and so on);
 - (b) meetings and conferences;
 - (c) administration;
 - (d) audit;
 - (e) other official purposes.
- 1.3. Other official travel includes:
 - (a) recruitment (interview of candidates);
 - (b) staff development;
 - (c) medical evacuation;
 - (d) security evacuation;
 - (e) rest and recuperation.
- 1.4. Statutory travel covers travel by the official and his or her eligible family members in relation to:
 - (a) appointment;
 - (b) transfer between duty stations;
 - (c) termination of appointment;
 - (d) home leave;
 - (e) visit to dependants;
 - (f) scholastic travel;
 - (g) marriage.
- 1.5. *Definitions*
 - (a) **Travel plans:** A quarterly plan of travel on official business, which should include objectives and an action programme with measures, responsibilities and time frames.
 - (b) **Daily subsistence allowance (DSA):** Daily allowance to cover expenses while on eligible travel.
 - (c) **Travel time:** The duration of a particular journey shall be determined on the basis of the total travel time from the scheduled time of departure from the airport at the beginning

of the journey to the scheduled time of arrival at the airport or final destination including time required for transit, connections and transfers, other than stopovers of more than 12 hours.

- (d) **Terminal allowances:** Transfers and related costs between the official's place of residence and point of departure as well as between point of arrival and hotel, and vice versa, are covered by lump-sum terminal allowance amounts.
- (e) **Travel advances:** Funds advanced to cover estimated DSA, terminal allowances and other authorized expenses, based on an approved travel request/authorization. Travel advances are made on request for travel on official business and other eligible travel.

1.6. *General travel policy*

- 1.6.1. All travel must be authorized in advance. Sufficient funds must be available to meet the cost of travel, as evidenced by a financial clearance against the budget(s) to be charged. Travel may only be undertaken when it is fully compliant with the relevant standards under the United Nations Security Management System (UNSMS) Framework for Accountability. Security considerations are paramount, and must be part of the decision of whether or not to travel to a particular location at a particular time.
- 1.6.2. Travel should be undertaken only if the objectives cannot be attained through other modes of communication, such as videoconferencing, Skype or web conferences. Managers must ensure that other means of communication have been considered before authorizing travel requests.
- 1.6.3. Air travel shall take place on safe and reliable carriers according to United Nations Department of Safety and Security (UNDSS) airline security rating standards, by the most direct and economical route, account being taken of safety and health considerations and, as far as possible, of the wishes of the official concerned. Any additional costs arising from the personal preferences of an official shall be met by the official.
- 1.6.4. The Office finances the full cost of travel on official business in order to preserve its independence. However, invitations may be accepted from United Nations organizations and development banks involving travel which they wholly or partly finance. Invitations involving travel at the expense of suppliers (or potential suppliers) of goods and services shall not be accepted unless special authorization has been obtained from the Treasurer and Financial Comptroller. Requests for approval to undertake any other travel financed in whole or in part from external sources should be submitted to the official's responsible Deputy Director-General, Regional Director, or to the Director-General's Office, in the case of officials reporting to the Director-General.
- 1.6.5. Officials may not exchange tickets issued by the Office without the approval of the SUPPORT unit or issuing field office.

2. **Responsibilities**

2.1. *Individual responsibilities*

2.1.1. Deputy Director-General/Assistant Director-General/Director/Head of field office

Must manage travel, to ensure that:

- (a) planned travel is in line with workplans and is necessary to achieve the objectives of the programme of the portfolio under his/her responsibility;
- (b) possibilities to combine travel or use of other means of communication have been considered;

- (c) travel expenditures remain within allocations;
- (d) travel requests are approved, in particular any exceptions to established travel policies and procedures; all statutory requirements are met.

2.1.2. Section/unit chief/supervisor

The section/unit chief/supervisor must coordinate the travel to achieve the objectives of the programme under his/her responsibility. They must ensure that other means of communication have been utilized to limit planned travel, and that the benefits of travel can be demonstrated in the related programme results.

2.1.3. Fund Control Officer (FCO)

The FCO commits funds for travel, signs as an approving officer, verifies that advances are based on regulations, approves release of payment once all accounting requirements are met, and monitors and maintains commitments.

He/she must verify that:

- (a) travel entitlements under the Staff Regulations are correctly applied and the financial entitlements are correctly calculated;
- (b) the proposed travel authorization complies with the financial rules;
- (c) derogations are obtained for deviations from standard rules or procedures;
- (d) travel is approved.

2.1.4. Travel preparer

The travel preparer is responsible for creating the travel request/authorization and claim, in accordance with planned and actual travel, and in compliance with rules and procedures.

He/she must check that:

- (a) the purpose of travel is clearly specified in the ILO mission travel proposal form;
- (b) where travel on official business is not included in the quarterly travel plan, the relevant authorization is received;
- (c) travel documentation and information from the traveller is provided;
- (d) the most direct and economical travel routing is chosen (and if not, justification has been provided), on safe and reliable carriers according to UNDSS airline security rating standards, account being taken of safety and health considerations and, as far as possible, of the wishes of the official concerned.

2.1.5. Traveller (ILO official)

He/she must:

- (a) specify the purpose of travel in the [ILO mission travel proposal form](#);
- (b) request relevant authorization where travel on official business is not included in the quarterly travel plan;
- (c) specify if the request is in line with workplans and achieves the objectives of the activity under his/her responsibility;
- (d) propose an itinerary that corresponds to the purpose of travel;
- (e) ensure that alternative means of communication have been carefully considered;

- (f) undertake the necessary steps for the issuance of the required visas;
- (g) propose the most direct and economical route in accordance with regulations, on safe and reliable carriers according to UNDSS airline security rating standards, account being taken of safety and health considerations;
- (h) request and obtain any medical and security clearances required;
- (i) undertake security training;
- (j) prepare and submit a mission report in the application Meet and Share available on the intranet [MEET&SHARE \(ilo.org\)](#). This report will confirm that travel was undertaken as planned and it will clearly explain the outcome of the mission related to its purpose;
- (k) notify administrative assistants promptly of any cancelled or delayed travel, and ensure that the corresponding actions to withdraw, modify, or cancel the mission is taken by them, and reflected in the ILO's travel systems.

2.2. *Department and office responsibilities*

- 2.2.1. **Internal Services and Administration Department (INTSERV):** INTSERV, through its support unit, is responsible for the general management of travel, provides support to users, manages the implementation of this Office Procedure and monitors its compliance. SUPPORT is also responsible for recommending changes to the rules and regulations for travel, and revises them in consultation with HRD, the Staff Union and the Budget and Finance Branch (BUDFIN).

In addition, SUPPORT is responsible for the contractual agreements with the headquarters designated travel agency, airlines and other travel service providers on the ILO's behalf.

Security evacuation is coordinated by Field Security.

- 2.2.2. **Budget and Finance Branch (BUDFIN) of the Financial Services Department (FINANCE), and external finance units:** At headquarters, the BUDFIN/PAYABLES unit has functional responsibility for the processing of travel claims, for travel advances and recoveries, and for checking compliance with the related regulations, rules and procedures.

For non-headquarters locations, the external financial unit is responsible for these functions. The external office is responsible for transactions which it originates and processes, including compliance with ILO regulations, rules and procedures.

- 2.2.3. **Human Resources Development Department (HRD):** HRD authorizes appointment, transfer, termination, scholastic and interview travel. Interview travel may also be authorized by departments if financed from their own budgets. Requests by officials for scholastic travel do not require the approval of the responsible chief and are sent directly to HRD.
- 2.2.4. **Medical Service (MEDSERV):** MEDSERV authorizes medical evacuation travel.
- 2.2.5. **Offices, departments and bureaux in the field:** In addition to the responsibilities under 2.1, external offices make arrangements for travel on official business, home-leave travel and travel to visit dependants.
- o External office directors and DWT directors authorize travel of their staff.
 - o Travel financed by headquarters-managed projects requires written authorization from the headquarters technical department.

- Project chiefs authorize travel of project staff.
- Regional directors authorize mission travel of external office staff outside their geographical areas.
- Regional offices authorize home leave and related travel for staff in their region.

3. Security clearance and security training

3.1. In line with the UNSMS Framework for Accountability, the Director-General has a duty of care to ensure that personnel employed by the Office and their recognized dependants are not exposed to unacceptable risk and that all measures are taken to mitigate risks. Additionally, all ILO personnel, have the responsibility to abide by security policies, guidelines, directives, plans and procedures of the UNSMS and the organization.

3.2. *Security clearance*

In accordance with ILO and UNSMS policies, security clearance must be obtained for all travel involving officials, external collaborators and persons who are engaged by the Organization under other contractual agreements.

3.2.1. Travel authorizations may only be authorized following receipt of security clearance. The steps set out below are designed to ensure the safest possible conditions for all official travel.

3.2.2. ILO and UNSMS security policies require that all travel on official business be regulated by a security clearance requested through the Travel Request Information Processing system (TRIP). This includes dependants and external collaborators when undertaking travel at the expense of the ILO. It is also highly recommended that TRIP be used for personal travel so that the designated officer can be informed of the presence of ILO officials (and their dependants) at the duty station.

3.2.3. Travel security clearance enables the UNDSS and the ILO to be aware of the location of any eligible person under the umbrella of the UNSMS. Contact information is provided in case of crisis or emergency, which enables security support.

3.2.4. All staff should register/log in on the UNDSS website: <https://dss.un.org/>. For external collaborators the hiring department must act on behalf of the traveller.

3.2.5. Before submitting the request for security clearance, staff members are expected:

- to create and maintain an accurate profile on the above-mentioned TRIP website for themselves and their eligible family members;
- to check the UNDSS Travel Advisory for all destinations on their itinerary. The UNDSS Travel Advisory indicates the security level, conditions, and prerequisites for each country or area to be visited.

3.2.6. The security clearance request will be submitted by or on behalf of the traveller using TRIP on the same website. Travel security clearance covers the exact period for which it has been requested. Prior to approval of the security clearance request, any changes to the travel plans (such as times of arrival or departure and contact information) should be amended in TRIP or resubmitted if the security clearance has been granted or the official has begun travel.

3.2.7. Security clearance is only valid for the destination for which it has been requested and approved, in most cases the capital city. Travel within the country may also require clearance.

3.3. *Security training*

- 3.3.1. All staff, including interns and consultants, must have obtained the necessary UNSMS compulsory basic training in effect required for all official travel in order to obtain the security clearance (mission, home leave, scholastic travel and all other types of statutory travel paid for or reimbursed by the ILO), regardless of the destination concerned.
- 3.3.2. Additional specific training may be required, prior to travel, as per the mandatory security procedure in effect at the location to be visited. Information in this respect is to be found in the country travel advisory in the TRIP website.

4. **Travel documents and visas**

4.1. *United Nations Laissez-Passer and visas*

The United Nations Laissez-Passer (UNLP) is issued under the Convention on the Privileges and Immunities of the Specialized Agencies and in application of the administrative arrangement concluded between the Secretary-General of the United Nations and the Director-General of the ILO. It is recognized and accepted as a valid travel document by States party to the Convention and is proof of the status of the bearer as an international civil servant.

The rights and obligations of holders of this document are set out in Articles VI and VII of the Convention on the Privileges and Immunities of the Specialized Agencies, reprinted on the last pages of the UNLP. Holders must apprise themselves of these provisions before using the UNLP. Any official failing to meet the obligations prescribed for use of the UNLP may be subject to the disciplinary proceedings set out in the Staff Regulations.

- 4.1.1. The UNLP is issued by the United Nations to officials to facilitate the performance of their duties and it is imperative for them to use it during travel on official business. Travel on official business without a UNLP may be authorized by the Office of the Legal Adviser (JUR) on a strictly exceptional basis. The UNLP may be used as a passport and should be stamped with the necessary visas. Officials must nevertheless take their national passports on all official travel.
- 4.1.2. It is important to know that most countries require visas on the UNLP even if the traveller does not need it on his/her national passport. The traveller must verify in advance with the designated travel agency if a visa is required.
- 4.1.3. The UNLP is issued to all officials to facilitate the performance of their duties. Following approval from the Chief of SUPPORT, the UNLP is issued to officials who:
 - (i) are required to undertake travel on official business outside the country of their duty station;
 - (ii) are going on home leave.
- 4.1.4. Once provided with a UNLP, the official is required to ensure its safekeeping, and return it upon cessation of service. Each official is entrusted with the responsibility to use the UNLP in accordance with these rules.
- 4.1.5. In the event of the loss or theft of the UNLP, the holder should immediately notify in writing the Chief of SUPPORT, fill in the ILO incident report form with a full statement of circumstances and in the case of theft, attach a police report.
- 4.1.6. The UNLP does not exempt the official from complying with national and local laws and regulations.
- 4.1.7. Procedures to apply for a UNLP:

- (i) fill in UN form TTS.2(8-12)E;
 - (ii) attach ID picture;
 - (iii) attach a copy of the national passport;
 - (iv) send it to SUPPORT as far in advance of the travel time as possible.
- 4.1.8. In the case of newly recruited officials assigned to field duty stations, the official either: travels via headquarters and the formalities are undertaken in Geneva; or goes directly from his or her place of recruitment to the duty station. HRD sends the UN form TTS.2(8-12)E for the UNLP and visas required in advance to the official, who completes and returns them to headquarters with the supporting documents. The UNLP is then issued and sent to the official.
- 4.1.9. For officials travelling to Switzerland, the UNLP permits the holder entry into Switzerland without a visa for a stay not exceeding three months. However, if an official travelling to Switzerland also needs to travel to another Schengen country, the UNLP may or may not suffice without a visa. Therefore, officials should contact the designated travel agency in order to find out whether they need to obtain a visa.
- 4.1.10. At headquarters and upon request, the designated travel agency makes the necessary arrangements for obtaining visas for travel on official business, appointment and transfer on behalf of SUPPORT.
- 4.1.11. In the field, offices make arrangements for obtaining the necessary visas and include the cost in the travel authorization.
- 4.1.12. The organizational unit responsible for initiating the official's travel request in IRIS must enter the estimated visa processing fee amount for the official in the travel request, page 2:
- (i) under "Transportation", scroll down the menu to "Other transport";
 - (ii) under "Supplier", choose the travel agency supplying the service;
 - (iii) under "Description", add visa fees;
 - (iv) under "Date", add the travel departure date.

The organizational unit responsible for initiating the official's travel request in IRIS will then follow the procedures for travel approval within IRIS.

4.2. *Passports*

- 4.2.1. Officials must carry with them on all official travel a valid national passport even if they are using an UNLP for their visas.
- 4.2.2. Officials should apply to their national authorities for the renewal of their passports.
- 4.2.3. The Office reimburses expenses arising out of the issuance or renewal of a passport or the obtaining of a visa in respect of:
- (a) officials and their dependants – upon appointment, transfer, home leave (except where the lump-sum option has been taken) and separation;
 - (b) officials travelling on official business.

The expenses should be included in the corresponding travel claim.

- 4.2.4. Expenses are reimbursed in respect of only one nationality.

- 4.2.5. In addition to responsibilities under 2.1.4, travel preparers must request travel documentation information from travellers prior to requesting quotations from the designated travel agency. This is necessary to allow visa processing by the ILO's designated travel agent.
- 4.2.6. Travel preparers will provide this information to the designated travel agency when requesting quotations.
- 4.2.7. The designated travel agency will inform and advise the travel preparer and traveller of the required documentation and will provide the estimated visa processing fees amount in the travel reservation.
- 4.2.8. Queries should be referred to SUPPORT at the following address: eUNLP@ilo.org.

5. Medical requirements

- 5.1. The Director-General is responsible for all matters pertaining to occupational safety and health, and as such ensures that all practicable preventive and protective measures are taken to minimize occupational risks, including during official travel.
- 5.2. The Office shall ensure that appropriate, adequate and up-to-date resources are readily available with respect to basic medical information concerning immunization and vaccination requirements for different countries. Moreover, the Office bears the cost of necessary preventative measures in respect to staff on official travel, including but not limited to vaccinations, immunizations, and required medical and safety supplies for use during official travel.
- 5.3. Officials should be familiar with the ILO's policies on security, safety and health. Travellers are responsible to inquire with the relevant bodies as regards the medical requirements for all countries visited when on official travel. They must satisfy the medical requirements as informed by the Office.
- 5.4. Travellers based at headquarters must contact MEDSERV to arrange a consultation for travel advice, immunization, medication and any other supplies and equipment as may be required.
- 5.5. In the field, similar arrangements should be made with the United Nations local medical dispensary. Travellers are advised to consult the relevant body, preferably several weeks prior to departure as some vaccines may take several weeks to be fully effective. Countries for which such advance arrangements must be made shall be maintained on the MEDSERV web page.

6. Modes of transport

- 6.1. *Air travel*
 - 6.1.1. Travel must take place on the most direct route on safe and reliable carriers according to UNDSS airline security rating standards, account being taken of safety and health considerations and, as far as possible, of the wishes of the official concerned, with the least expensive ticket available. In addition, return flight(s) should normally be undertaken on the last day of travel on official business, where possible.
 - 6.1.2. In respect of travel to or from Geneva, the official must take the most economical route, where the following cumulative conditions are fulfilled:
 - (a) the most direct route is over 25 per cent more expensive than the most economical route;
 - (b) any connection time is less than two hours;

- (c) for economy class travel, the overall travel time remains below the business class threshold; and
- (d) the travel time does not exceed by more than four hours that by the most direct route.

The designated travel agency shall review whether these conditions are applicable and shall inform the travel preparer/traveller accordingly.

- 6.1.3. Except when travelling on official business, an official may be authorized to travel at less expense than that provided for in the Staff Regulations in order to be accompanied by one member of his/her household who is not entitled to travel expenses, or for other special reasons. An official travelling in this way is reimbursed on the basis of the travel expenses actually incurred, up to the value of the entitlement payable under the Staff Regulations except where travel is by private car (see paragraphs 6.3.1 and 6.3.2 below).
- 6.1.4. Should the traveller wish to use a more expensive carrier, a more expensive indirect routing, or to deviate from or extend the official itinerary for private purposes, he/she may do so provided that all costs of the changes, deviations or extension are at the traveller's own expense. Travellers will be liable for any increase in travel costs over and above the applicable standard, resulting from routing changes for personal reasons.

6.2. *Train*

- 6.2.1. Travel by train is strongly encouraged as an alternative to air travel from Geneva to destinations with less than four hours travel time, particularly when the journey by train can result in considerable savings to the Office.
- 6.2.2. Train is the encouraged mode of transport for Turin as an alternative to shuttle transportation provided on request by the Turin Centre.

6.3. *Private car*

- 6.3.1. Officials may apply to their responsible chief for permission to travel by private car on any type of journey for which the expenses are met by the Office. Officials authorized to travel by private car are entitled to reimbursement based upon the minimum travel cost which is determined by the most economical route and means of transport.
- 6.3.2. On completion of travel, travellers should provide evidence that travel by private car has actually been taken on the authorized itinerary (for example, fuel and toll receipts).
- 6.3.3. The provisions of Annex II of the ILO Staff Regulations will apply to officials using their private cars for authorized official travel, provided the itinerary of such travel is the shortest direct itinerary between the approved point of departure and the destination, taking into account reasonable adjustment for the purpose of avoidance of safety and security risks or of undue delay.
- 6.3.4. The provisions of Annex II will also apply, under the same conditions, to passengers, provided such passengers are also officials whose travel has been authorized by their responsible chief(s).
- 6.3.5. In principle and subject to the provisions of article 8.5 of the Staff Regulations, the ILO will not accept liability in the event of damage to other vehicles or any other property, or in the event of illness, injury or death affecting a non-official driver, non-official passengers or third parties, resulting from or caused during use of private cars for official travel.

- 6.3.6. In principle and subject to the provisions of article 8.5 of the Staff Regulations, the ILO will not accept liability in the event of damage to, or theft of, the official's private car or the car's contents, whether personal effects or the property of others, in the event of damage resulting from collision or crash or any other cause, or in the event of stationary damage (including vandalism) or breakdown.
- 6.3.7. Officials are responsible for ensuring that their insurance coverage is adequate in terms of scope, including scope of liability, and benefits, and for fully representing to the insurer, as required, the risks to which they may be exposed. The ILO will not be held liable for inadequate insurance coverage, nor for hardship or loss arising from the events described above.
- 6.3.8. The travel time by private car for the personal convenience of the traveller is equivalent to the time required for the same journey by air or by train (including time to and from the airport) or, if there are no connections, the fastest public transport. Any additional time spent on travelling by car during working days is counted as annual leave. Please refer to paragraph 1.5 for additional references related to travel time.
- 6.3.9. No terminal allowances are payable for official travel undertaken by private car.
- 6.3.10. For travel to the International Training Centre of the ILO (Turin Centre) from headquarters:

Officials are encouraged to use the ITC–ILO shuttle bus where feasible.

If travel by private car is authorized, the organizational unit responsible for initiating the official's travel request in IRIS must request the lump sum as follows: CHF280 for officials without diplomatic privileges; and CHF240 for officials with diplomatic privileges.

Where two or more ILO officials are authorized to travel in the same private car, only the official who is the car owner will be reimbursed for the use of the car.

6.4. *Travel by other means*

- 6.4.1. Travel paid for by the Office shall normally be by air or by train. Transport by sea or by some other means shall normally be paid on the basis of the cost of the most economical itinerary and mode of transport.
- 6.4.2. For approved travel by bus, other than travel within the same city or travel covered within terminal allowances, the actual bus fare to the authorized destination will be refunded upon presentation of the ticket stub.

7. **Class of travel applicable to official travel** (except for scholastic and interview travel)

7.1. *Air travel*

- 7.1.1. The class is determined on the basis of the travel time involved in accordance with the Collective Agreement on Travel Conditions, as may be amended from time to time.
- 7.1.2. The duration of a particular journey shall be determined on the basis of the total travel time from the scheduled time of departure from the airport at the beginning of the journey to the scheduled time of arrival at the final destination by the most direct and economical route available, on safe and reliable carriers according to UNDSS airline security rating standards, account being taken of safety and health considerations and, as far as possible, of the wishes of the official concerned, provided the journey is not interrupted for official stops of more than one day. The total travel time includes time required for transit, connections and transfers.

- 7.1.3. Officials are entitled to travel in economy class where the total travel time is less than nine hours, and in business class where the total travel time is nine hours or more.
- 7.1.4. For round trips where the journey exceeds nine hours in any one direction, the class of travel of the round trip will be business.
- 7.1.5. The Director-General, or an official acting under his delegated authority, may authorize exceptions to sections 7.1.3. to 7.1.4., and shall do so, in particular, in the following cases:
- (i) on medical grounds, when certified by MEDSERV;
 - (ii) when economy class is not available and the traveller must depart at a specific time owing to the exigencies of service;
 - (iii) when due to the exigencies of service, an official is required to travel more than nine hours for an itinerary in respect of which the most direct route available is less than nine hours;
 - (iv) when an official is required to depart at a specific time with an overnight flight of more than five hours and is also obliged to begin working immediately upon arrival at the destination, and cannot thus benefit from the rest period stipulated in section 10 below;
 - (v) for security purposes, emergencies, evacuations, or other similar circumstances;
 - (vi) when travel in business class is more economical than in economy class;
 - (vii) in the case of specific itineraries agreed between the Director-General and the Staff Union, based on information received from the regions concerning, for example, excessive travel time to or from the airport of departure or arrival, the security situation, the facilities at the airports of departure and transit, and departing and arrival times.
- 7.1.6. When flights are available on the same day on safe and reliable carriers for a total travel time of under nine hours, choosing an alternative routing to the same destination with a longer travel time will not give rise to a business class entitlement.
- 7.1.7. Where access to priority lounges is not provided by the carrier as part of the ticket conditions, the ILO will cover the cost of access to airport "priority" lounges in case transit or transfer times exceed two and a half hours. Proof of payment should be submitted for reimbursement in the travel claim.
- 7.1.8. Other options:
- Travellers are encouraged to use travel options which would result in substantial economies in travel fares. However, these options should enable them to travel to the destination in the minimum amount of time and in conditions conducive to them carrying out their missions effectively. Travellers should use lowest cost fares and restricted but refundable tickets whenever possible. For this reason, at the time that the travel authorization is prepared, the office travel agency proposes the most economic option based on the traveller's travel plans.

7.2. Train

Travel by train shall be in first class. Officials shall be entitled:

- (a) to a reserved seat and, where applicable, to the supplement payable on express trains;
- (b) to single occupancy in a sleeping compartment, where applicable.

8. Baggage allowance for air travel

- 8.1. The travel baggage entitlement is the free standard allowance provided by carriers for the approved class of air travel.
- 8.2. Additional luggage costs are not reimbursable by the Office unless they are incurred for transporting, under authorization, material deemed essential to the official business and are foreseen in the travel authorization and charged to the programme/project concerned. Travellers are encouraged to ship ahead of their mission official documents and office equipment via diplomatic pouch or air freight.

Transport expenses by air shall normally include the transport of accompanied personal effects up to the amount allowable on a business class air ticket for the same journey. When travelling in economy class, should travellers be entitled to excess baggage coverage to perform their duties, the Office shall grant up to a maximum of an additional piece or 10 kilos of checked luggage of air freight per person, in each direction, or the total journey amount accumulated in one direction only.

- 8.3. On carriers where a standard baggage entitlement is not included in the price of the air ticket, travellers are entitled to standard airline allowance, as indicated above. Please contact the SUPPORT unit for confirmation of entitlement (TRAVEL@ilo.org).

9. Exceptions to the standards

9.1. *Deviations from the approved route, mode of transportation or standard of accommodation*

- 9.1.1. Travellers will be liable for any increase in travel costs over and above the applicable standard, resulting from routing changes for personal reasons.
- 9.1.2. Travellers should use lowest cost fares and restricted but refundable tickets whenever possible. Exceptions should be approved by the line manager and periodical monitoring will be performed by SUPPORT.

9.2. *Purchasing outside of the designated travel agency*

- 9.2.1. All tickets for the travel of staff will normally be issued by the designated travel agency. The designated travel agency, on the basis of the travel request, proposes the least costly fare, in line with the travel policy. The traveller must provide justifications for any costlier option proposed to the department or office director for approval.
- 9.2.2. In exceptional situations approved by the travel unit, travellers may purchase tickets directly (via the internet or other means) when these are less expensive than those proposed by the designated travel agency. Proof of the economy (comparisons of equivalent fares) will be required. Reimbursement of the ticket cost should be processed as part of the travel authorization, and reimbursement made as part of the travel advance.

- 9.3. It is imperative to complete the travel authorization process before purchasing tickets.

10. Rest periods and stopovers

Travellers have a right to rest periods during travel on official business by air. Travel time is calculated according to the airlines' scheduled departure and arrivals.

- 10.1. If the duration of travel on official business is between six and ten hours, the official is entitled to a rest period of 12 hours on arrival at the destination, including one full overnight.

- 10.2. If the duration of the travel on official business is more than ten hours, the official is entitled to a rest period of at least 24 hours on arrival at the destination.
- 10.3. Rest days while on official business are added to the duration of the travel on official business and are not charged as annual leave. Rest days upon return to the duty station are not charged as annual leave.
- 10.4. Officials travelling overnight (between 11 p.m. and 5 a.m.) in economy class shall be entitled to a rest period of 12 hours if the overnight travel time is up to five hours. When the overnight travel time is more than five hours, officials shall be entitled to a rest period of 24 hours.
- 10.5. In calculating the duration of travel, account is taken of the period spent in transit, waiting for connections, or making transfers, unless these periods entail an overnight stop.
- 10.6. Stopovers for official purposes, other than stopovers taken as a rest period, of more than 12 hours and less than 24 hours, will be taken into account as travel time for purposes of rest period calculations.
- 10.7. Rest periods are meant for resting and can only be taken immediately following the relevant period of travel. Paragraph 7.1.5(iv) applies.
- 10.8. DSA is payable during rest periods only at the place of official business or authorized stopover.

11. Planning and coordination of travel on official business

- 11.1. Advanced planning is one of the most effective methods to enable travel to be undertaken successfully, and at minimal cost. Managers must ensure that travel is registered when possible in the project/department/office travel plans. These plans must be updated on a quarterly basis and approved by senior management as part of the workplan approval process.
- 11.2. Directors are required to justify, in writing, whenever the number of officials travelling on official business to represent the department at the same meeting or event exceeds three. Efforts should be made at the senior management level to exchange information on the attendance of officials at events that are of interest to more than one department or sector to maximize the contribution of attendees to an event.
- 11.3. With respect to ILO events, including Regional Meetings, the Governing Body and the International Labour Conference, responsible managers, including regional directors should coordinate between them so that attendance at a meeting is limited to officials specifically required to organize or support the event.
- 11.4. The organizational unit is responsible for initiating a travel request/authorization at least 14 days in advance. An electronic travel request must be completed using the IRIS Travel module.
- 11.5. All travel requests and authorization forms should be completed and approved a minimum of seven working days prior to travel.
- 11.6. All tickets must be booked as soon as possible and normally no later than two weeks (14 days) prior to departure date.
- 11.7. Exceptions to the requirement of earlier travel booking must be pre-approved by the line manager with an indication of the reason for the late booking. Periodical reports on individual derogations granted will be produced by SUPPORT.

12. Preparation for travel on official business

- 12.1. The traveller ensures that travel on official business is foreseen in the travel plan approved by the responsible Assistant Director-General/Director/Head of field office.
- 12.2. The traveller/travel preparer contacts the designated travel agency as far as possible in advance of the travel (but not less than two weeks) to request quotations. They must provide travel documentation information to the designated travel agency to ensure that any visa requests are processed and approved through the system.
- 12.3. The designated travel agency will provide estimates of ticket costs as well as potential visa processing fees.
- 12.4. The traveller identifies the preferred itinerary taking account of the Office travel policy.
- 12.5. The preparer checks that the travel on official business is included in the workplans and prepares the travel request specifying the duration, place, purpose, the means of transportation and the visa processing fees. The notification of the security clearance request must be attached prior to submission of the travel request for approval.
- 12.6. Where the travel request is not electronically linked to the travel agency, the traveller/preparer also includes an estimate of the travel cost and submits the request for the authorization of the FCO.
- 12.7. Travellers must confirm that any travel on official business to the field has been previously communicated to the field office.
- 12.8. FCO approves the travel request and issues a travel authorization.
The travel authorization is transmitted to the Assistant Director-General/Director/Head of field office for certification. The final approval of the travel request will result in an automatically generated purchase order in IRIS for the ticket issuance and visa fees, if applicable.
- 12.9. The travel agent invoice is transmitted to PAYABLES (or the external office finance unit), who will process it for payment and clear the travel account.
- 12.10. *Length of travel and itinerary*
The length of the travel on official business, including any authorized rest periods, and the itinerary stated on the travel authorization should normally be respected. In the event of cancellation, extension or shortening of travel, the traveller should inform their department and travel preparer in writing as soon as possible.
- 12.11. *Mission report*
 - 12.11.1. As soon as possible after return to the duty station, and optimally, no later than 10 working days after the end of the mission, the official must publish a mission report in the application Meet and Share which is available on the intranet <https://meet-and-share.ilo.org>. One single report can be published for a joint mission involving several ILO officials.
 - 12.11.2. Mission reports in Meet and Share must mention key stakeholders met, the countries visited, relevant strategic programme and budget outcomes, authors of the report, officials' supervisors and any relevant department/bureau/office.
 - 12.11.3. With the exception of mission reports submitted as confidential by the report writer, the reports in Meet and Share will be accessible to all ILO staff. The report should be focused and brief. It should provide sufficient information for assessing whether the outcomes justified the mission and contributed to the accomplishment of specific programme or

projects results. Reports should clearly indicate through the relevant fields in Meet and Share the purpose of the mission as stated on the approved travel authorization, the results of the mission, any follow-up actions and recommendations that the official deems appropriate.

12.11.4. The following activities are not subject to mission reporting:

- o participation in ILO official meetings that have their own reporting procedures or official publications of reports;
- o participation in an internal department/office meeting (except if relevant for audience outside department/office);
- o participation in (as trainer or trainee) internal staff development and training activities.

13. Daily subsistence allowance (DSA)

13.1. DSA is paid according to schedules and rates established by the Director-General based upon the DSA rates as promulgated by the International Civil Service Commission (ICSC). This allowance is intended to cover reasonable lodging, meals and other incidental expenses. The rates are established based on a study of average hotel and meal costs for each location, and also include an additional amount for incidental expenses (tips, laundry, toiletries, bank fees, local public transport, and so on). The rates relate to good, safe commercial hotels and restaurants, and are periodically revised. The Director-General may authorize exceptions to these rates, or establish ad hoc rates.

13.2. DSA is payable to all officials regardless of the funds used to finance their journey. In most countries, reduced rates apply after 60 days (consecutive or otherwise). Where an official undertakes travel on official business in conjunction with home leave, the DSA is not adjusted in respect of his or her family's travel.

13.3. The full DSA applies to all officials. Subject to the provisions of this Procedure, the full DSA rate applies for each day on which the official is on travel on official business, including the day of departure. No DSA is applicable on the last day of travel, with the exception of reasonable meal expenses which shall be reimbursed upon submission of proof of expenditure. For this purpose, reasonable expenses mean actual meal expenses that are in excess of the difference between 15 per cent of DSA applicable to the last mission location and the actual expenses, up to 50 per cent of DSA. No DSA is applicable for travel on official business of less than six hours.

13.4. A reduced DSA is payable:

- (i) Where lodging or meals are provided by a third party, such as a government or organization, or have been paid for separately by the ILO, the following reductions apply:

Lodging or meals provided	Reduction applicable (%)
Lunch or dinner	15
Lunch and dinner	30
Lodging	50
Lodging and meals	80

- (ii) No reduction is made for overnight travel (for example, overnight spent in an airplane or train).

- (iii) For travel on official business of between six and ten hours in duration, a reduced rate of 15 per cent of the DSA is applicable.

- (iv) For travel on official business of more than ten hours but less than 24 hours which do not entail hotel expenses, a reduced rate of 50 per cent of the DSA is applicable. If, exceptionally, there are hotel expenses (supported by receipts), the full DSA rate applies.
 - (v) If commercial invoices and proof of payment are not submitted by the traveller in support of his or her claim for the lodging component of the DSA, DSA is reduced by 50 per cent. The 50 per cent reduced DSA also applies to stays with family and friends.
- 13.5. The DSA is intended to cover reasonable and necessary expenses incurred. It is not standard practice to make adjustments to the DSA based on actual expenses but if an official considers that the allowance due to him or her for travel on official business is largely inadequate, he/she may apply for an adjustment through the ILO form 959 for amounts higher than the standard rates, and submit it with their travel claim. A justification must always be provided for the use of a higher cost hotel. A copy of the form and instructions are available on the FINANCE intranet site.¹
- In the event the traveller is required to use hotel accommodation whose rates are higher than the accommodation portion of the DSA, the hotel bill presented together with the travel claim and ILO form 959 will be used to calculate the adjustment to DSA. When, for reasons of service or security, the traveller is obliged to stay at a hotel at which the cost of the room and related charges exceed the accommodation percentage rate of the subsistence allowance applicable, the Office will reimburse the excess accommodation costs, subject to presentation by the traveller of detailed justifications for the choice of the hotel and hotel invoices which must be approved by the responsible chief.
- DSA shall be calculated using the rates corresponding to the approved mission dates. Travel advances are calculated using DSA rates in force at the time the travel request/authorization is prepared, and any adjustments between these rates and the actual DSA rates applicable shall be calculated at the time of the claim.
- 13.6. Alternative DSA rates for duty travel within the country of assignment may be applied by the Director-General as established by the lead agency, in consultation with other organizations represented at the duty station.

14. Terminal allowances

- 14.1. Transfers and related costs between the official's place of residence and point of departure as well as between the point of arrival and hotel, and vice versa, are covered by lump-sum terminal allowance amounts. Actual expenses incurred for such journeys should not be indicated in the travel claim.
- 14.2. Where transfers are provided by the ILO, an organization or a government, terminal allowances are payable at a reduced rate.
- 14.3. Officials travelling on official business by private car are not entitled to terminal allowances.
- 14.4. Taxi and other local transportation fares incurred during official travel, apart from those mentioned under item 15.1 are considered to be included in the incidental expenses covered by the DSA.
- 14.5. External offices may establish special terminal allowances in specific locations for reasons of economy and efficiency. These shall be cleared with the Treasurer and Financial Comptroller prior to their use.

¹ https://www.ilo.org/dyn/finapps/intranet.home?p_lang=en.

15. Other costs related to travel on official business

- 15.1. Other reasonable and necessary expenses which the official may incur, which are not covered by DSA or terminal allowances (such as airline standard seat reservation fee, conference registration fees, official communication costs, photos (for passport, UNLP, visa or any other necessary travel document), passport fees, excess baggage fees related to transport of business documents, airport taxes) may be claimed. To the extent possible these costs should be anticipated prior to travel and included in the travel authorization.
- 15.2. The Office will reimburse travel costs incurred by officials who have been authorized to purchase their own tickets or travel by private car, up to the limits established by the ILO in such cases.
- 15.3. The cost of renting cars during official travel, namely on an hourly, daily or weekly basis, is normally reimbursed only when specifically authorized in the travel authorization. However, where prior authorization has not been obtained and where subsequent circumstances require car rental during an official trip, the traveller must provide full details of these circumstances in the travel claim, and certify that no other mode of transport was available or practicable, and that the car was required and used only for official purposes.
- 15.4. Supplemental travel expenses not in the travel authorization but included in the travel claim must be acceptable business expenses and approved as appropriate by the responsible chief and/or manager. The supplemental expenses may include:
 - (i) passport, photo, visa and inoculation/vaccination fees;
 - (ii) airport taxes (if not already included in the ticket costs);
 - (iii) airline seat reservation fee;
 - (iv) costs of official communications, including international telephone calls, faxes, and cable and internet connections;
 - (v) car rental for official purposes, including insurance costs;
 - (vi) hire of office space and/or secretarial services where none are otherwise obtainable;
 - (vii) rental of computers and office equipment for the preparation of official reports or correspondence, when none can be provided by the ILO field office;
 - (viii) registration fees for conferences;
 - (ix) rental of security equipment in compliance with UN local security arrangements.

Supporting documents and proof of payment for supplemental travel expenses must be obtained and filed with the travel claim.

- 15.5. Vaccination fees and related costs charged by an outside entity are reimbursed upon submission of a claim for travel expenses supported by receipts and presentation of the medical prescription.
- 15.6. When such miscellaneous expenses cannot be estimated at the time of preparation of the travel request, the FCO, at his or her discretion, makes reimbursements on the basis of the travel claim attested to by the traveller and on the basis of supporting documents and receipts. Nonetheless, all additional expenses made in excess of standard DSA require justification.
- 15.7. Non-reimbursable travel expenses

The Office does not separately reimburse the cost of:

 - (a) taxis or in city transportation (already covered by terminal allowances/DSA);
 - (b) lodging or meals (already covered by DSA);

- (c) clothing or personal equipment;
- (d) accident insurance;
- (e) hospitality and courtesy expenses;
- (f) bank fees incurred in withdrawing foreign currency at the duty station or place of official business. These fees are included in the incidental expenses component of DSA rates.

16. Airline compensation vouchers

- 16.1. If a flight is cancelled or is subject to a long delay, or if the official is denied boarding on a flight for which he/she holds a valid reservation, he/she may be entitled to compensation from the airline. The traveller may also be entitled to compensation due to involuntary rerouting or class of service downgrade.
- 16.2. Officials are authorized to retain airline compensation vouchers if these are granted to compensate a personal inconvenience during the trip.
- 16.3. If the personal inconvenience suffered results in additional costs for the Office (namely an additional DSA for an overnight delay for which hotel accommodation was provided by the airline or meals were offered), these should be reflected in the travel claim and an adjusted rate of DSA will apply.
- 16.4. Reimbursements received from airlines for services non-rendered (namely cancellation of flight, downgrade) must be paid back to the ILO.

17. Travel claims

- 17.1. A travel claim is to be prepared and submitted within eight days after the travel has been completed.² The claim should reach the PAYABLES unit (for headquarters), or the financial administrative unit dealing with travel claims processing and payment for external offices, within this time frame.
- 17.2. The following actions are to be taken in completing the travel claim:
 - (i) attach boarding passes, train tickets or other original documents to confirm that the travel was undertaken in accordance with the authorized dates, means and class of travel specified in the travel authorization. Inform the travel preparer of any unused tickets, in whole or in part;
 - (ii) attach commercial lodging invoices and receipts. Claims submitted without commercial receipts will be subject to a 50 per cent reduction in DSA rates. If claiming DSA at a predefined special rate for specific hotels, an explanation for the reason of its use must be given;
 - (iii) indicate whether free services were provided as regards transfers (for example, free transport from/to airport), meals and lodging. The receipt of free services reduces the amounts payable for terminal allowances, and/or for DSA;
 - (iv) record other official expenses incurred (such as airport taxes, telephone or rental costs), accompanied by supporting documentation and proof of payment. For telephone expenses, a copy of the bill or invoice should be provided showing the cost and annotated with the name and title of the person(s) called and the purpose of the call(s);

² Financial Rule 6.30(c).

- (v) in locations using ILO form 7, a separate column in section 4 of the travel claim should be used for each currency in which travel expenses were incurred;
 - (vi) officials requesting reimbursement of lodging costs in excess of standard DSA rates should complete ILO form 959 and have it approved by the responsible chief. Original hotel bills, information on security requirements or other documentation in support of the request should be attached to the form, and submitted together with the travel claim;
 - (vii) if claiming authorized additional transport or other costs not covered by DSA or terminal allowances, attach the receipts and other supporting documents;
 - (viii) indicate all travel advances received, whether from the Office or from non-ILO sources.
- 17.3. The claim must reflect any changes to the planned travel itinerary, schedule, travel expenses or budget code initially authorized. Significant changes will require approval of the responsible chief(s) and/or budget holders.
- 17.4. Supporting documents must be scanned and electronically attached to the travel claim in IRIS. The original supporting documents are to be kept by the official, and made available to BUDFIN (at headquarters), the financial administrative unit (external offices), and the internal or external auditors, if required. No paper documents need to be submitted unless specifically requested.
- 17.5. The official is responsible for the accuracy of the information provided in his or her claim. The travel claim must be certified by the official. In approving and submitting the claim, the official certifies that:
- (a) the details of the travel claim are true and correct;
 - (b) the official has incurred the expenses claimed, and that they are directly related to official travel;
 - (c) the expenses claimed have not been reimbursed to the official.

Where officials have physical access to IRIS, they must approve their travel claim in the system. Otherwise, the traveller must indicate approval of the travel claim by signing it. The organizational unit responsible for initiating a travel request will attach this claim to the electronic claim in IRIS on the traveller's behalf.

- 17.6. In processing the claim, PAYABLES or the financial administrative unit will calculate the final reimbursable amount, and determine if there is a payment or recovery to be made, taking into consideration any travel advance made. As part of the claims settlement process, travel expenditure will be adjusted if required.
- 17.7. Travel claims which are incomplete, incorrect or not supported by appropriate documentation will be rejected or returned for correction.

18. Travel transaction currencies and payments

- 18.1. Travel entitlements for international travel are normally calculated in US dollars, whereas entitlements for national travel are local currency based.
- 18.2. Payments are normally made by bank transfer. Where bank transfer is not possible, external offices may choose other modes of payment of equal expedience. Cash payment should be avoided.
- 18.3. The operational monthly rates of exchange of the United Nations are used for currency conversion purposes as follows:

- (a) reimbursable amounts of travel expenses are converted into US dollars at the rates prevailing on the dates of expenditure as per related supporting documents;
 - (b) travel advances are recorded in the US dollar equivalent at the rate in force at the time the advance is calculated and approved;
 - (c) where the payment of the travel claim settlement to the official is made in a currency other than US dollars, the amount is converted at the rate prevailing on the settlement date.
- 18.4. Changes to DSA rates between the time of payment of the advance and travel will be adjusted in the travel claim.

18.5. *Mission travel advances and recoveries*

- 18.5.1. Within the travel authorization process, officials have the option to receive an advance payment of 100 per cent of the total estimated mission travel expenses. Should this option be declined, the official will be reimbursed the full amount due after the travel has been completed and the associated travel claim is submitted and processed.
- 18.5.2. The cost of authorized self-purchased transport can be paid in advance if receipts for the tickets are included with the travel request/authorization. Expenses related to authorized travel by private car can be paid in advance. Otherwise these costs are reimbursed as part of the travel claim. The receipts must be electronically attached to the travel request or claim in IRIS.
- 18.5.3. In requesting an advance, the official agrees that the Office may recover, through a payroll deduction, all or part of the advance paid from the official's salary should one of the following situations arise:
 - (a) the travel is cancelled;
 - (b) the advance amount exceeds the final travel expense claim entitlement;
 - (c) the travel claim is not submitted within 60 days of the completion of travel.
- 18.5.4. A travel advance will not be provided where two or more travel claims relating to previous advances have not been submitted, or when any one travel claim has been outstanding for more than 60 days.
- 18.5.5. For international travel, the official may choose to be paid in US dollars or in the local currency of the duty station. In the case of travel within the country of the duty station, payment is normally made in local currency, except in cases (for example, high inflation) which may warrant payment in hard currency or the operational currency of the country. The choice of currency must be specified in the IRIS travel request.
- 18.5.6. Advances for missions in excess of 30 days may be subject to payment in instalments.
- 18.5.7. Travel claims not filed within 60 days of the end date of travel will result in automatic recovery of any advance associated with the travel from the official's pay. In this case, full reimbursement will be made once the claim is submitted. When travel advances made exceed the final travel claim entitlement, the difference will also be recovered from salary payments to the official. To avoid undue financial hardship, recoveries may be deducted in instalments.
- 18.5.8. Recoveries for travel overpayments to officials are credited to the budget that was initially charged for the travel.

19. Leave and other provisions related to travel on official business

19.1. *Annual leave*

An official shall obtain prior authorization from his/her responsible chief to combine periods of annual leave with travel on official business. When annual leave is taken, entitlement to DSA ceases at the close of business on the last day on which official duties are performed and recommences at the time of departure from the stopover point, or at the beginning of the business day on which official duties resume.

19.2. *Sick leave*

If an official becomes ill or has an accident while travelling, he/she shall inform his/her responsible chief as soon as possible. If the official is sick for more than three consecutive working days, he/she shall send a medical certificate to his/her leave clerk. The official must indicate the dates of any hospitalization. DSA may be paid during periods of sick leave while a staff member is on travel on official business, however beyond three working days the approval of MEDSERV is required. DSA for periods of sick leave during mission travel is normally chargeable to the mission travel budget.

19.3. *Compensatory leave*

- 19.3.1. Travel on official business should, whenever possible, be scheduled during regular work hours. An official who is required by the Office to travel during a weekly rest day or public holiday of his/her duty station shall be entitled to one day of compensatory leave for each day so used. The official shall be entitled to one half day of compensatory leave for each weekly rest day of his/her duty station spent after the second calendar day following arrival at, and before the second calendar day prior to, departure from the mission location. An official shall be entitled to one day of compensatory leave for each public holiday of his/her duty station spent at the mission location.
- 19.3.2. For purposes of article 5.1 of the Collective Agreement on Travel Conditions, a day of weekly rest or a public holiday shall be deemed to have been used where the scheduled time of departure is before 2 p.m. or the scheduled time of arrival is after 12 noon.
- 19.3.3. Compensatory leave granted under this Procedure shall be limited to ten days per calendar year. Compensatory leave shall be taken within the calendar year during which it is accrued and cannot be carried forward, except compensatory leave accrued during travel ending in December, which may be taken during the following calendar year. Officials are responsible for scheduling use of their accrued compensatory leave throughout the calendar year to avoid forfeiture. An official shall not receive payment for unused compensatory leave for travel.
- 19.3.4. The provisions of article 7.2 of the Staff Regulations on compensation for overtime remain unchanged by these procedures.

19.4. *Limitation of travel on official business (mission travel)*

- 19.4.1. The Office should ensure that officials are not travelling on official business more than 90 calendar days during any calendar year. Travel in excess of 90 calendar days during any calendar year shall be weighed against the official's preferences and their individual family circumstances.
- 19.4.2. As a general principle, each trip should be limited to a maximum of 30 calendar days. Once an official has travelled 90 calendar days during any calendar year, or if the interval between missions is less than the duration of the previous mission, the official shall have the right to refuse further missions or the next mission respectively.

- 19.4.3. Attendance for over 14 days at the Governing Body, International Labour Conference, or a training activity, or the temporary assignment of an official to another duty station on mission status shall not be counted for the purpose of the present section.

20. Statutory travel

Statutory travel includes appointment, transfer, termination, home leave, visit to dependants, scholastic and marriage.

20.1. General provisions

The Office shall pay travel expenses in respect of an official's recognized spouse and dependants upon appointment, transfer to another duty station, home leave and termination of appointment, provided that the official certifies that the spouse or dependant intends to reside at the duty station for at least six months during the official's service with the Office at that duty station (two months for recognized dependants studying abroad).

The Director-General may withhold, in full or in part, payment of travel or related expenses in respect of an official's spouse or dependants, if a payment for the same purpose is received in respect of the spouse or dependants from a source external to the Office.³

20.2. Categories of statutory travel

20.2.1. Appointment travel:

Appointment travel may be authorized as of 30 days prior to the appointment start date. In the event of authorized appointment travel undertaken before the appointment start date, the Office will provide the newly recruited official with the same insurance coverage as that provided under Annex II of the ILO Staff Regulations, with the same terms and conditions of coverage applicable. Coverage will begin on the date of departure and end on the appointment start date. Coverage during travel is provided only where such travel is by the shortest direct itinerary between the approved point of departure and the destination. Coverage following arrival will only be provided at the newly recruited official's duty station.

A one-way air or train ticket is provided by ILO headquarters, from the place of recruitment to the duty station. The return ticket will be provided when the end of contract is confirmed. If the official wishes to travel by private car, the Office will reimburse the cost on the basis of the most economical itinerary and method of transport.

20.2.2. Transfer travel:

- (a) A one-way ticket is provided by ILO headquarters from the current duty station to the new duty station. If the official wishes to travel by private car, the Office will reimburse the cost on the basis of the most economical route and mode of transport.
- (b) The Office shall pay travel expenses in respect of an official's spouse and dependants (except for temporary staff).

20.2.3. Termination travel:

- (a) Travel expenses upon termination of appointment are paid by the Office in accordance with the provisions of article 9.7 of the Staff Regulations in respect of the official and his/her spouse and dependants. A one-way air ticket (in accordance with ILO travel policy) or first class train ticket is provided by ILO headquarters from the

³ Staff Regulations, article 9.10.

duty station to the official's home. If the official wishes to travel by private car, the ILO will reimburse the cost on the basis of the most economical route and mode of transport.

- (b) The official has the possibility to postpone repatriation entitlements (travel and transport of personal effects/removal) up to two years after the end date of contract. Officials can choose to travel to a place other than the recognized home station provided he/she bears the difference in cost. Such requests should be addressed by email to statutory_travel@ilo.org.
- (c) Termination travel expenses shall not be paid to an official who resigns within six months after his/her return from home leave, subject to the provisions of article 9.7(c) of the Staff Regulations.
- (d) In case of the death of the official, the spouse is entitled to travel and transport of personal effects/removal not later than one year after the date of death.

Recognized dependants are entitled to termination travel provided that:

- o they are in full-time attendance at a school, university or similar education institution or their entitlement is exercised at the latest within one year after completion of education;
- o they are single and less than 26 years old.

20.2.4. Home leave travel:

The administration of home leave travel is decentralized to each department and each field office. Specific queries that cannot be addressed at department/office level should be referred to the SUPPORT unit at the following email address: homeleave@ilo.org.

- (a) Internationally recruited officials who serve outside their home country are entitled to payment of travel from their duty station to their recognized home every two years for themselves, their spouse and their recognized dependants, in accordance with the provisions of article 7.6 of the Staff Regulations. A shorter home leave cycle can apply to designated duty stations, as per article 14.5 of the Staff Regulations and subsection (i) below.
- (b) In accordance with article 7.6(c) of the Staff Regulations, an official's first home leave shall fall due in the second calendar year following the year in which he/she was appointed, except that, in the case of an official taking home leave every three years, the first home leave shall fall due in the third calendar year following the year in which he/she was appointed. Home leave shall not be granted to an official whose service is not expected to continue beyond: (1) the second anniversary of his/her date of appointment; (2) the estimated date of return from a proposed home leave. Article 9.7(c) of the Staff Regulations applies.

In determining the year of entitlement to home leave, account is normally taken of the total length of the contract including short-term periods.

- (c) An official on home leave shall normally be required to spend at least two weeks (14 calendar days) in the country of his or her home. The Director-General may permit exceptions to this requirement.
- (d) Home leave shall be paid to a recognized dependant until the 18th birthday, and at maximum up to their 21st birthday if the dependant is pursuing his or her studies. The return date of home leave must take place before the end of the calendar year he or she turns 21 years old (return before 31 December).

- (e) Travel time is calculated according to the duration of the journey:
 - (i) Where duration of journey is less than four hours: one half-day travel time per journey;
 - (ii) where duration of journey between four and 24 hours: one day travel time per journey;
 - (iii) where the journey takes place over two consecutive days, travel time allowed is calculated with the assistance of SUPPORT.
- (f) The official and his/her recognized dependants are authorized to travel on different dates (in this case, a travel authorization must be established for each traveller).
- (g) Travel authorization must be approved prior to departure.
- (h) Early home leave can be authorized as from 1 December preceding the normal year of entitlement to enable the official to spend the end-of-year celebrations at home.
- (i) Home leave may also be postponed to the following year in which it is due (for the official and recognized dependants). In this case, the official may resume his or her normal leave pattern subject to the 12 month interval required between two home-leave entitlements or other statutory travel. A written request must be sent by the official to the leave clerk with a copy to SUPPORT.
- (j) For officials serving at a hardship duty station classified as category D or E, that were not approved by the Director-General for rest and recuperation purposes, home leave shall be granted every 12 months. The official's service is expected to continue at least six months following the return from home leave.
- (k) Special requests: officials must contact SUPPORT (homeleave@ilo.org) for:
 - (i) shortened home leave (article 7.6(k) of the Staff Regulations);
 - (ii) where both spouses are officials of the Office, or one spouse is an official of another organization in the United Nations common system (article 7.6(e) of the Staff Regulations);
 - (iii) accrued home-leave entitlement to be taken during special leave without pay (LWOP);
 - (iv) alternate home leave (article 14.5(2) of the Staff Regulations).

A request to change home determination must be sent to HR/POL (hrpol@ilo.org) for review and approval, in accordance with article 4.4 of the Staff Regulations.
- (l) Officials can exercise their entitlement to home leave by choosing one of the following options:
 - (i) tickets provided by the Office for the official and his/her dependants, in accordance with ILO travel policy, with class of travel determined by total travel time;
 - (ii) reimbursement of actual costs upon submission of evidence of payment and travel, in accordance with article 9.1 of the Staff Regulations, within the limits of what the Office would have paid if it had provided the ticket(s);
 - (iii) lump-sum payment:
 - o for travel by air, train or any other means of travel the lump sum payable under this section shall correspond to the applicable average economy class

return-ticket market fare between the official's duty station and the closest airport to the recognized home station;⁴

- o for children, ages 2 to 11, the lump sum payable is of 75 per cent of the adult entitlement. For children less than 2 years old, the lump sum payable is of 10 per cent of the adult entitlement.

Lump-sum payment for home-leave travel is payable 30 days prior to the scheduled departure.

20.2.5. Visit to spouse or dependants:

Administration of travel to visit dependants is decentralized to each department and field office and is subject to the provisions of article 9.5 of the Staff Regulations.

General policy:

- (a) An official, who serves outside the country of his or her home and is accompanied neither by a spouse nor by a dependent child, shall be entitled to payment of the expense of travel once every two years to his or her recognized home or permanent duty station for the purpose of visiting a spouse or any dependent children. Authorization may be given for the payment of the expense of such travel to another place provided the cost does not exceed that of a journey to the official's recognized home or permanent duty station. Alternatively, payment of the expense of the travel of the official's spouse (but not that of dependent children) to his or her duty station for this purpose may be authorized, on condition that the cost does not exceed that of a journey from the duty station to the official's recognized home or permanent duty station.
- (b) There shall be no entitlement to payment:
 - (i) until the official has completed 12 months of continuous service outside the country of his or her home unaccompanied by a spouse and dependent children;
 - (ii) unless it is expected that the official will continue in service outside the home country for at least six months following the return from travel;
 - (iii) in a calendar year in which the official is due to travel on home leave, unless required by the Office to postpone home leave to a subsequent year;
 - (iv) if the official has received travel expenses in respect of his or her spouse or any of his or her dependent children during the 12 months prior to the departure on travel.
- (c) For officials serving at hardship duty stations classified as category D or E that were not approved by the Director-General for rest and recuperation purposes, visits to spouses or dependants shall be granted every six months.

The following conditions apply:

- o the official's service is expected to continue at least six months following his or her return;

⁴ For further information, see Information Note, *Lump-sum option in respect of statutory travel*, IGDS No. 267 (version 2), of 15 May 2019, as may be amended from time to time.

- o a minimum of three months shall normally be required between home leave and visit to dependants travel.
- (d) The travel authorization must be approved prior to departure.
- (e) Officials can exercise their entitlement to visit dependants by choosing one of the following options:
 - (i) tickets provided by the Office, in accordance with the ILO travel policy;
 - (ii) reimbursement of actual costs upon submission of evidence of payment and travel, in accordance with article 9.1 of the Staff Regulations, within the limits of what the Office would have paid if it had provided the ticket;
 - (iii) lump-sum payment:
 - o for travel by air, train or any other means of travel the lump sum payable under this section shall correspond to the applicable average economy class return-ticket market fare between the official's duty station and the closest airport to the recognized home station or his or her family's permanent place of residence (whichever is less expensive).

Lump-sum payment for visit to dependants travel is payable 30 days prior to the scheduled departure.

20.2.6. General provisions for the lump-sum option, for travel on home leave and visit to dependants:

- (a) Travel time not chargeable to annual leave shall be granted.
- (b) The Office 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 visit to dependants travel for which the lump sum was paid, the Office shall assume responsibility for surcharges or fees that may be imposed as a result of the ticket changes, but not for any fare increase. In the event of cancellation or shortening of travel, the official should inform the PAYABLES unit at headquarters or the finance unit in external offices, and SUPPORT.
- (c) By selecting the lump-sum option, a staff member agrees to waive all entitlements relating to home leave, visit to dependants (such as DSA, terminal allowances and excess baggage) that would otherwise have been payable. No additional payment shall be made once the option has been exercised.
- (d) 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 or visit to dependants, and all travel related to a particular home leave by the staff member and his or her eligible family members, even when separate home-leave travel has been authorized. However, when a staff member's home-leave travel is combined with travel on official business, the staff member may exercise the lump-sum option in respect of his or her eligible family members.
- (e) When mission travel is combined with home leave or visit to dependants, two separate travel requests should be prepared.
- (f) Once the lump-sum option has been selected, it shall not be possible to revert to the normal travel entitlement for the specific travel.

- (g) A claim for home leave or visit to dependants travel must be submitted within eight days of completion of travel, to confirm that travel has been completed as authorized.

20.2.7. Scholastic travel:

Entitlement to scholastic travel is subject to the provisions of articles 3.14(i) and 14.5 of the Staff Regulations as well as by the relevant provisions of Annex III of the Staff Regulations. In order to be eligible for scholastic travel, the official's contract (FT, WLT or ST 3.5) must be for a minimum period of 12 months and extend for at least six months beyond the child's arrival at the duty station. In duty stations where the conditions of life and work have been determined as difficult or very difficult (category C, D or E), the latter time limit is reduced to three months. In all cases, the child is required to pass a minimum period of two weeks scholastic leave with the official at the duty station or the permanent home, which may be reduced to ten days for travel within Europe. All other conditions of articles 3.14 and 14.5 of the Staff Regulations must also be met.

(a) Request for travel:

HR/OPS is responsible for determining entitlement to scholastic travel. In all cases, such requests for scholastic travel shall be made by completing and returning to HR/OPS (HRPARTNER@ilo.org) a hard copy of ILO form 11635b (Request for Scholastic Travel).

(b) Officials may choose one of the following options:

- (i) an economy class airline ticket provided by the Office following submission of ILO form 11635b to HR/OPS at least one month before the date of travel with the following information:

- o the child's date of birth;
- o place of educational institution;
- o expected dates of travel;

- (ii) the retroactive reimbursement of travel expenses:

the ILO form 11635b is not submitted to HR/OPS as indicated above, the official is expected to make all necessary travel arrangements, including reservations and purchase of tickets. The official may subsequently submit a request for reimbursement of the ticket by submitting the airline ticketed stubs (boarding passes) and proof of payment (receipted invoice) once travel has taken place but no later than 12 months after the date of the outward journey, as specified in article 14.8 of the Staff Regulations;

- (iii) lump-sum payment following submission of ILO form 11635b to HR/OPS as indicated in paragraph (b)(i) above.

- (c) Officials whose contract conditions do not meet the requirements in paragraph 19.1.7 above, may submit ILO form 11635b pending extension of contract but will only be entitled to the lump sum once the contract has been extended as above.

(d) Transport expenses:

Annex III, Part IV, paragraph 23(a) and (b), of the Staff Regulations provides for the payment of transport expenses by surface means of 200 kg of unaccompanied personal effects (or 100 kg by airfreight) on the first outward trip from the duty station to the educational institution, as well as for the final return trip from the educational institution to the duty station or to the home station. Such transport expenses are

also paid in the event of a change of institution to one situated in a different place, within the limits established by article 3.14(i)(3). These transport expenses are paid only if the child was installed at the duty station.

For any other educational journey, 50 kg of accompanied personal effects by surface means (or 25 kg by airfreight) is authorized. These provisions do not apply when an official chooses the lump-sum payment option.

20.2.8. DSA and terminal allowances:

- 20.2.8.1. DSA is payable for all categories of statutory travel, with the exception of scholastic travel, or where the official has chosen a lump-sum payment option.
- 20.2.8.2. The DSA payable in respect of an official's spouse or dependant shall be one half of the allowance payable in respect of the official, except that the allowance shall not be payable in respect of a dependant who has not reached their third birthday when travel begins.⁵
- 20.2.8.3. Terminal allowances are payable for all categories of statutory travel, except where the official has chosen a lump-sum payment option. For the official's dependants, the rates applicable depend on whether the dependants travel with the official or separately.

20.3. *Statutory travel claims*

- 20.3.1. HRD is responsible for submitting travel claims in IRIS for statutory travel upon appointment, transfer, repatriation and scholastic travel within 30 days of completion of travel. It is the responsibility of staff members to submit claims for home leave and visit to dependants.
- 20.3.2. Boarding passes or the equivalent, that match the travel itinerary on the travel authorization, must be scanned and linked electronically to the travel claim in IRIS. If any eligible family members are covered by a separate travel authorization (when itineraries differ, for example), a separate claim is also required.
- 20.3.3. For locations where the IRIS travel module is not available, boarding passes or the equivalent that match the travel itinerary on the travel authorization, must be submitted to the administrative assistant. The organizational unit responsible for processing a claim on behalf of the traveller will attach them to the claim in IRIS.

20.4. *Statutory travel recoveries*

The Office reserves the right to recover any benefit paid to staff members in respect of statutory travel entitlements, including lump-sum travel option payments, in the following cases:

- (a) proof of travel are not submitted within the deadline;
- (b) return date from home leave of a 21 year old dependant is after 31 December of the calendar year in which he or she turns 21, as stated in 19.1.4(d);
- (c) the 14 calendar days minimum stay is not met (except if shortened home leave has been pre-approved by SUPPORT);
- (d) the destination is not the home country;
- (e) the official's contract is not extended a minimum of six months beyond the date of return from home leave or visit to dependants, or in case of scholastic travel six months beyond the child's arrival at the duty station;

⁵ Staff Regulations, Annex III, para. 21.

- (f) the official resigns or retires, and the six-month condition is no longer met.

21. Recruitment, evacuation and rest and recuperation travel

21.1. Recruitment travel (for interview/exam)

Recruitment travel is financed from the HRD budget and authorized by HRD which issues the travel authorization and invites the candidate for interview. In some specific cases, in consultation with HRD, departments and external offices may arrange interview travel if financed from their own budgets. External candidates are entitled to air travel in economy class.

21.2. Medical evacuation

- (a) The Office defrays the cost of medical evacuation, and the cost of transportation for medical purposes, in line with the Office Procedure, *Medical evacuation and transportation for medical purposes*.⁶ All medical evacuation must be supported by an appropriate medical certificate and approved by MEDSERV at headquarters. The ILO will pay for evacuation to the nearest place where appropriate medical care is available.
- (b) Exceptionally, where the gravity of the case warrants it, the travel expenses of another person – physician and/or nurse and an accompanying family member – may also be defrayed subject to the approval of HRD acting upon the recommendation of the United Nations examining physician in the area concerned.

Additional information can be found in the relevant Office Procedure.

21.3. Security evacuation

Security evacuation can be authorized in specific circumstances based on recommendations made by the UNDSS and the local security management team.

21.4. Rest and recuperation

In order to periodically allow staff assigned to designated difficult duty stations⁷ to recover physically and mentally from the stressful environment in which they work, the Office grants staff assigned to those duty stations rest and recuperation (R&R) travel at intervals determined collectively by field-based organizations. The entitlement of ILO staff to R&R is determined in accordance with the eligibility conditions specified in the UNDP R&R policy.

Subject to other conditions specified in the R&R policy, an eligible ILO official receives for each R&R travel:

- (a) five days of paid special leave not charged to annual leave;
- (b) one day of travel time for each direction from the place of duty to the designated R&R location;
- (c) the DSA applicable at the designated R&R location for up to six days (five days of special leave and one day of travel time);
- (d) paid travel from the place of duty to the designated R&R location, in the form of the Organization purchasing the ticket by the cheapest and most direct route.

⁶ Office Directive, *Medical evacuation and transportation for medical purposes*, IGDS No. 341 (version -2), of 10 August 2016.

⁷ The current list is available on the HRD intranet site: https://www.ilo.org/dyn/hrd/intranet.file_open?p_reference_id=3603.

Rest and recuperation is decentralized to each department and regional office. Queries concerning the administration of R&R entitlements shall be addressed to the responsible regional human resources partner at the regional office.⁸

22. Risk and insurance

22.1. *Compensation in the event of illness, injury or death*

- 22.1.1. Officials travelling upon appointment, transfer or termination are covered by the applicable provisions of Annex II of the Staff Regulations or by the applicable provisions of the Rules Governing Conditions of Service of Short-Term Officials (subject to the provisions of paragraph 19.1.1 for officials travelling upon appointment). Former officials also remain covered under Annex II of the Staff Regulations (or by the applicable provisions of the Rules Governing Conditions of Service of Short-Term Officials) whilst travelling for the purpose of repatriation authorized in accordance with the ILO Staff Regulations, provided such repatriation travel is completed within thirty (30) days of the date of separation and the itinerary of such repatriation travel is the shortest direct itinerary between the approved point of departure and the place of repatriation. Cover shall commence from the time the former official leaves home at his/her designated duty station to begin the repatriation travel, and shall cease upon arrival at the place of relocation. Repatriation travel by private car is subject to prior authorization; the period of coverage is limited to a period equivalent to the uninterrupted period of travel by the most direct route and the most rapid means of transportation. The restrictions stated in article 9.7(c) of the ILO Staff Regulations also apply in relation to this provision.
- 22.1.2. In the case of travel on home leave and travel to visit dependants, the provisions of article 8.3 and Annex II of the Staff Regulations apply exclusively to the part of the journey undertaken by the approved route and means of transport.
- 22.1.3. An official taking leave in conjunction with a mission, where such leave is *prior* to the mission, is subject to the provisions of article 8.3 and Annex II of the ILO Staff Regulations, or of Rule 5.4 of the Rules Governing Conditions of Service of Short-Term Officials for the period of travel by air or rail to the first place of overnight stay, for travel by the most direct route between the approved point of departure and the destination. Where such travel is by private car, the official is subject to the provisions of article 8.3 and Annex II of the ILO Staff Regulations or under Rule 5.4 of the Rules Governing Conditions of Service of Short-Term Officials for the most direct route from the time of departure from the approved point of departure to the time of arrival at the first place of overnight stay. The period of coverage is limited to a period equivalent to the period of travel by the most direct route and the most rapid means of transportation.
- 22.1.4. An official taking leave in conjunction with a mission, where such leave *follows* the mission, is subject to the provisions of article 8.3 and Annex II of the ILO Staff Regulations or under Rule 5.4 of the Rules Governing Conditions of Service of Short-Term Officials for the period of return travel by air or rail from the final place of overnight stay to the approved point of departure, provided the itinerary of such travel is the most direct route between the final place of overnight stay and the approved point of departure. Where such travel is by private car, the official is subject to the provisions of article 8.3 and Annex II of the ILO Staff Regulations or under Rule 5.4 of the Rules Governing Conditions of Service of Short-Term Officials from the time of departure from the last place of overnight stay to the time of arrival at the approved point of departure. The period of coverage is limited to a period

⁸ Office Directive, *Conditions of service in non-family duty stations*, IGDS No. 491 (version 1), of 9 January 2017.

equivalent to the period of travel by the most direct route and the most rapid means of transportation.

- 22.1.5. An official's dependants authorized to travel at the expense of the Office (including on scholastic travel under article 3.14(i) of the Staff Regulations) are covered neither by article 8.3 nor by Annex II of the Staff Regulations.

22.2. Compensation for lost or damaged personal property

- 22.2.1. Article 8.5 of the Staff Regulations and Rule 5.9 of the Rules Governing Conditions of Service of Short-Term Officials apply to the loss or damage of personal property in the course of travel by an authorized means of transport at the expense of the Office or as a result of mugging or aggression at a hardship duty station provided that the incident is covered by a police report.
- 22.2.2. Officials wishing to benefit from these provisions must take all necessary measures to safeguard their interests and those of the Office. They must reserve the possibility of claiming compensation from any carrier involved informing SUPPORT of the loss immediately, describing the circumstances in detail, attaching all relevant supporting evidence (statements, police report, and so on) and declaring any personal insurance cover for such loss or damage which they may have themselves subscribed. Payment of compensation under article 8.5 requires approval of the Director of INTSERV.
- 22.2.3. The Office does not reimburse the cost of travel-related insurance of any nature taken out by an official, unless otherwise provided in this Procedure.
- 22.2.4. An official travelling upon appointment, transfer or termination is covered by article 8.5 of the Staff Regulations or by Rule 5.9 of the Rules Governing Conditions of Service of Short-Term Officials.
- 22.2.5. In the case of travel on home leave and travel to visit dependants, the provisions of article 8.5 of the Staff Regulations apply exclusively to the part of the journey undertaken by the approved route and means of transport.
- 22.2.6. An official taking leave in conjunction with a mission is neither covered by article 8.5 of the Staff Regulations nor by Rule 5.9 of the Rules Governing Conditions of Service of Short-Term Officials either during the leave or while travelling before or after the dates fixed for the mission on the travel authorization.
- 22.2.7. An official's dependants authorized to travel at the expense of the Office (including on scholastic travel under article 3.14(i) of the Staff Regulations) are not covered by article 8.5 of the Staff Regulations.
- 22.2.8. An official who has obtained authorization to travel by private car may be eligible for compensation for loss of or damage to personal property. However, no compensation will be paid in respect of personal property lost or damaged as a result of negligence or inadequate precautions, nor for damage to the car. It is the responsibility of the official to be adequately insured against third-party risks (including risks in connection with passengers travelling with him or her) and against loss of or damage to the car.
- 22.2.9. As stated in article 8.5 of the Staff Regulations and Rule 5.9 of the Rules Governing Conditions of Services of Short-Term Officials, the Office covers the loss or damage through an insurance policy. This applies to luggage and personal effects as well as professional equipment of officials travelling on behalf of the Office.
- 22.2.10. In the case of delayed luggage delivery, the expenses related to the purchase of necessary effects are covered by an insurance policy up to a maximum of CHF1,500 per claim. The

policy also covers the cost of replacement/renewal of essential documents, such as passport, ID card, driving licence, car registration papers, and other similar documents.

22.2.11. The insurance policy does not cover valuable electronic devices taken for personal use, money or jewellery.

22.2.12. The insurance policy deductible is chargeable to the mission travel costs/budget.

23. Forms

- (i) [Home leave and visit to dependants lump-sum form](#)
- (ii) [Visa request sample letter](#)
- (iii) [Scholastic travel lump-sum form](#)
- (iv) [Laissez passer request](#)
- (v) [ILO mission travel proposal form](#)
- (vi) [Reimbursement of lodging costs incurred in excess of standard DSA rates](#)
- (vii) [Manual travel authorization](#)

24. Additional references

- (i) [IRIS travel authorization](#)
- (ii) [Transport of personal effects, removals and related insurance](#)
- (iii) [Security trainings and security clearance: UNDSS](#)
- (iv) [ILO MEDSERV link](#)
- (v) [DSA rates: ICSC link](#)
- (vi) [Mobility and hardship: ICSC link](#)
- (vii) [Rest and recuperation link](#)

25. Further information

Any questions related to the application of this Procedure should be referred to INTSERV, SUPPORT/MAIL unit at TRAVEL@ilo.org.

Adnan Chughtai
Treasurer and Financial Comptroller