



30 September 2011

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## **Travel by private motor vehicle to the International Training Centre of the ILO in Turin**

### **Introduction**

1. This Procedure is issued under the authority granted to the Treasurer and Financial Comptroller by Financial Rule 1.50(a).
2. This Procedure should be read in conjunction with Article 8.5 and Annex III of the Staff Regulations,<sup>1</sup> and Office Procedure, *Mission travel expenses*, IDGS No. 38 (version 2), paragraph 15(a).<sup>2</sup> Its purpose is to confirm the procedures contained in the minute issued on 9 May 2003, entitled *Travel by motor vehicle to Turin* and convert it into an Office Procedure.
3. This Procedure comes into effect for travel to Turin commencing on or after 1 October 2011.

### **Scope**

4. This Procedure applies to travel by private motor vehicle by ILO officials, to undertake missions from headquarters to the International Training Centre of the ILO in Turin (ITC–ILO). Officials are encouraged to use the ITC–ILO shuttle bus whenever possible. The bus is free of charge for officials on mission travel.

### **Rules and assumptions**

5. Officials are personally responsible for any damage caused to, or by, the motor vehicle or for any theft of the vehicle during the journey, and for having adequate vehicle insurance. There is no Office compensation for loss, damage or third-party claims related to private motor vehicles even when used for missions to ITC–ILO.

### **Procedural steps**

6. The official undertaking the mission must request prior authorization from his/her responsible chief for travel by private vehicle as part of the normal travel approval process. In cases where groups of officials are to travel by private vehicle to

<sup>1</sup> <https://www.ilo.org/intranet/english/bureau/pers/staffreg/index.htm>

<sup>2</sup> [http://www.ilo.org/intranet/edmsp1/igds/groups/dirdocs/documents/igds/igds\\_002175.pdf](http://www.ilo.org/intranet/edmsp1/igds/groups/dirdocs/documents/igds/igds_002175.pdf)

ITC–ILO, carpooling should be arranged where feasible. Only one lump sum per vehicle will be authorized.

7. If travel by private vehicle is authorized, the organizational unit responsible for initiating the official's travel request in IRIS must enter the appropriate lump sum amount for the official under "Transport".
8. The lump sum amounts for return travel to Turin are as follows:
  - (a) CHF280 for officials without diplomatic privileges; and
  - (b) CHF240 for officials with diplomatic privileges.
9. These rates may also be used to reimburse the travel of external persons travelling in their private vehicle between Geneva and Turin at the Office's expense.
10. Should travel be undertaken using official ILO vehicles, reimbursement shall be based on the actual expenses incurred, and supported by receipts for tolls and petrol.

### **Travel claim**

11. On return from mission, a travel claim must be prepared and submitted in IRIS. The original toll tickets for the passage through the alpine pass used, in both directions, must be scanned and attached electronically to the travel claim in IRIS as proof of travel.

Greg Johnson  
Treasurer and Financial Comptroller