



Office Procedure

Date: 27 September 2023

Terminal allowances for official travel

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 is effective as of 1 September 2023.

Scope

3. During official travel, transfers and related costs between the official's place of residence or office and point of departure, as well as between point of arrival and hotel and vice versa are covered by the payment of a lump sum known as "terminal allowances".
4. This Procedure sets out the rates for these allowances for all locations, which are in line with the rates as established by the United Nations. The allowances are payable at the following rates:

	Officials and authorized dependants travelling separately ¹	Authorized dependants travelling with officials)
Standard allowance	US\$63	US\$21
For Paris, Rome, Moscow, Tokyo	US\$78	US\$26
For New York, Washington (Dulles)	US\$104	US\$35
Reduced allowances ²	US\$14	US\$7

¹ For a group of authorized dependants travelling separately from the official, the first dependant is paid at the "travelling separately" rate as indicated in the first column, while each additional dependant is paid at the rate indicated in the second column.

² Where transfers are provided free of charge by the ILO, UNDP or other UN system organization, a government, a host organization, etc.

5. Actual expenses incurred for such journeys need not be indicated on travel claims. However, for each location officials must indicate on their travel claims whether transfers were provided free of charge or not. If no indication is provided, terminal allowances will be paid at the reduced rate. Retroactive adjustments in this regard will not be considered.

6. Officials travelling to the destination by car (privately-owned, office vehicle, rented vehicle) or using the ILO shuttle to Turin are not entitled to terminal allowances.

Procedural steps

7. All travel will be undertaken in accordance with the provisions of Office Procedure, *Travel policies and procedures*, IGDS No. 437.

Further information

8. Any questions related to the interpretation of this Procedure should be referred to the Chief of BUDFIN (budfin@ilo.org).

Adnan Chughtai
Treasurer and Financial Comptroller