



15 May 2019

Lump-sum option in respect of statutory travel

1. The purpose of this Information Note is to draw attention to recent changes in the airline industry concerning the calculation of the tariffs that are used as the basis for the calculation of lump-sum travel entitlements, and to remind officials of the purpose of these entitlements and of the options available in this regard.
2. The Office is responsible (in accordance with Office Procedure, *Travel policies and procedures*, IGDS No. 437 (version 4), of 15 May 2019) for the payment of actual travel expenses by the most economical and direct route in respect of home leave travel, scholastic travel and travel to visit dependants. Any extra expenditure incurred by stopovers to which the official is not entitled or detours for personal convenience must be met by the official.
3. Under current arrangements, officials can exercise their entitlement to home leave, travel to visit dependants or scholastic travel by choosing one of the following options for payment of travel expenses:
 - *Tickets issued by an ILO travel agency* for the official and his/her dependants, in accordance with the ILO air travel policy.
 - *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.
 - *Lump sum*: IATA (International Air Transport Association) full fares (YY Fares) previously used as a basis for the calculation of the above-mentioned lump sum were rescinded as of 31 October 2018. This change obliged UN organizations using this fare as a basis for their statutory travel lump-sum calculations to modify their method of calculation, in order to be able to continue offering lump sums to staff.
 - The lump sum for home leave, scholastic and visit to dependants travel corresponds to 100 per cent of the applicable average economy class return-ticket fare for the authorized journey. The lump sum is calculated on the basis of average market fares available throughout the year for both flexible and restricted tickets in respect of the authorized itinerary.¹
 - Lump-sum calculations shall be updated on an annual basis and are published on the relevant travel-related section of the [INTSERV](#) intranet page.

¹ The calculation is based on average flexible and restrictive fares across top carriers, excluding low cost carriers.

- For children, ages 2 to 11, the lump sum payable is 75 per cent of the adult entitlement. For children less than 2 years old, the lump sum payable is 10 per cent of the adult entitlement.
4. Officials are reminded that the lump-sum option should be requested at least one month prior to the actual date of travel. In considering the lump-sum option based on the quotation provided by INTSERV, officials are reminded that they may choose to have the tickets issued by an ILO travel agency or to be reimbursed the actual travel expenses in lieu of the lump sum, if they determine that the lump sum amount is not sufficient to cover their expenses.

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