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FAQs on mission travel policy

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When should the travel request be submitted in IRIS?

The travel request **MUST** be initiated 14 days prior the departure. If the travel booking cannot be done at least 14 days prior the travel date, an authorization for derogation from the line manager must be sent to the travel agency with a clear justification for the exception, and added to the TT for audit purposes. Once received, they will process the booking.

When should the travel authorization be approved?

Travel authorizations **MUST** be approved minimum 7 working days prior departure.

Am I entitled to travel on the most direct or the most economical route?

Officials are required to travel on the most economical of the most direct route. Except when travelling to/from Geneva, officials must travel on the most economical route, where the following cumulative conditions are fulfilled (IGDS number 437. Travel policies and procedures, Article. 6.1.2):

- The most direct route is over 25 % more expensive than the most economical route;
- Any connection time is less than 2 hours;
- For economy class travel, the overall travel time remains below the business class threshold and
- The travel time does not exceed by more than 4 hours that by the most direct route.

When should I return back from the mission?

Travel should normally be undertaken on the last day of mission, where possible.

What is the threshold for air travel?

Officials are entitled to economy class when travel time is less than 9h and business class when more than 9h (including transit and connections).

For travel to/from the same city:

If one leg of the travel is more than 9h, the whole travel will be in business.

For travel to/from a different city:

If one leg is more than 9h and one leg is less than 9h, travel will be half in business class, half in economy class.

Am I entitled to priority lounges when travelling in economy class?

Yes.

When the transfer time is more than 2h30min, access to airport lounges can be refunded at the time of the claim upon submission of proofs of payment.

Am I entitled to excess luggage while travelling on mission?

Yes.

When travelling in economy class, officials can be granted 10 extra kilos or 1 additional piece of luggage (depending on the airline policy), in each direction or accumulated in one direction only. Extra costs will be refunded at the time of the claim upon submission of proofs of payment.

Am I allowed to rent a car while on mission?

Yes.

But only if you have obtained a prior authorization. The authorization is only given if other modes of travel are not easily available at the mission destination. Please note that without prior authorization car rental will not be reimbursed.

Can I travel with my personal car?

Yes.

If you have obtained a prior authorization. However you are responsible for having a valid insurance for your car. ILO will not be responsible for any damage caused to or by the car or for any theft of the car during the journey and for having adequate car insurance. There is no Office compensation for loss, damage or third-party claims related to private cars. Please see detailed rules in circular IGDS 437: Travel Policies and Procedure.

Can I take leave during my mission?

Yes.

You should obtain approval for the leave prior to your departure, and it should be mentioned on your Travel Authorization. Please note that the daily subsistence allowance (DSA) will not be paid for the leave days taken during your mission travel. Moreover, the official will not be entitled to CTO nor rest period if mission is extended for private purposes.

Do I get a terminal allowance even if I get a pick up and drop services by the official ILO office vehicles?

Yes.

You do get a reduced terminal allowance in case you have been provided by official pick up and drop services. Please note that you are obliged to mention this on your Travel Authorization (TA) or travel claim to enable the office to do the correct calculation.

When am I entitled to rest period?

Rest periods are applicable as follows:

- Travel time between 6 and 10h: 12h of rest period upon arrival;
- Travel time of more than 10h: 24h of rest period upon arrival;
- Overnight travel up to 5h, in economy, between 11 p.m. and 5 a.m.: 12h of rest period;
- Overnight travel of more than 5h, in economy, between 11 p.m. and 5 a.m.: 24h of rest period.

Rest periods must be taken immediately upon arrival or will be forfeited.

When am I entitled to a CTO?

CTOs are applicable as follows:

- Scheduled departure time to/from mission is before 2 p.m. on Saturday, Sunday or Public Holiday at the duty station: 1 CTO.
- Scheduled arrival time to/from mission is after noon on Saturday, Sunday or Public Holiday at the duty station: 1 CTO.
- ½ CTO for each weekend day spent away from the duty station, not working, if the arrival is at the latest 2 days preceeding the weekend and if departure is at the earliest 2 days following the weekend.
- Calculation of CTO entitlement for mission travel is always based on actual travel and not hypothetical.

Please note that where both a and b are applicable on the same leg (departure before 2 p.m. and arrival after noon), only 1 CTO will be granted.

What is my DSA entitlement for short missions?

DSA is applicable as follows:

- No DSA for mission of less than 6h
- 15% DSA for mission between 6 and 10h
- 50% DSA for mission between 10 and 24h

Am I entitled to DSA on the last day of mission?

No.

Unless you are travelling overnight (arriving at your duty station after midnight). But reasonable meal expenses on the last day can be refunded upon submission of proofs of expenditure. The range to claim such expenditures is between 15 and 50% of the DSA applicable to the last mission location.

What type of expenditure am I allowed to charge to my travel claim?

Type of expenditure to charge to my travel claim.

What proofs of accommodation are accepted in the travel claim?

Any commercial invoices are accepted, such as hotel invoices, airbnb proof of payment, hotel booking platform (e.g. booking.com)