



EXPIRED

ST/AI/133  
8 April 1959

## ADMINISTRATIVE INSTRUCTION

To: Secretaries of Delegations and Members of the Staff

Subject: PAYMENTS OF TRAVEL EXPENSES AND SUBSISTENCE ALLOWANCES  
IN CONNEXION WITH UNITED NATIONS CONFERENCES

1. The purpose of this Instruction is to announce and amplify certain procedures in connexion with the processing of the subject payments. This Instruction is to be read in conjunction with ST/SGB/120 and ST/SGB/107, as amended.

## I. MEMBERS OF ORGANS OR SUBSIDIARY ORGANS

Travel expenses related to General Assembly sessions

2. Paragraph 8 of ST/SGB/107 specifies in detail the covering procedures under this heading. Note should be taken that reimbursement claims are henceforth to be submitted to the Budget Division, Office of the Controller, Room 3747, ext. 3242, for certification.

Travel expenses related to functional commissions (ECOSOC) sessions

3. Paragraph 8 of ST/SGB/107 likewise specifies the covering procedures under this heading, except that claims shall be routed in the first instance to the Executive Office of the Department of Economic and Social Affairs (through the Secretary of the organ if desired) for review, initialling and forwarding to the Budget Division as above.

Travel and subsistence expenses related to sessions of other organs

4. As noted in paragraph 7 of ST/SGB/107, the United Nations will itself normally arrange for issuance of and payment for travel tickets. Travel

authorizations will be prepared and initialled by the Executive Office of the Department or Office providing secretariat services for the organ. They will then be forwarded to the Budget Division as above.

5. Claims for reimbursement of travel and subsistence expenses will be submitted by individual members of organs to the Executive Office of the Department or Office providing secretariat services (through the Secretary of the organ if desired). That Office will review and initial the claims, after which they will be forwarded to the Budget Division as above.

Explanatory note to Members of organs

6. Secretaries of organs (other than the General Assembly) will incorporate in letters of invitation to members an explanatory note on travel arrangements and, where applicable, subsistence payments.

II. STAFF MEMBERS

7. The covering authorization for the travel of a staff member to a conference away from Headquarters will be initiated by the staff member's Department or Office and forwarded for initialling to the administrative officer designated to service the particular conference. The authorization will then be passed to the Budget Division as above.

8. Claims for reimbursement in connexion with such travel will be prepared and initialled by the staff member's Department or Office and forwarded to the Budget Division as above.

III. ADMINISTRATION OF ALLOTMENTS

9. Allotments covering travel costs of meetings of organs and subsidiary organs will be made to the Budget Division, which will have final responsibility for their administration, including the certification of necessary obligating documents. However, this does not relieve officers initialling authorizations and claims from the responsibility for ensuring that these documents are in good order.

William McCaw  
Acting Controller

-----