



ST/AI/206
23 August 1971

ADMINISTRATIVE INSTRUCTION

To: Members of the staff
From: The Controller

Subject: TERMINAL EXPENSES

1. The provisions for payment of terminal expenses set forth in staff rule 107.13 are hereby revised with effect from 1 September 1971.
2. For all official travel to or from his duty station, not involving an authorized intermediate stop, a staff member may claim reimbursement of terminal expenses incurred for each outward and for each return journey up to \$8 in respect of himself and up to \$3 in respect of each dependant authorized to travel at United Nations expense.
3. At all authorized intermediate stops on official travel, a staff member may also claim reimbursement of terminal expenses incurred up to \$8 in respect of himself and up to \$3 in respect of each dependant authorized to travel at United Nations expense. No expenses shall be reimbursable in respect of an intermediate stop (a) which is not authorized, (b) which does not involve leaving the terminal or (c) which is for less than four hours and is exclusively for the purpose of making an onward connexion.
4. When an outward or a return journey is made from or to Headquarters (New York), or when an intermediate stop is made at Headquarters (New York), the limits specified in paragraphs 2 and 3 above shall be \$15 and \$5, respectively.
5. Terminal expenses shall be deemed to include all expenditures incurred for the means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of baggage and other related incidental charges, except the costs provided for under staff rule 107.19 (iii).

6. Terminal expenses in connexion with the outward and the return journey and any intermediate stops may be combined into one lump sum and claimed by the staff member within the maximum total entitlements provided in paragraphs 2, 3 and 4 above. For ease of administration, the amount claimed should, to the extent possible, be stated in United States dollars, rounded to the nearest even dollar. A detailed breakdown of the expenses incurred will not normally be required. No reimbursement will be made unless a claim for terminal expenses is made.

7. A suitable amendment to staff rule 107.13 will be issued in due course.
