



Secretariat

ST/AI/206/Rev.3
29 February 1988

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: Assistant Secretary-General for Programme Planning, Budget and Finance

Subject: TERMINAL EXPENSES

1. The provisions for payment of terminal expenses set forth in administrative instruction ST/AI/206/Rev.2 dated 9 April 1981 are hereby revised with effect from 1 March 1988. The changes introduced relate inter alia to an increase in the uniform reimbursement rate for application at all locations.
2. A staff member may claim reimbursement of terminal expenses incurred for each required trip by means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling. The reimbursement for each journey to or from the airport or other point of arrival or departure shall be \$18 in respect of the staff member and \$6 for each family member 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 exclusively for the purpose of an onward connection.
3. Terminal expenses shall be deemed to include all expenditures for transportation 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). The rates of reimbursement set out above cover terminal expenses at each end of a particular journey or leg of a journey. For example, the reimbursement of travel expenses for a staff member involving an approved travel itinerary New York/Geneva/Vienna/New York would be \$108, determined as follows: to airport in New York - \$18; from and to airport at Geneva - \$36; from and to airport at Vienna - \$36; from airport in New York - \$18.

4. When an official United Nations or government vehicle is made available for one of the trips to which reference is made in paragraph 2 above, the staff member's entitlement for that trip shall be reduced from \$18 to \$6 and that for each dependant from \$6 to \$3. All staff members filing claims for reimbursement of travel expenses (form F.10) are required to complete the boxes on the reverse side of the form which refer to the availability of a United Nations or government vehicle.

5. No reimbursement will be made unless a written claim is made. For the purpose of claiming reimbursement, terminal expenses in connection with a complete authorized itinerary may be combined and claimed by the staff member as one lump sum.

6. Suitable amendments to the Staff Rules will be issued in due course.
