



ADMINISTRATIVE INSTRUCTION

To: Members of the staff at Headquarters

From: The Under-Secretary-General for
Administration and Management

Subject: REIMBURSEMENT OF TAXI FARES

1. The purpose of this instruction is to establish the policy and procedures for reimbursement of taxi fares incurred by staff members at Headquarters in cases where taxi transportation is required in connexion with their performance of official duties during working hours, or in order to facilitate their return home upon completion of their tour of duty after 11:00 p.m.
2. Whenever local travel is required for transaction of official business during regular working hours, public means of transportation should be used to the extent possible. The use of taxis may, however, be permitted if public transportation is not readily available to and from the destination or if, because of the distance or timing, it is more expedient to travel by taxi. Staff members who intend to use taxis in such circumstances should obtain prior authorization by their Executive or Administrative Officer.
3. When a staff member's tour of duty ends between the hours of 11:00 p.m. and 6:00 a.m., and provided that the staff member has not been issued a parking permit in the United Nations garage, taxi transportation may be authorized to facilitate his or her return home and the fares incurred reimbursed. The reimbursement will be made for taxi fares between the Headquarters buildings and the staff member's residence if the staff member lives anywhere in the five boroughs of New York City. For those staff members living outside that area, reimbursement will be made for taxi fares from the Headquarters buildings to the nearest rail or bus terminal and from the station of their destination to their residence. In cases where, because of the late hour, the use of public transportation is no longer feasible or will present a safety hazard to the staff member concerned, reimbursement may be made for taxi fares from the Headquarters buildings to the staff member's residence.
4. Whenever possible, staff members leaving the Headquarters buildings around the same time and going to the same destination or in the same general direction should arrange to form a taxi pool, thus reducing the costs to the Organization.

13190

As in the case of all official travel, staff members should exercise the same care in incurring taxi expenses, including gratuities, that a prudent person would exercise if travelling on personal business.

5. Reimbursement of taxi fares will be made through the use of an imprest cash voucher which must be certified against an applicable allotment account code by the staff member's immediate supervisor and by the Executive or Administrative Officer concerned. Any claim in excess of \$4.00 must be supported by a receipt signed by the taxi operator or, if the receipt was not obtainable, by a staff member's written statement to that effect.

6. In the case of extremely inclement weather, such as those occasions when staff are permitted to leave early subject to the exigencies of service, the United Nations will be prepared to pay the cost of bed and breakfast at a nearby hotel for those staff members who finish work after 11:00 p.m. and who, because of the weather conditions, are unable to return home for the night.

7. This instruction shall be effective as from 1 August 1977. Administrative Instruction ST/AI/160 on the related subject is hereby superseded.
