\* The present circular, which cancels and supersedes information circular [ST/IC/2015/25](https://undocs.org/ST/IC/2015/25), will be in effect until further notice.

Information circular\*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: Rates of daily subsistence allowance in New York, Geneva and Vienna

1. Pursuant to section 3.4 of administrative instruction ST/AI/2014/2, on the system of daily subsistence allowance, the purpose of the present circular is to inform the staff of the schedule of rates of daily subsistence allowance applicable to the above-mentioned duty stations and their effective dates, as set out in the annex to the present circular.

2. The schedule set out in the annex replaces the schedule contained in the annex to information circular ST/IC/2015/25.

Annex

Rates of daily subsistence allowance at Headquarters, Geneva and Vienna

|  | *Headquartersa*  *(US$ per day)* |  | *Genevab*  *(SwF per day)* | *Viennac*  *(€ per day)* |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| (i) *First 60 days*, consecutive or otherwise, at the temporary duty station, all staff: | First 30 days | Next 30 days |  |  |
| Standard year-round rate | 410 | 349 | 383 | 256 |
| Special hotels, January-August*d* | 500 | 425 |  |  |
| Special hotels, September-December*e* | 600 | 510 |  |  |
| (ii) *During the next 60 days*, consecutive or otherwise, at the temporary duty station, all staff: |  |  |  |  |
| Standard year-round rate | 273 |  | 287 | 192 |
| Special hotels, January-August*d* | 333 |  |  |  |
| Special hotels, September-December*e* | 400 |  |  |  |
| (iii) *After 120 days*, consecutive or otherwise, at the temporary duty station, all staff: |  |  |  |  |
| Standard year-round rate | 205 |  | 230 | 154 |
| Special hotels, January-August*d* | 250 |  |  |  |
| Special hotels, September-December*e* | 300 |  |  |  |

*a* Effective 1 August 2017.

*b* Effective 1 July 2017.

*c* Effective 1 September 2016.

*d* The hotels in this category are: Affinia — Shelburne Murray Hill, Bentley, Double Tree by Hilton — Times Square, Grand Hyatt, Jolly Madison, One UN New York, Roger Smith and Seton.

*e* The hotels in this category are: Affinia — Shelburne Murray Hill, Bentley, Double Tree by Hilton — Times Square, One UN New York, Roger Smith, Seton and The Renwick.