CHAPTER 12: TRAVEL

Section 2: Appointment, Change of Duty Station, and Separation Travel

General
12.2.1 These provisions apply to UNICEF staff members who are authorized to travel at UNICEF’s expense on:

a) initial appointment;

b) change of duty station;

c) change of duty station in conjunction with home leave (HL); and

d) separation (repatriation travel).

Initial Appointment Travel

Internationally-Recruited Staff Members
12.2.2 Internationally-recruited staff members are eligible for travel expenses from the place of recruitment to the duty station to which they are assigned, provided they are not residing within commuting distance of the duty station.

Locally-Recruited Staff Members
12.2.3 While travel is normally only paid to internationally-recruited staff members, Heads of Offices may exceptionally authorize its payment to a locally-recruited staff member on initial appointment if:

a) it is fully demonstrated that there is no one at the duty station who meets the minimum requirements of the vacant post; and

b) the candidate is required to move beyond commuting distance.

Change of Duty Station Travel

Internationally-Recruited Staff Members
12.2.4 UNICEF pays the travel expenses of an internationally-recruited staff member from his/her current duty station to another duty station to which he/she is assigned.

Locally-Recruited Staff Members
12.2.5 While travel is normally only paid to internationally-recruited staff members, Heads of Offices may exceptionally authorize its payment to a locally-recruited staff member on change of duty station within the
same country, if the staff member is required to move beyond commuting distance.

**Separation or Repatriation Travel**

**Internationally-Recruited Staff Members**

12.2.6 UNICEF pays the travel expenses of an internationally-recruited staff member from the duty station to one of the following points:

a) to the place recognized by UNICEF as his/her home leave place; or

b) to the place of recruitment; or

c) to any other place, but UNICEF will only pay the lowest cost between:

i) the duty station and the home leave place; or

ii) the duty station and the place to which travel is exercised.

**Locally-Recruited Staff Members**

12.2.7 UNICEF will pay the travel expenses of a locally-recruited staff member from the duty station to the place of his/her recruitment if the organization has paid for the travel for his/her initial appointment or change of duty station as per paragraph 12.2.3. a) and b) above.

**Separation upon Death of the Staff Member**

12.2.8 In the case of the death of a staff member, see Section 17 of this Chapter for transportation of the remains.

**Family Members**

**General**

12.2.9 For the purposes of this section, eligible family members are:

a) the recognized spouse, whether dependent or not; and

b) any children recognized as dependants.

12.2.10 There are no travel entitlements for secondary dependants, even though a secondary dependency allowance may be payable under certain circumstances.

**Initial Appointment Travel**

12.2.11 On the initial appointment of the staff member, UNICEF pays travel expenses of eligible family members provided that:

a) at the time of appointment they are not residing within commuting distance of the duty station;

b) the staff member’s appointment is for one year or longer; and

c) the services of the staff member are expected to continue for more than six months beyond the date on which travel of the family members begins.

12.2.12 Travel expenses will be paid either from:

a) the staff member’s place of recruitment;

b) the staff member’s officially recognized home leave place; or

c) any other place, provided that the cost does not exceed that payable between the staff member’s recognized place of home leave or place of recruitment and the duty station, whichever is higher.

**Change of Duty Station Travel**

12.2.13 On change of duty station, the organization pays travel expenses for eligible family members, provided that the services of the staff member are expected to continue at the new duty station for more than six months beyond the date on which travel of the eligible family member commences.
Separation or Repatriation Travel
12.2.14 On separation of the staff member from service, UNICEF pays travel expenses for eligible family members under the same provisions applicable to the staff member.

Transportation of the Remains
12.2.15 In the case of death of an eligible family member, see Section 17 of this Chapter.

Travel in Connection with Change of Family Status

Newly Married Spouse
12.2.16 If an internationally-recruited staff member marries after his/her initial appointment and installation at the duty station, UNICEF may pay for the spouse's travel to the duty station, provided that:

a) UNICEF has not paid for such travel for any other spouse or fiancé(e) of the staff member (exception may be made, however, where a widowed staff member has remarried);

b) the new spouse resided outside the staff member's duty station;

c) the marriage took place outside the area of the staff member's duty station;

d) the staff member is expected to remain in employment for at least six months following the arrival of the spouse at the duty station; and

e) the cost of the travel does not exceed that between the staff member's recognized place of home leave or place of recruitment and the duty station.

Fiancé(e)
12.2.17 Travel for a fiancé(e) will be reimbursed upon presentation of a marriage certificate, provided that:

a) approval has been obtained from the Human Resources Officer in DHR, serving the staff member's duty station before the fiancé(e) travels;  

b) UNICEF has not paid for such travel for any other spouse or fiancé(e) of the staff member (exception may be made, however, where a widowed staff member is remarrying);

c) the fiancé(e) resided outside the staff member's duty station;

d) the marriage takes place at the staff member's duty station within the six months following the arrival of the fiancé(e) at the duty station;

e) the staff member is expected to remain in employment for at least six months following the arrival of the fiancé(e) at the duty station; and

f) the cost of travel does not exceed that between the staff member’s recognized place of home leave or place of recruitment and the duty station.

Former Spouse
12.2.18 The Human Resources Officer in DHR, serving the staff member’s duty station, will approve the payment of travel expenses for repatriation of a former spouse (e.g., divorced), if he/she was initially installed at the duty station.

Children Born Outside the Duty Station after Staff Member’s Travel to the Duty Station
12.2.19 In the case of children born outside the duty station, after the staff member's travel on initial appointment or change of duty station, travel as an eligible family member will be allowed, provided that:

a) the mother was outside the duty station at UNICEF’s expense (such as home leave or MET); or

b) the mother had not yet travelled to the duty station at UNICEF's expense.

Children Adopted Outside the Duty Station after the Staff Member’s Travel to the Duty Station
12.2.20 In the case of children adopted outside the duty station, after the staff member’s travel on initial appointment or change of duty station, travel as an eligible family member will be allowed.

Children Who Cease to Be Dependents
12.2.21 When a child ceases to be a dependant, UNICEF may authorize repatriation travel as an eligible family
member from:

a) **the staff member's duty station to any place**, subject to the lower cost between:
   i) the staff member's duty station and his/her designated home leave place; or
   
   ii) the staff member's duty station and the place where the personal effects are shipped; or

b) **the place where the child ceases his/her studies or completes post-secondary education, and any place**, subject to the lower cost between:
   i) the staff member's duty station and his/her designated home leave place; or
   
   ii) the place where the child ceases to study, and the place where the personal effects are shipped.

12.2.22 The travel may be authorized in respect of:

a) **a child between the ages of 18 and up to the date he/she becomes 21**, who ceases his/her studies. The entitlement must be exercised within two years from the date the child ceases his/her studies; and

b) **a child between the ages of 21 and up to the date he/she becomes 25**, who completes continuous full-time attendance at a post-secondary school, provided attendance at the school began during the period of recognized dependency status. The entitlement must be exercised within two years from the date the child completes his/her first university degree.

12.2.23 **Loss of Entitlement.** The entitlement to separation travel expenses will cease if travel has not commenced within two years after the date of separation. Further, staff members will not be entitled to payment of separation travel expenses, under the following circumstances, unless it is determined by the Human Resources Officer in DHR, serving the staff member's duty station, that there are compelling reasons for authorizing the payment:

a) the staff member resigns before completing one year of service; or

b) the staff member is separated following the date of return from home leave or family visit:
   i) if stationed in a 24-month home leave cycle duty station, within six months; or
   
   ii) if stationed in a 12-month home leave cycle duty station, within three months.

**Mode of Transportation**

*Travel by Air*

12.2.24 Air transportation by the most direct and economical route is the normal mode for travel on initial appointment, change of duty station and separation, within the class of service as specified in paragraphs 12.2.25 to 12.2.28. An alternative mode of transportation may be authorized when it is in the best interest of UNICEF, in the opinion of:

a) **for staff stationed in NY**, the Chief of the Travel Section (TTS) in the Division of Financial Administration Management (DFAM); or

b) **for staff stationed outside NY**, the Head of Office.

*Standard of Accommodation*

12.2.25 The standard of accommodation for travel on initial appointment, change of duty station, and separation for:

a) **staff members at the Under-Secretary General (USG) and Assistant Secretary-General (ASG) levels** is, irrespective of the duration of the flight, in the class immediately below first class;

b) **all other staff members except Junior Professional Officers (JPOs)**, is in:
   i) economy class, if the journey is less than nine hours; and
   
   ii) the class immediately below first class, if the journey is nine hours or longer; and
c) **JPOs**, is normally, irrespective of the duration of the flight, in economy class.

12.2.26 For purposes of paragraph 12.2.25, the duration of a particular journey is determined on the basis of the combined flying time of all legs of the journey to a given destination by the most direct and economical route available, provided the journey is not interrupted for official stops of more than one day. The flying time includes scheduled stops for change of planes or other purposes, but excludes travel time to and from airports. Up to four hours for connections between flights may be included in the flying time for the particular journey.

12.2.27 When home leave is taken in conjunction with travel on change of duty station, the standard of accommodation is determined as follows:

a) **from departing duty station to place of home leave:**

i) staff members at the Under-Secretary General (USG) and Assistant Secretary-General (ASG) levels is, irrespective of the duration of the flight, in the class immediately below first class;

ii) all other staff members except Junior Professional Officers (JPOs), is in economy class if the journey is less than nine hours, and in the class immediately below first class, if the journey is nine hours or longer; **and**

iii) JPOs, is in economy class, irrespective of the duration of the flight; **5**

b) **from place of home leave to new duty station:**

i) staff members at the Under-Secretary General (USG) and Assistant Secretary-General (ASG) levels is, irrespective of the duration of the flight, in the class immediately below first class;

ii) all other staff members except Junior Professional Officers (JPOs), is in economy class if the journey is less than nine hours, and in the class immediately below first class, if the journey is nine hours or longer; **and**

iii) JPOs, is in economy class, irrespective of the duration of the flight. **6**

12.2.28 If travellers elect to fly at a lower class than the maximum to which they are entitled, they are not entitled to the savings realized in cash, nor applied to a different route. In no case will UNICEF pay for flight accommodations made on behalf of the staff member, but not used by the staff member.

12.2.29 **Flight Duration.** Flight duration is determined on the basis of the most direct and economical route available, including time allowed for connecting flights, but excluding travel time to and from airports.

12.2.30 **Excursion or Special Fare.** Whenever excursion fares or special fares apply, the travel entitlement is limited to the excursion or special fare unless such fares would prevent the traveller from making an approved official rest stop, or if it is not in the best interest of UNICEF.

12.2.31 An excursion fare or special fare may be changed, if necessary, to a regular fare after the journey has begun, with prior authorization from the office that authorized the travel. In such cases, UNICEF is required to pay or reimburse only the cost of the actual accommodation used by the traveller. A staff member who changes the official itinerary because of personal reasons is required to pay the difference between the new fare and the excursion fare.

12.2.32 **Travel Time.** When a staff member travels by the most direct and economical route, actual travel time spent during a normal working day is not charged against annual leave (AL). Authorized and unavoidable stopovers during travel, in accordance with paragraph 12.2.35, are not charged against AL.

12.2.33 A staff member who travels on a non-working day is not entitled to AL credit or compensatory time off (CTO) in respect of the travel time falling on such a day.

12.2.34 A staff member is granted a specific amount of travel time, based on the most direct and economical route, regardless of route alterations made for the sake of personal convenience.

12.2.35 **Authorized Rest Periods and Stopovers.** Staff members travelling by air, or mostly by air, are entitled to rest periods before commencing duties, **7** or stopovers for rest purposes as follows:

a) **if the scheduled time for the journey is more than six hours but not more than ten hours, and if the following day is a business day at the arrival point,** the traveller will not normally be required to report to work within 12 hours of arrival;
b) **if the scheduled time for the journey is more than ten hours but not more than 16 hours**, the traveller is allowed:

i) a rest period of at least 24 hours at an intermediate place in the destination; or

ii) a stopover of no more than 24 hours at an intermediate place in the trip, with the appropriate DSA, and an additional rest period of at least 12 hours after arrival at the duty destination, if the final stage of the trip exceeds six hours;

(c) **if the scheduled time for the journey is more than 16 hours**, the traveller is allowed:

i) one stopover normally of no more than 24 hours at an intermediate place in the trip, with the appropriate DSA and a rest period of no more than 24 hours after arrival at the duty destination; or

ii) two stopovers normally of no more than 24 hours at an intermediate place in the trip, with the appropriate DSA and a rest period of at least 12 hours after arrival at the duty destination, if the final stage of the trip exceeds six hours.

**Travel by Train**

12.2.36 When authorized to travel by train, staff members are entitled to first class accommodation, including sleeper, where appropriate.

**Travel by Sea**

12.2.37 When authorized to travel by sea, staff members are entitled to the standard of accommodation, which does not exceed the amount that would have been paid for air travel.

**Travel by Automobile**

12.2.38 **Using Privately-Owned Vehicles.** A staff member required to travel by automobile is entitled to reimbursement based on the UN established operating rates per mile of automobile travel. These rates vary geographically, reflecting local prices and conditions which determine running costs, depreciation and repairs. All of these have been factored into the rates for operating costs, and no additional compensation is available beyond the established rates. These rates are revised periodically and are found in Section 3, Annex C.

12.2.39 Actual mileage is used in calculating operating costs for travel in which the destination is within a 56 kilometre (35 mile) radius of the duty station; the mileage shown on official route guides is used to calculate operating costs.

12.2.40 When more than one staff member travels by automobile, reimbursement of operating costs is made to one staff member only.

12.2.41 Reasonable costs for tolls and parking will be considered for reimbursement, subject to presentation of relevant receipts.

12.2.42 A staff member who is authorized to travel by automobile is entitled to travel time, not chargeable to AL, equal to the time which would have been required had he/she travelled by air by the most direct route.

12.2.43 All running costs, depreciation, repairs and other automobile expenses are the responsibility of the staff member.

12.2.44 Staff members using their own vehicles for official travel are not provided with automobile insurance by UNICEF.

**Procedure**

**Approving Authority**

12.2.45 The eligibility to travel is approved by the Human Resources Officer in DHR, serving the staff member's duty station.

**Daily Subsistence Allowance (DSA)**

12.2.46 Section 3, paragraphs 12.3.25 to 12.3.52 apply, as appropriate, to staff and eligible family members on initial appointment, change of duty station and separation, with the added provision that staff members are paid daily subsistence allowance (DSA) in respect of each eligible family member at half of their own rate, whether they travel together or separately. For example, DSA for each eligible family member of the following staff will be:
a) **P-1/L-1 to P-5/L-5 levels**, at 50 per cent of the standard rate;

b) **D-1, D-2, L-6 and L-7 levels**, at 57.5 per cent of the standard rate; and

c) **Assistant Secretary-General and Under Secretary-General levels**, at 70 per cent of the standard rate.

**Overnight Flights**

12.2.47 Staff members travelling on appointment, change of duty station and repatriation, will not receive DSA on overnight flights. However, DSA will be paid for authorized stopovers that are actually made.

12.2.48 **Example.** A staff member is travelling from New York to Nairobi with an intermediate overnight flight through London. If the traveller takes a connecting flight from London, without exercising an entitled rest stop in London, he/she will not receive DSA.

12.2.49 Staff members who exercise the lump sum payment option on any of the above-mentioned travel, are not eligible for DSA (see also paragraph 12.2.72).

**Terminal Expenses**

12.2.50 Terminal expenses include all expenditures for transportation between the air terminal and other point of arrival or departure and the hotel or place of dwelling, including transfer of baggage and other incidental expenses, except for those costs under Section 3, paragraphs 12.3.67 to 12.3.70.

12.2.51 A staff member may claim reimbursement to cover expenses to and from air terminals. UNICEF pays this amount with respect to each end of each authorized outward journey and each authorized return journey. The amount of terminal expenses will be for each leg of the trip to and from the air terminal:

a) **for New York:**

   i) US$50.00 in respect of the staff member; and

   ii) US$17.00 for each family member authorized to travel at UNICEF's expense; and

b) **for all other duty stations:**

   i) US$30.00 in respect of the staff member; and

   ii) US$10.00 for each family member authorized to travel at UNICEF's expense.

12.2.52 When an official UN Agency/UNICEF/government/airline/hotel or other similar type of vehicle is made available for the trip, the amounts to be reimbursed shall be set at:

a) **US$9.00** in respect of the staff member; and

b) **US$5.00** for each family member authorized to travel at UNICEF's expense.

12.2.53 A staff member who has been authorized an overnight stay or stopover during travel, will receive for each leg of the trip to and from the air terminal:

a) **for New York:**

   i) **US$50.00**, if no UN Agency/UNICEF/government/airline/hotel or other similar type of vehicle is made available, and

   ii) **US$9.00**, if a UN Agency/UNICEF/government/airline/hotel or other similar type of vehicle is made available, or the office arranges for transportation at the organization's expense; and

b) **for all other duty stations:**

   i) **US$30.00**, if no UN Agency/UNICEF/government/airline/hotel or other similar type of vehicle is made available, and

   ii) **US$9.00**, if a UN Agency/UNICEF/government/airline/hotel or other similar type of vehicle is made available, or the office arranges for transportation at the organization's expense.

12.2.54 When an overnight stay or stopover is at the expense of the carrier, no terminal expenses are paid.
unless the airline does not provide transportation to and from the hotel.

12.2.55 UNICEF does not pay terminal expenses for an intermediate stop which:

a) is unauthorized; or

b) is for less than six hours which does not involve leaving the terminal, or is exclusively for the purpose of making an onward connection.

12.2.56 UNICEF does pay terminal expenses for an intermediate stop which involves leaving the terminal to change the mode of transportation, provided the change is not for the personal convenience of the staff member.

12.2.57 **Example.** Airport to train station, seaport or bus terminal.

**Excess Accompanied Baggage**

12.2.58 The provisions of Section 3, paragraphs 12.3.61 to 12.3.64 apply to staff and eligible family members on initial appointment, change of duty station and separation, as appropriate.

**Insurance/Compensation for Accompanied Baggage**

12.2.59 The provisions of Section 3, paragraphs 12.3.65 and 12.3.66, apply to staff and eligible family members on initial appointment, change of duty station and separation, as appropriate.

**Additional Travel Expenses**

12.2.60 The provisions of Section 3, paragraphs 12.3.67 to 12.3.70 apply to staff and eligible family members on initial appointment, change of duty station and separation, as appropriate.

**Related Entitlements**

12.2.61 The provisions of Section 3, paragraphs 12.3.71 to 12.3.79 apply to staff and eligible family members on initial appointment, change of duty station and separation, as appropriate.

**Procedure**

12.2.62 The provisions of Sections 3, paragraphs 12.3.80 to 12.3.98 apply to staff and eligible family members on initial appointment, change of duty station and separation, as appropriate.

**Unaccompanied Shipments**

12.2.63 Staff members travelling on initial appointment, reassignment/transfer, or separation from service are entitled to a limited amount of unaccompanied baggage as set out in Section 12 of this Chapter.

**Relocation Grant (Lump Sum in Lieu of Unaccompanied Shipment)**

12.2.64 Staff members travelling on initial appointment, reassignment/transfer, or separation from service may opt to receive a lump sum payment as an alternative to, or in lieu of, the existing unaccompanied shipment entitlement as set out in Section 12 of this Chapter.

**Interval for Entitlement-Related Travels**

12.2.65 A minimum of three months is normally required, counting from the date of arrival to the duty station on initial appointment or change of duty station, before the staff member and his/her eligible family members may exercise an entitlement-related travel (e.g. home leave, family visit). However, the three-month interval may be reduced to allow education grant travel to the educational institution following travel of the child to join the staff member at the duty station (see Sections 4 and 6 of this Chapter).

**Lump Sum Option**

**General**

12.2.66 Staff members have the option to receive a lump sum payment in lieu of the existing travel entitlement and to make their own arrangements for travel on:

a) initial appointment;

b) change of duty station;

c) change of duty station in conjunction with home leave; and
d) separation (repatriation).

12.2.67 Staff members who select this option will be responsible for their own travel arrangements without the direct administrative assistance (or involvement) of the organization.

Amount
12.2.68 Staff members will receive a lump sum amount equivalent to 100 per cent of the cost of the one way full fare at the authorized standard of accommodation (see paragraphs 12.2.25 to 12.2.28), by the least costly scheduled air carrier and by the most direct and economical route.

12.2.69 The amount for children entitled to reduced fare tickets will be equivalent to 100 per cent of the applicable child fare.

12.2.70 When home leave is taken in conjunction with travel on change of duty station, the amount will be equivalent to 100 per cent of the applicable fares as per paragraph 12.2.27.

12.2.71 No adjustments will be made to the lump sum amount once it has been paid, even when there has been a change in the travel date. Staff members should, therefore, ensure that the tickets they purchase allow flexibility in the event of changes in the schedule.

12.2.72 The lump sum payment will cover all entitlements relating to appointment, change of duty station or separation travel including surface travel in the country of destination/departure. Staff members who select this option agree to waive all entitlements for travel as established in the UN Staff Rules and will not be entitled to any further amount for:

a) transportation rest stopovers;
b) terminal expenses;
c) daily subsistence allowance (DSA);
d) insurance coverage;
e) accompanied excess baggage;\textsuperscript{12}
f) expenses relating to travel documents and visas, for themselves and their eligible dependants; and/or
g) expenses relating to inoculations and vaccinations for themselves and their eligible dependants.

12.2.73 The provisions of Appendix D to the UN Staff Rules will only apply if travel by air is via the most direct route.

Requests
12.2.74 Interested staff members must complete the "Travel Lump Sum Request Form" (see Section 2, Exhibit A), and submit it for approval before travel takes place:

a) on initial appointment, to the local Human Resources/Operations Officer at the arriving duty station;
b) on change of duty station, to the local Human Resources/Operations Officer at the departing office; and

c) on separation from service, to the local Human Resources/Operations Officer at the departing office.

12.2.75 If the lump sum option is selected, it will not be possible to revert to the normal travel entitlement for that specific travel. The organization will not be responsible for any delays or additional expense that may be incurred, or liabilities that may arise, as a result of the exercise of the lump sum option.

12.2.76 The Travel Authorization (TA), (see Section 3, Exhibit B) will indicate that the staff member has opted for the lump sum option in lieu of his/her normal travel entitlement.

Payment
12.2.77 The lump sum amount will be paid:

a) on initial appointment, by the local Finance Unit at the arriving office, upon receipt of the approved request from the local Human Resources/Operations Officer. It may only be paid after the staff member's arrival at the duty station;
b) **on change of duty station**, by the local Finance Unit at the departing office, upon receipt of the approved request from the local Human Resources/Operations Officer; and

c) **on separation from service**, by the local Finance Unit at the departing office, upon receipt of the approved request from the local Human Resources/Operations Officer.

**Travel Claim**

12.2.78 The staff member is not required to submit a claim or substantiating evidence of travel when taking the lump sum option. However, the local Human Resources/Operations Officer must inform the HR Officer in DHR, serving the duty station:

a) on initial appointment, date of arrival;

b) on change of duty station, date of departure/arrival; and

c) on separation from service, date of departure.

**Recovery**

12.2.79 If travel is cancelled after payment has been made, it will be the staff member’s or candidate’s responsibility to reimburse UNICEF for any amount received, by providing a cheque made out to UNICEF. If the reimbursement is not made within 30 days from the cancellation of the travel, the money will be recovered from the staff member’s pay. The cheque must be submitted to:

a) if stationed in NY, TTS, DFAM; and

b) if stationed outside NY, the local Human Resources/Operations Officer.

**Safety and Security Measures**

**Security Clearances for Travel and Emergency Contact Information for Staff**

12.2.80 UNICEF has a responsibility to protect its staff and their families and to guarantee their safety and security. UNICEF, therefore, needs to be able to account for all staff at all times. Staff members on official travel must ensure that they have obtained the required security clearances and that they have provided to the concerned officer at their duty station the necessary emergency contact information.

12.2.81 Staff members are to ensure that upon arrival at the duty station, they share their emergency contact information with the concerned officers.

12.2.82 Operations/Human Resources Officers should ensure that staff at the duty station are aware of the relevant security policies and recommendations laid out in UN/UNICEF’s policy documents and in the current UNSECOORD Security Directive.

**Security Training**

12.2.83 An essential component of the Security Policy is Security Training, which is mandatory and key in determining the suitability or otherwise of a staff member being deployed in high risk areas, or of remaining in a duty station as an essential staff member. In this connection, a training programme consisting of a "CD ROM - Basic Security in the Field - Staff Safety, Health and Welfare" has been developed. This training must be undertaken by every UNICEF staff member, irrespective of level, and whether serving at Headquarters, Regional or Country Offices.

12.2.84 Upon arrival of staff members at the duty station, Operations/Human Resources Officers should ensure that staff members have completed the security training, by checking their personal records for proof of completion.

**Medical Requirements for Travel**

**Medical Clearances and Inoculations**

12.2.85 **Travel on appointment.** Medical clearance is required prior to appointment to UNICEF under the 100 and 200 Series of the UN Staff Rules. No travel should be undertaken prior to receipt of medical clearance from the UN Medical Services Division (UNMSD).

12.2.86 **Travel on reassignment.** The Human Resources Officer in DHR, serving the duty station, will check
with the UNMSD on whether or not the staff member requires a medical examination or if clearance for transfer may be given without it.\textsuperscript{18}

12.2.87 Where applicable, Operations/Human Resources Officers are responsible for ensuring that staff members travelling on appointment or reassignment have received the necessary medical clearance, as well as any required and/or recommended inoculations and medications such as malaria chemoprophylaxis, pertinent to the location where travel is being undertaken.

12.2.88 The Travel Request Form\textsuperscript{19} (see Section 3, Exhibit A) has been amended to include a statement certifying, where applicable, that the necessary medical clearance and/or inoculations have been obtained.

12.2.89 The Travel Authorization (TA) should not be issued without the required certification as specified in paragraph 12.2.88 above.

\textsuperscript{1} See Chapter 3 of this Manual.

\textsuperscript{2} See Chapter 3 of this Manual.

\textsuperscript{3} Staff member should submit the marriage license as soon as available.

\textsuperscript{4} DHR will inform the office to which the JPO is assigned, on whether or not his/her sponsoring Government exceptionally authorizes the class immediate below first class for journeys over nine hours.

\textsuperscript{5} DHR will inform the office to which the JPO is assigned, on whether or not his/her sponsoring Government exceptionally authorizes the class immediate below first class for journeys over nine hours.

\textsuperscript{6} DHR will inform the office to which the JPO is assigned, on whether or not his/her sponsoring Government exceptionally authorizes the class immediate below first class for journeys over nine hours.

\textsuperscript{7} While newly arrived staff members should report to their office within the times specified above, Heads of Offices should provide adequate time off in the days following arrival to allow a staff member and family to look for accommodation, unpack, and settle children into school. We cannot give formal guidelines on the amount of time required, as this will vary between duty stations and individual families.

\textsuperscript{8} Premium seating, such as parlor cars, or other types of deluxe train premium service seats, are not paid for by the organization.

\textsuperscript{9} This is indicated in the letter which is issued by the Human Resources Officer serving the duty station, and which gives the administrative details on the staff member's initial appointment, change of duty station or separation.

\textsuperscript{10} This also includes authorized overnight travel undertaken by train or other means of transport.

\textsuperscript{11} This includes authorized travel undertaken by train or other means of transport.

\textsuperscript{12} Staff members will be entitled to unaccompanied shipments, see Section 12 of this Chapter.

\textsuperscript{13} For complete details on this subject, please refer to CF/EXD/2002-024 dated 21 October 2002 on "How to contact UNICEF Staff in an Emergency". Please refer also to CF/EXD/2003-008 dated 24 February 2003 on "Contact Information for Staff and Official Visitors on Official Travel Status in New York".

\textsuperscript{14} Please refer to Chapter 20 of the HR Manual.


17 Please refer to Section 10 of this Chapter.

18 Medical clearances are not required when the staff member is being transferred from a field duty station to Brussels, Copenhagen, Florence, Geneva, New York and Tokyo.

19 This particular template is only used at New York Headquarters. Field Offices should, therefore, consider this a ‘sample’ Travel Request Form, and be guided accordingly.

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Document Verification

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