ADMINISTRATIVE INSTRUCTION

Appointment, Reassignment and Repatriation Travel

The provisions of the present administrative instruction apply to staff members upon appointment, change of duty station and separation from service. See CF/AI/2014-001 for entitlements applicable to staff members travelling on official business ("duty travel").

Section 1 - Policy

1.1 UNICEF shall pay the travel expenses of an internationally-recruited staff member holding a staff appointment under the United Nations Staff Regulations and Rules under the following circumstances:

   a) on initial appointment;
   b) on change of duty station (reassignment travel); and
   c) separation from service (repatriation travel).

Approving Authority

1.2 The eligibility to travel is approved by the Human Resources Officer in the Global Service Center (GSC), DHR, serving the staff member's receiving duty station.

1.3 No travel shall be initiated prior to completion of a Travel Authorization.

Eligible Family Members

1.4 UNICEF shall pay the travel expenses of eligible family members in accordance with the provision of this instruction.

1.5 Eligible family members for the purpose of this instruction are:

   a) the recognized spouse or partner, whether dependent or not; and
   b) children recognized as dependants.

---

1 Please refer to UN Staff Rule 4.5 on “Staff in posts subject to international recruitment”.
2 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.
1.6 There are no travel entitlements for secondary dependants, even though a secondary dependency allowance may be payable under certain circumstances.

1.7 No travel expenses of family members shall be paid to staff members holding temporary appointments.

1.8 No travel expenses of family members shall be paid to duty stations classified as non-family.

**Locally-recruited Staff Members**

1.9 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 and eligible family members on initial appointment or change of duty station under the same provisions as internationally-recruited staff members 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/staff member is required to move beyond commuting distance.

1.10 Upon separation from service, UNICEF will pay the travel expenses of a locally-recruited staff member and eligible family members, if applicable, 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 under paragraph 1.9 above.

**Section 2 - Appointment Travel**

**Staff Members**

2.1 On initial appointment, internationally-recruited staff members are eligible for travel expenses from the place of recruitment to the duty station to which they are assigned.

**Family Members**

2.2 On the initial appointment of a staff member for whom travel is payable under paragraph 2.1, eligible family members who do not reside within commuting distance of the duty station shall be paid travel expenses from the place of recruitment or from the home leave place to the duty station, provided that:

   a) the appointment is for a period of one year or longer; or the staff member has completed one year or more of service; and

   b) the services of the staff member are expected to continue for more than six months beyond the date of their travel; and

   c) the family members will reside at the duty station for at least 3 continuous months (this requirement may be waived in respect of dependent children attending an educational institution outside the duty station).

---

4 See UN Staff Rule 4.4 on "Staff in posts subject to national recruitment".
5 For eligibility information on assignment grant, please refer to CF/AI/2010-002.
6 Please refer to CF/AI/2009-005 on Types of Appointment for information on the determination of place of recruitment.
7 This does not apply to Temporary Appointment holders (see paragraph 1.7).
Section 3 - Reassignment Travel

Staff Members

3.1 On change of duty station, UNICEF pays the travel expenses of an internationally-recruited staff member from his/her current duty station to the duty station to which he/she is officially reassigned.

Family Members

3.2 On the change of duty station of a staff member for whom travel is payable under paragraphs 3.1, UNICEF pays the travel expenses of eligible family members to the new duty station, provided that:

   a) the services of the staff member at the new duty station are expected to continue at the new duty station for more than six months beyond the date of their travel; and

   b) they will reside at the duty station for at least 3 continuous months (this requirement may be waived in respect to dependent children attending an educational institution outside the duty station).

3.3 Travel expenses for eligible family members shall be paid:
   a) from the previous duty station to the new duty station; or
   b) from the last location where they were installed by the organization to the new duty station; or
   c) from the location where they reside to the new duty station, not to exceed expenses that would have been paid under a) or b) as applicable.

Non-Family Duty Stations

For staff under the Additional Hardship Allowance (AHA) scheme:

3.4 Upon change of official duty station, from a family to a non-family duty station, UNICEF may pay the travel expenses of family members that were installed by the organization at the previous duty station to:

   a) the place of home leave; or

   b) any other location, not to exceed the expenses payable under a).

3.5 All related visa arrangements are the responsibility of the staff member.

3.6 Family members who travel under the provision of paragraph 3.4 will not be eligible for home leave or repatriation travel should separation from service occur following such travel.

For staff under the Special Operations Approach framework:

---

8 This does not apply to Temporary Appointment holders (see paragraph 1.7).
9 Recovery of paid travel expenses may be initiated if this requirement is not met.
3.7 Until 30 June 2016, for staff members who opt for the Special Operations Approach framework, the provisions of the SOA policy (CF/AI/1999-013) apply.

**Section 4 - Repatriation Travel**

**Staff Members**

4.1 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 of recruitment; or

   b) to the place recognized by UNICEF as his/her home leave place, if the staff member had an appointment of two years or longer or has completed at least two years of consecutive service; or

   c) to any other place, not to exceed the maximum amount that would have been payable for the return of the staff member to the place of recruitment or home leave, as applicable.

**Family Members**

4.2 UNICEF pays the travel expenses of eligible family members on separation of a staff member from service under the same provisions applicable to the staff member, provided that the staff member’s appointment was for a period of one year or longer or the staff member had completed at least one year of continuous service.

**Loss of Entitlement**

4.3 A staff member holding a fixed-term, permanent or continuing appointment shall not be entitled to payment of return travel expenses for himself/herself or his/her eligible family members in the following cases:

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

   b) the staff member resigns, retires or his/her appointment expires within six months following return from travel on home leave or family visit, or within three months for a staff member assigned to a designated duty station;

4.4 A staff member holding a temporary appointment who resigns before completing the full term of his or her initial appointment shall not be entitled to payment of return travel expenses for himself or herself unless the Director DHR determines that there are compelling reasons for authorizing such payment.

4.5 The entitlement to separation travel expenses will be forfeited if travel has not commenced within two years after the date of separation.

**Both Spouses are UN Staff Members**

4.6 Where both spouses are UN staff members and either or both are entitled to the payment of travel expenses on separation from service, travel expenses shall be paid for each only upon their own separation from service.
4.7 Where both spouses are entitled to repatriation travel, each staff member shall have the choice either of exercising his or her own entitlement or of accompanying the other spouse, provided that in no case shall such expenses be paid for a staff member while he or she remain in the service of the Organization.

4.8 Where two spouses are both staff members and the spouse who separate first is entitled to return travel expenses, his or her own entitlement shall not cease until two years after the date of separation of the other spouse.

_Transportation Expenses in case of Death_

4.9 In the case of the death of a staff member or an eligible family member, see Section 17 of Chapter 12 of the Human Resources Manual for detailed information on transportation of the body.

_SECTION 5_ Interval for Entitlement-Related Travels^{10}

5.1 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).

5.2 However, the three-month interval may be reduced in the following circumstances:

   a) for dependent children to allow education grant travel; or

   b) at duty stations where the Rest and Recuperation (R&R) cycle is less than 12 weeks, the interval is reduced to four, six or eight weeks in line with the R&R cycle applicable at the duty station.

_SECTION 6_ Travel in Connection with Change of Family Status^{11}

_Newly Married Spouse_

6.1 If an internationally-recruited staff member marries^{12} 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 of the staff member to that duty station (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_

---


^{11} This does not apply to Temporary Appointment holders (see paragraph 1.7).

^{12} Any other form of union that is recognized by the Organization is included for the purpose of paragraph 6.1. Please refer to CF/EXD/2004-005 on Family Status for purposes of United Nations Entitlements.
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.

**Former Spouse**

6.2 Travel expenses for the repatriation of a former spouse who was installed at the duty station by the organization shall be payable under the same provision as paragraph 4.2.

**Newly-born and Adopted Children**

6.3 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 travelled outside the duty station at UNICEF’s expense (such as home leave, medical evacuation); or

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

6.4 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 to the duty station as an eligible family member will be allowed.

**Children Who Cease to Be Dependents**

6.5 UNICEF may authorize payment of repatriation travel expenses beyond the age at which the dependency status of the child would otherwise cease either within one year or within one year from completion of the child continuous and full-time attendance at a university or equivalent, when the attendance at the university commenced during the period of recognized dependency status.

6.6 Travel expenses will be paid from:

   a) the staff member's duty station to the home leave place; or

   b) the staff member’s duty station to any location, not to exceed the costs payable under a); or

   c) the place where the child ceases his/her studies or completes post-secondary education to the duty station or another location, not to exceed the costs payable under a).

**Section 7 Mode and route of transportation and standard of accommodation**

7.1 The normal mode of transportation for all official travel shall be by air. An alternative mode of transportation may be authorized when it is in the best interest of UNICEF, in the opinion of:

---

13 Staff members whose children ceased to be dependants or completed post-secondary studies before issuance of this instruction may request that this entitlement be determined in accordance with the former policy on Appointment, Change of Duty Station and Repatriation Travel, Human Resources Chapter 12 Section 2, paragraph 12.2.22.

14 Please refer to CF/AI/2014-001 on Duty Travel for information on travel by other means of transportation than air.
a) the Chief of Travel Services (TTS) in the Division of Financial Administration Management (DFAM) for staff based in New York; or

b) the Head of Office for staff based outside New York, or the delegated officer, usually the Section Chief.

7.2 The **normal route** for all official travel shall be **the most economical route**, provided the total additional time of the whole journey does not exceed the most direct route by four hours or more.

7.3 The **standard of accommodation** for appointment, reassignment and repatriation travel is:

   a) economy class for journeys of less than nine hours; or

   b) the class immediately below first class, if the journey is nine hours or longer.

7.4 Notwithstanding paragraph 7.3, the standard of accommodation for appointment, reassignment and repatriation travel is:

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

   b) for staff members recruited under the Junior Professional Officer (JPO) programme, economy class, irrespective of the duration of the journey;

7.5 When home leave is taken in conjunction with travel on change of duty station, the standard of accommodation shall be economy class, except for staff members at the Under Secretary-General (USG) and Assistant Secretary-General (USG) levels for whom the class immediately below first class will apply.

**Airlines’ safety**

7.6 Questions regarding airlines safety records should be addressed to the Chief, TTS, as UNICEF’s Aviation Safety Focal Point who liaises with UNDSS Aviation Risk Management Office and provides information and advice to senior management, offices and staff members on airline and aircraft safety issues.

**Section 8 Travel Time and Authorized Rest Periods**

8.1 Actual travel time related to appointment, reassignment and repatriation travel during a working day is not charged against annual leave nor are stopovers provided they are authorized as part of the normal route of travel by the normal mode of transportation as defined in paragraphs 7.1 and 7.2.

8.2 Staff members travelling on appointment or reassignment travel are entitled to rest periods before commencing duties when the following day is a business day, as follows:

   a) if the scheduled time for the journey is **more than six hours but not more than twelve hours**, the traveller will not normally be required to report to work within 12 hours of arrival at the duty station;

   b) if the scheduled time for the journey is **more than twelve hours**, the traveller will not normally be required to work within 24 hour of arrival at the duty station.
8.3 For the purpose of paragraph 8.2, a maximum of four hours to account for each necessary waiting period between connecting flights\(^{15}\) is added when computing the time of a journey, provided that travel was undertaken by the normal route and mode of transportation.

8.4 While newly-arrived staff members should report to their office within the times specified in paragraph 8.2, 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.

**Section 9 Travel-related expenses**

*Daily Subsistence Allowance (DSA)*

9.1 DSA comprises the total contribution of UNICEF towards such charges as meals, overnight accommodations, gratuities, intra-urban transportation and other payments made for personal services rendered to the staff member on travel status. Rates are published monthly by the International Civil Service Commission (ICSC).

9.2 No DSA is payable for overnight flights.

9.3 For staff members travelling on appointment, reassignment or separation, a full day’s DSA is payable for a stopover involving an overnight stay\(^ {16}\) or 40% of the DSA for a stopover of six hours or more, at the rate applicable at the stopover location and provided that the stopover is part of a travel by the normal route and mode of transportation as defined in section 7\(^ {17}\). For eligible family members, the same provisions applies except that the DSA rate applicable to them is half of the ICSC rate.

9.4 Staff members who exercise the lump sum payment option (see section 10 below), are not eligible for DSA payment.

*Terminal and other travel expenses*

9.5 Terminal expenses will be paid as per CF/AI/2014-001 on Duty Travel, section 6.

9.6 Excess accompanied baggage may be paid to staff members and eligible family members as per CF/AI/2014-001 on Duty Travel, paragraph 7.1 (a).

9.7 Other travel expenses may be paid as per CF/AI/2014-001 on Duty Travel, section 8.

*Death, Injury and Illness Coverage*

9.8 The provision of CF/AI/2014-001 on Duty Travel, paragraphs 9.1 to 9.4 applies to staff members travelling on initial appointment, reassignment and separation, as appropriate.

\(^{15}\) Provided the journey is not interrupted by official stops of more than one day, in which case the last leg will be considered for the purpose of this section.

\(^{16}\) If accommodation or meals expenses for the overnight stay are covered by the carrier or airline, the DSA rate is reduced in line with CF/AI/2014-001 on Duty Travel, paragraph 5.10.

\(^{17}\) The DSA rate is established by the ICSC in its monthly circular ([DSA rates](#)).
Unaccompanied Shipments and relocation grant

9.9 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 Chapter 12 of the Human Resources Manual.

Section 10 Lump Sum Option

General

10.1 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 from service (repatriation).

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

10.3 No lump sum option applies if the appointment, reassignment or repatriation travel is combined with duty travel. En-route stopovers during appointment or reassignment travels that are authorized by the Head of Office for visa requirements or briefing purposes are not considered as duty travel but as part of the appointment or reassignment travel they are related to.

Amount

10.4 Staff members will receive a lump sum amount equivalent to 75 per cent of the cost of the lowest unrestricted full market fare available for a travel by the normal route and mode of transportation and at the authorized standard of accommodation (see section 7).

10.5 The amount for children entitled to reduced fare tickets will be equivalent to 75 per cent of the applicable child fare.

10.6 When home leave is undertaken in conjunction with travel on change of duty station, the amount will be equivalent to 75 per cent of the lowest unrestricted economy class full market fare available for a travel by the normal route.

10.7 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.

10.8 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:

18 This excludes any portion of travel by means of transportation provided by UNICEF
a) transportation rest stopovers;
b) terminal expenses;
c) daily subsistence allowance (DSA);
d) excess baggage insurance coverage;
e) accompanied excess baggage;
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.

10.9 The provisions of Appendix D to the UN Staff Rules will only apply in the case of a lump sum option if travel by air is via a route and mode of transportation as determined by the provisions of this instruction.

**Requests and Payments**

10.10 Staff members who wish to exercise the lump sum option must complete the Travel Lump Sum Request form which may be found in the E-HR Handbook, and submit it for approval before the travel takes place to the relevant Human Resources unit.

10.11 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.

10.12 The Travel Authorization (TA) will indicate that the staff member has opted for the lump sum option in lieu of his/her normal travel entitlement.

10.13 The payment will be effected upon receipt of the approved request from the local Human Resources/Operations Officer. On initial appointment, it may only be paid after the staff member’s arrival at the duty station.

**Recovery**

10.14 If travel is cancelled after payment has been made, it will be the staff member’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 calendar days from the cancellation of the travel, the money will be automatically recovered from the staff member’s pay or separation payments. The cheque must be submitted to:

a) if based in NY, Travel Services, DFAM; and

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

**Section 11 Travel Certification**

11.1 Staff members are required to submit a Travel Certification within 15 calendar days from the date of assuming duties at the new duty station, to indicate whether travel was completed as originally authorized or, with changes to itinerary, in respect of other related entitlements, or miscellaneous expenditures. This provision does not apply to staff members who received a lump sum payment in lieu of all travel expenses (see section 10).
11.2 In addition, the staff member must provide the actual dates of the journey (departure, stopover and arrival) and may be required to submit evidence of travel for determination of related entitlements to the HR Officer in GSC, DHR, serving the duty station.

Section 12 Mandatory Clearances prior to Travel

Medical Clearances and Inoculations

12.1 Medical clearance is required prior to appointment to UNICEF and prior to change of duty station\(^1\). Applicable conditions and procedures depend on a number of factors, such as the duration of the assignment or the duty station’s general conditions. Complete information may be found in CF/AI/2006-011 on Medical Clearances and Examinations.

12.2 The Human Resources Officer in GSC, DHR, serving the duty station, will liaise with the UN Medical Service Division and inform the staff member of the applicable requirements and procedures to be followed to obtain the medical clearance.

12.3 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. No TA should be approved without the required medical clearance.

12.4 No travel should be initiated prior to obtaining the medical clearance.

Section 13 Security Clearance, Trainings and Emergency Contacts

13.1 It is mandatory for all UNICEF staff and eligible family members to obtain security clearance for all official travels, including home leave and other entitlement travels, regardless of location and security level. This requirement will ensure that all staff members and family members are included in the country security plan by UNDSS and are provided with important information in the event of a crisis or an emergency.


13.3 It is the staff member’s responsibility to submit a duly completed request of security clearance as soon as the travel is confirmed to ensure that it can be obtained prior to initiating the travel.

Security Trainings

---

\(^1\) Medical clearance is not required when a staff member is being transferred from a field duty station to Brussels, Copenhagen, Florence, Geneva, New York and Tokyo.

\(^2\) See https://trip.dss.un.org to apply for security clearance.
13.4 A prerequisite for official travel by United Nations system staff members, with the exception of appointment travel, is successful completion of all required training, including “Basic Security in the Field II” (BSITF II) training for all official travel and “Advanced Security in the Field” (ASITF)\(^\text{21}\) for official travel to any field location (duty stations classified under hardship A, B, C, D or E by the ICSC). Please refer to Chapter V Section C of the UNSMS Security Policy Manual on Security Training and Certification for complete details.

13.5 It is the staff member’s responsibility to complete the required security trainings prior to initiating the travel.

**Emergency Contacts**

13.6 Staff members on duty travel are to ensure that they share their emergency contact information with the concerned officers prior to undertaking the travel and after arrival at the duty station (if different).

**Section 14 Final provisions**

14.1 This administrative instruction enters into force effective 1 October 2014.

14.2 Chapter 12 Section 2 of the UNICEF Human Resources Policy and Procedure Manual will be abolished on 1 October 2014.

*(signed)* Richard Bridle
Director, Division of Human Resources

---

\(^{21}\) See [https://training.dss.un.org/](https://training.dss.un.org/) to access the trainings.