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ATTENTION**

MASTER FILES

ROOM C-120

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EBAP/85/172

June 28, 1985

To: Members of the Executive Board  
From: The Secretary  
Subject: 1985 Annual Meeting - Travel Arrangements

There is attached a report from the Committee on Executive Board Administrative Matters on travel arrangements for the 1985 Annual Meeting.

In the absence of an objection by the close of business on Tuesday, July 2, 1985, the recommendation of the Committee will be deemed approved and it will be so recorded in the minutes of the next meeting thereafter.

Att: (1)

Other Distribution:  
Department Heads



# Office Memorandum

June 27, 1985

To: Members of the Executive Board

From: M. Finaish, Chairman  
Committee on Executive Board Administrative Matters

Subject: 1985 Annual Meeting - Travel Arrangements

The Committee on Executive Board Administrative Matters recommends that the following general arrangements be applied for the travel of Executive Directors and Alternates in connection with attendance at the 1985 Annual Meeting in Seoul:

- (a) Each Executive Director and Alternate will make his own travel plans through a Fund travel agent, as appropriate.
- (b) The Fund will defray the cost of such travel, including the cost of excess baggage, if any, to the extent that total cost does not exceed the equivalent cost of first-class air travel by the most direct route. For other modes of transportation by direct route the actual transportation expenses will be allowed up to the equivalent cost of the most direct route, first-class air travel.
- (c) Executive Directors and Alternates for whom the only official business travel will be to Seoul for the purpose of attending the Annual Meeting will be entitled to receive an advance of \$2,140 <sup>1/</sup>, such sum being deemed to cover all out-of-pocket expenses (except as provided for in paragraphs (b) and (d)), including the cost of lodging, meals, tips, valet, baggage handling, taxi fares, etc. The advance will be available in travelers checks before departure from Washington through the travel agent with whom reservations have been made. No travel authorization or travel claim will be required; ticket stubs should be sent to the Treasurer's Department.

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<sup>1/</sup> The computation of the travel advance is shown in the attached table.

- (d) An advance of \$100 per night for hotel accommodation costs will be provided in view of the fact that most hotel costs incurred by Executive Directors and Alternates will be a minimum of \$100. Executive Directors and Alternates may, upon submission of the hotel bill, claim the cost of Seoul hotel accommodations that exceed \$100. Directors who incur hotel costs of less than \$100 per night are requested to refund the difference between the advance and the actual hotel room cost, but they will be entitled to receive at least \$60 per night which is the hotel portion of the per night allowance.
- (e) Executive Directors and Alternates who have official business travel elsewhere immediately before or after the Annual Meeting will travel under the regular, year-round business travel procedures for the entire trip including Seoul. A memorandum should be sent to the Secretary for circulation to the Executive Board in the usual manner. Executive Directors and Alternates will be entitled to the special rate for Seoul of \$120. The provisions of paragraph (c) will not apply. A travel advance will be provided on the basis of the amount requested on the travel authorization and will be available through the travel agent through whom reservations have been made. Executive Directors and Alternates may wish to include in their request for a travel advance an amount of \$100 per night toward hotel costs while in Seoul. On completion of the trip, a travel claim should be submitted including hotel bill, if hotel costs are being claimed, and ticket stubs.

Attachment

1985 Annual Meeting

Computation of Travel Advance for Executive Directors

1. Travel Washington/Seoul

Travel time of three days		
2 stopovers at \$145	\$	290
3 in-and-out allowances at \$34 (1/2 Washington; 2 stopovers; 1/2 Seoul)		102
		<hr/>
	\$	392

2. Travel Seoul/Washington

Travel time of three days		
2 stopovers at \$145	\$	290
3 in-and-out allowances at \$34 (1/2 Seoul; 2 stopovers; 1/2 Washington)		102
1 reduced overnight between Seoul and U.S.		60
		<hr/>
	\$	452
Lump-sum allowance:		<hr/>
	\$	844

3. Per night allowance in Seoul

Eight nights, i.e., seven nights based  
on the period the quorum is in  
Seoul plus the night of arrival 1/:

Hotel accommodations at \$100	\$	800
Subsistence at \$60		480

Total advance	\$2,124
Rounded to	\$2,140 <u>2/</u>

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1/ Executive Directors and Alternates may claim the actual cost of Seoul hotel accommodations in excess of \$100 by submitting the hotel room costs and bill. Directors who incur hotel costs of less than \$100 per night are requested to refund the difference between the advance and actual hotel room costs.

2/ Rounded to the same amount as is being submitted for consideration in the World Bank.