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**IMMEDIATE  
ATTENTION**

EBAP/83/31

January 21, 1983

To: Members of the Executive Board  
From: The Secretary  
Subject: Travel Allowances for Executive Directors

In the attached memorandum from the Chairman of the Committee on Executive Board Administrative Matters, the Committee makes recommendations concerning travel allowances for Executive Directors.

In the absence of an objection from an Executive Director by the close of business on Monday, January 24, 1983, the recommendations of the Committee will be deemed approved by the Executive Board and it will be so recorded in the minutes of the next meeting thereafter.

Att: (1)

Other Distribution:  
Department Heads

January 20, 1983

To: Members of the Executive Board

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

Subject: Travel Allowances for Executive Directors

At its meeting on January 20, 1983, the Committee on Executive Board Administrative Matters reviewed the travel allowances for Executive Directors on the basis of EB/CAM/82/43 (12/22/82). The Committee recommends the following decision:

1. The present three-tier system of nightly allowances for Executive Directors will be replaced by a five-tier system as follows:

Hotel	Standard Rates	
	Subsistence	Total
\$72.50	\$72.50	\$145.00
67.50	67.50	135.00
60.00	60.00	120.00
52.50	52.50	105.00
47.50	47.50	95.00

The attachment lists 157 countries and the tier which applies to each. If the actual hotel bill, as presented, should exceed the standard hotel rate, then settlement will be made on the basis of actual hotel cost. Similarly, if the proposed subsistence rates should prove to be inadequate in individual cases, travel claims supported with adequate documentation will continue to be reimbursed on an actual cost basis.

2. The in-and-out allowance will be raised to \$34.

3. The lump sum allowance will be raised to \$179 for each authorized stopover en route from Washington to the first official destination and en route from the last official destination to Washington. The lump sum will only be paid for authorized stopovers when there is specific evidence that they have been taken. The allowance will be reduced in the event the airline pays for the hotel room. Where overnight flights are required on the regular, most direct

route, a daily subsistence allowance of \$60 will be paid to meet subsistence expenses the following day. When the lump sum is clearly and grossly inadequate, actual costs will be reimbursed on the basis of an adequately documented list of all expenses incurred during travel from Washington to the first official destination and to Washington from the last official destination.

It is further recommended that the above decision be effective for all travel commencing on or after the date the decision is approved by the Executive Board.

Attachment

African Department Travel Allowances

(In US dollars)

Country	\$95	\$105	\$120	\$135	\$145
Algeria					1
Angola 1/			1		
Benin			1		
Botswana	1				
Burundi					1
Cameroon				1	
Cape Verde		1			
Central African Republic			1		
Chad		1			
Comoros		1			
Congo					1
Djibouti					1
Equatorial Guinea		1			
Ethiopia		1			
Gabon					1
Gambia, The		1			
Ghana					1
Guinea					1
Guinea-Bissau		1			
Ivory Coast				1	
Kenya		1			
Lesotho	1				
Liberia			1		
Madagascar		1			
Malawi	1				
Mali				1	
Mauritania			1		
Mauritius	1				
Morocco		1			
Mozambique 1/			1		
Niger			1		
Nigeria					1
Rwanda			1		
Sao Tome and Principe		1			
Senegal			1		
Seychelles				1	
Sierra Leone			1		
Somalia	1				
Swaziland	1				
Tanzania			1		
Togo			1		
Tunisia		1			
Uganda	1				
Upper Volta			1		
Zaire					1
Zambia			1		
Zimbabwe	1				
47 Countries	Total:	8	12	14	9

1/ Nonmember countries

Asian Department Travel Allowances

(In US dollars)

Country	\$95	\$105	\$120	\$135	\$145	
Bangladesh	1					
Bhutan	1					
Burma	1					
China	1					
Fiji			1			
Hong Kong 1/				1		
India		1				
Indonesia		1				
Japan				1		
Kampuchea	1					
Korea		1				
Lao People's Dem. Rep.	1					
Malaysia		1				
Maldives		1				
Nepal	1					
Papua New Guinea			1			
Philippines		1				
Singapore			1			
Solomon Islands		1				
Sri Lanka		1				
Thailand		1				
Tonga 1/		1				
Viet Nam	1					
Vanuatu		1				
Western Samoa		1				
25 Countries	Total:	8	12	3	2	0

1/ Nonmember countries

European Department Travel Allowances

(In US dollars)

	\$95	\$105	\$120	\$135	\$145	
Country						
Australia			1			
Austria			1			
Belgium				1		
Cyprus	1					
Denmark			1			
Finland			1			
France				1		
Germany			1			
Greece			1			
Hungary		1				
Iceland		1				
Ireland			1			
Israel			1			
Italy			1			
Luxembourg				1		
Malta		1				
Netherlands				1		
Netherlands Antilles 1/			1			
New Zealand		1				
Norway				1		
Poland 1/		1				
Portugal		1				
Romania		1				
South Africa		1				
Spain			1			
Sweden					1	
Switzerland 1/					1	
Turkey		1				
United Kingdom					1	
Yugoslavia		1				
30 Countries	Total:	1	10	11	5	3

1/ Nonmember countries

Middle Eastern Department Travel Allowances

(In US dollars)

Country	\$95	\$105	\$120	\$135	\$145	
Afghanistan	1					
Bahrain				1		
Egypt		1				
Iran		1				
Iraq			1			
Jordan			1			
Kuwait					1	
Lebanon			1			
Libya		1				
Oman				1		
Pakistan		1				
Qatar				1		
Saudi Arabia					1	
Sudan			1			
Syria			1			
United Arab Emirates					1	
Yemen Arab Republic					1	
Yemen, P.D.R. of		1				
18 Countries	Total:	1	5	5	3	4

Western Hemisphere Department Travel Allowances

(In US dollars)

	\$95	\$105	\$120	\$135	\$145	
Country						
Antigua and Barbuda		1				
Argentina			1			
Bahamas			1			
Barbados		1				
Belize		1				
Bermuda 1/			1			
Bolivia		1				
Brazil			1			
Canada			1			
Chile				1		
Colombia		1				
Costa Rica	1					
Dominica		1				
Dominican Republic		1				
Ecuador	1					
El Salvador	1					
Grenada		1				
Guatemala	1					
Guyana		1				
Haiti	1					
Honduras	1					
Jamaica			1			
Martinique 1/	1					
Mexico		1				
Montserrat 1/		1				
Nicaragua	1					
Panama		1				
Paraguay	1					
Peru		1				
St. Kitts 1/		1				
St. Lucia		1				
St. Vincent		1				
Suriname		1				
Trinidad and Tobago		1				
United States			1			
Uruguay			1			
Venezuela			1			
37 Countries	Total:	9	18	9	1	0

1/ Nonmember countries