

**IMMEDIATE  
ATTENTION**

EBAM/07/136

December 14, 2007

To: Members of the Executive Board

From: The Secretary

Subject: **Committee on Executive Board Administrative Matters—Business Travel Policies for Executive Directors, Alternates, and Senior Advisors**

Attached is a recommendation to bring the business travel policies and travel allowances applicable for Executive Directors, Alternate Executive Directors, and Senior Advisors into closer alignment with the business travel policies and allowances recently approved for application to the Fund staff (see EBAP/07/144, 9/17/07). These proposals have been endorsed by the Committee on Executive Board Administrative Matters. Accordingly, the attached recommendation is now being transmitted to the Executive Board for consideration on a lapse of time basis.

It is not proposed to bring this matter to the agenda of the Executive Board for discussion unless an Executive Director so requests by **noon on Wednesday, December 19, 2007**. In the absence of such a request, the recommendation of the Committee will be deemed approved by the Executive Board and such decision will be so recorded in the minutes of the next meeting thereafter.

This paper will shortly be posted on the extranet, a secure website for Executive Directors and member country authorities.

Att: (1)

Other Distribution:  
Department Heads





# *Office Memorandum*

To: Members of the Executive Board

December 14, 2007

From: Willy Kiekens, Chairman  
Committee on Executive Board Administrative Matters

Subject: **Proposals on Business Travel Policies for IMF Executive Directors, Alternates, and Senior Advisors**

During recent discussions of the Committee of the Budget and the Committee on Executive Board Administrative Matters, Executive Directors favored bring the travel policies pertaining to the travel of Directors, Alternates, and Senior Advisors into alignment with the new business travel policies and allowances recently approved for application to the Fund staff. Responding to Directors' concerns, I asked the staff to prepare a recommendation for harmonizing the travel policies for Offices of Executive Directors with those of the staff, for the consideration of the Committee on Executive Board Administrative Matters (CAM). The Committee has accordingly recommended that the Executive Board approve the following decision:

The business travel policies and allowances applicable to Executive Directors, Alternate Executive Directors, and Senior Advisors shall be brought into closer alignment with those applying to official travel by the Fund staff as follows:

1. The changes in the policies and procedures with respect to staff official travel described in paragraph 5 of EB/CAM/07/18 shall apply to official travel by Executive Directors, Alternate Executive Directors and Senior Advisors, effective at such time as these changes are made effective for staff.
2. Travel allowances for Executive Directors, Alternate Executive Directors, and Senior Advisors will, in the future, be adjusted to reflect changes made in staff travel allowances. The relationship of Executive Directors' travel allowances to those for staff and the procedures for adjustment may be reviewed by the Executive Board at the request of the Committee on Executive Board Administrative Matters.