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**IMMEDIATE  
ATTENTION**

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ROOM C-130

0405

EBAP/89/147

June 8, 1989

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

Attached is a report and recommendation from the Committee on Administrative Policies relating to a review of staff travel allowances.

In the absence of objection by noon on Tuesday, June 13, 1989, the decision proposed by the Committee will be deemed approved by the Executive Board and it will be so recorded in the minutes of the next meeting thereafter.

Mr. L. Wolfe (ext. 7502) or Mr. Wiesner (ext. 8241) is available to answer technical or factual questions relating to this paper.

Att: (1)

Other Distribution:  
Department Heads

June 7, 1989

To: Members of the Executive Board

From: Acting Chairman, Committee on  
Administrative Policies

Subject: Staff Travel Allowances

The Committee on Administrative Policies has considered the proposals regarding staff travel allowances contained in EB/CAP/89/2, (5/4/89). The Committee recommends to the Executive Board the adoption of the following draft decision:

Effective for all staff travel commencing on or after June 15, 1989:

(a) The revised rates under the five-tier system of travel allowances will be as follows:

Per Night Travel Allowances  
(U.S. dollars)

Hotel Rates	Subsistence Rates	Total Allowances
\$45	\$40	\$ 85
55	50	105
65	60	125
85	75	160
95	80	175

The tier which applies for each country is shown in Attachment I. In cases where the actual hotel bill, as presented, exceeds the hotel rate, settlement will be made on the basis of reasonable actual hotel expenses. Similarly, in cases where the proposed subsistence rates prove to be inadequate, travel claims for necessary and reasonable expenses supported with adequate documentation will be reimbursed on an actual expense basis.

(b) Special subsistence allowances will apply for Geneva, London, New York, Paris and Tokyo. These allowances are:

Geneva	\$ 85
London	\$ 90
New York	\$ 70
Paris	\$ 90
Tokyo	\$135

The allowances are applicable only to business travel and when hotel accommodations are used. Management is authorized to adjust these rates or add to and/or delete from this list as required to reflect changes in subsistence costs.

(c) The in-and-out allowance will be raised to \$50; this allowance will also apply to one-day trips.

(d) A two-tier system of the lump sum allowance applicable for each authorized stopover en route from Washington to the first official destination and en route from the last official destination to Washington will be established as follows:

Frankfurt, Geneva, London, Paris, Tokyo	\$270
All other stopover cities	\$225

The lump sum will only be paid for authorized stopovers when there is specific evidence that they have been taken, except in the case of home leave travel. 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, an allowance of \$60 will be paid to meet subsistence expenses the following day. When the lump sum is clearly and grossly inadequate, reasonable actual expenses will be reimbursed on the basis of documented evidence of all expenses, including lodging, meals, and in-and-out expenses incurred during travel from and to Washington.

(e) The lump sum allowance of \$225 will apply to all benefit travel. In the case of home leave, staff members will receive an advance payment for their stopover entitlements and any land travel, which will not be subject to any adjustment upon completion of the travel. The subsistence allowance of 4 cents per mile per person presently paid in lieu of the lump sum allowance when travel is by automobile for part or all of the way to or from the home leave destination will be abolished.

(f) The mileage allowance will be raised from 28 cents per mile to 32 cents per mile.

(g) A notification allowance for staff members to contact their families directly will be introduced for each official business trip involving at least one overnight stay according to the various regions as follows:

Africa, Asia, Middle East, South America, Oceania	\$35
Central America, Caribbean, Europe	\$25
North America	\$5

(h) The home leave allowance will be raised to \$1,070 for a staff member and \$535 for a spouse and each dependent child.

(i) The additional allowance for department heads and heads of missions at the mission site will be raised to \$10 per night.

Attachment

ATTACHMENT I-1

AFRICAN DEPARTMENT TRAVEL ALLOWANCES  
(In U.S. dollars)

	HOTEL	45	55	65	85	95
	SUBSISTENCE	40	50	60	75	80
COUNTRY	TOTAL	85	105	125	160	175
* ALGERIA					1	
* ANGOLA						1
* BENIN					1	
* BOTSWANA			1			
** BURKINA FASO				1		
* BURUNDI				1		
CAMEROON					1	
CAPE VERDE		1				
* CENTRAL AFRICAN REP.					1	
* CHAD					1	
** COMOROS				1		
* CONGO						1
COTE D'IVOIRE					1	
* DJIBOUTI					1	
* EQUATORIAL GUINEA			1			
* ETHIOPIA			1			
* GABON						1
* GAMBIA			1			
* GHANA				1		
* GUINEA					1	
** GUINEA-BISSAU		1				
* KENYA			1			
LESOTHO		1				
* LIBERIA				1		
* MADAGASCAR			1			
MALAWI		1				
MALI					1	
* MAURITANIA				1		
* MAURITIUS				1		
* MOROCCO			1			
* MOZAMBIQUE			1			
** NIGER				1		
** NIGERIA		1				
* RWANDA					1	
* SAO TOME & PRIN.				1		
SENEGAL					1	
* SEYCHELLES					1	
** SIERRA LEONE			1			
SOMALIA		1				
SWAZILAND		1				
* TANZANIA			1			
* TOGO					1	
* TUNISIA			1			
* UGANDA					1	
* ZAIRE						1
* ZAMBIA				1		
* ZIMBABWE			1			
47		7	12	10	14	4

\*Per night allowances being raised.  
 \*\*Per night allowances being lowered.

ATTACHMENT I-2

**ASIAN DEPARTMENT TRAVEL ALLOWANCES**  
(In U.S. dollars)

	HOTEL SUBSISTENCE	45 40	55 50	65 60	85 75	95 80
COUNTRY	TOTAL	85	105	125	160	175
* BANGLADESH			1			
BHUTAN		1				
** BURMA		1				
* CHINA				1		
** FIJI			1			
* HONG KONG					1	
* INDIA				1		
* INDONESIA				1		
* JAPAN						1
KAMPUCHEA		1				
* KIRIBATI				1		
* KOREA				1		
LAO, PDR		1				
* MALAYSIA			1			
MALDIVES		1				
MICRONESIA		1				
NEPAL		1				
** PAPUA NEW GUINEA				1		
* PHILIPPINES				1		
* SINGAPORE				1		
SOLOMON ISLANDS		1				
** SRI LANKA		1				
* THAILAND				1		
* TONGA			1			
VIETNAM		1				
* VANUATU				1		
WESTERN SAMOA		1				
27		11	4	10	1	1

\*Per night allowances being raised.  
\*\*Per night allowances being lowered.

ATTACHMENT I-3

EUROPEAN DEPARTMENT TRAVEL ALLOWANCES  
(In U.S. dollars)

	HOTEL SUBSISTENCE	45 40	55 50	65 60	85 75	95 80
COUNTRY	TOTAL	85	105	125	160	175
** AUSTRALIA				1		
* AUSTRIA					1	
BELGIUM					1	
* CYPRUS				1		
* CZECHOSLOVAKIA		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		
* NEW ZEALAND					1	
* NORWAY						1
* POLAND				1		
* PORTUGAL				1		
* ROMANIA				1		
* SOUTH AFRICA		1				
SPAIN					1	
* SWEDEN						1
* SWITZERLAND						1
* TURKEY				1		
* UNITED KINGDOM						1
* YUGOSLAVIA		1				
31	0	4	10	10	7	

\*Per night allowances being raised.  
\*\*Per night allowances being lowered.

ATTACHMENT I-4

MIDDLE EASTERN DEPARTMENT TRAVEL ALLOWANCES  
(In U.S. dollars)

	HOTEL	45	55	65	85	95
	SUBSISTENCE	40	50	60	75	80
COUNTRY	TOTAL	85	105	125	160	175
** 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, PDR				1		
18	2	2	4	10	0	

\*Per night allowances being raised.  
\*\*Per night allowances being lowered.



ATTACHMENT I-5

WESTERN HEMISPHERE DEPARTMENT TRAVEL ALLOWANCES  
(In U.S. dollars)

	HOTEL	45	55	65	85	95
	SUBSISTENCE	40	50	60	75	80
COUNTRY	TOTAL	85	105	125	160	175
* ANTIGUA & BARBUDA					1	
* ARGENTINA				1		
BAHAMAS					1	
* BARBADOS					1	
** BELIZE			1			
* BERMUDA					1	
** BOLIVIA	1					
** BRAZIL			1			
* CANADA				1		
* CAYMAN ISLANDS				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	
* MEXICO			1			
* MONTSERRAT			1			
* NICARAGUA				1		
* PANAMA			1			
** PARAGUAY	1					
* PERU			1			
* ST. KITTS				1		
* ST. LUCIA				1		
** ST. VINCENT				1		
** SURINAME			1			
* TRINIDAD & TOBAGO			1			
** UNITED STATES				1		
URUGUAY	1					
VENEZUELA	1					
38	6	17	10	5	0	

\*Per night allowances being raised.  
 \*\*Per night allowances being lowered.