**Other Travel Allowance and Expenses**

1. Travel expenses that shall be paid or reimbursed by the UNDP under the relevant provisions of the Staff Rules include:
	1. Transportation expenses;
	2. Terminal expenses;
	3. Daily subsistence allowance (DSA);
	4. Miscellaneous expenses.

1. A **Travel Advance** consisting of terminal expenses and daily subsistence allowance, as well as other known fees (see below), is paid to staff members on official travel and non-staff members when travel is organized and paid by the organization.

1. The travel advance is subject to review against the travel claim, to be prepared by every traveller and submitted to the authorizing office after completion of the mission, and any necessary adjustments are made at the time the travel claim is settled.

# Terminal Expenses

1. Terminal expenses include all expenditures for transportation between the air terminal or other point of arrival or departure, and the hotel or place of dwelling, including transfer of baggage, and other incidental expenses. It should be paid as part of the travel advance or the travel claim settlement. No receipts are required for standard terminal expenses.

1. UNDP shall pay terminal allowance with respect to each authorized journey for each trip by public transport to and from the air terminal or other point of arrival or departure to the hotel or other place of dwelling as indicated:

|  |  |  |
| --- | --- | --- |
| **Rates apply to:**   | **NEW YORK RATE**  For each trip  | **Elsewhere Rate** For each trip  |
| Staff member or non-staff member when the travel is paid by UNDP unless otherwise expressly provided in the terms of their contract  | $104  | $63  |
| Family Member (if authorized to travel at UNDP expense)  | $35 | $21  |

1. No terminal allowance is provided when a vehicle (government or otherwise) is provided or when transportation is made available.

1. Terminal expenses should be calculated in accordance with the travel authorization and on the basis of the official itinerary, including official stops, and whether UNDP or any other government institution or UN agency is providing transportation to and from the airport. If a traveller has been authorized an overnight stay or stopover during travel, he/she will receive for each leg of the trip to and from the port of exit the same amounts as indicted above.

1. UNDP shall pay terminal expenses for an authorized intermediate stop which involves leaving the terminal to change airports or to change the mode of transportation, provided the change is not solely for the personal convenience of the traveller.

1. If a traveller has an authorized overnight stay or stopover during travel, he/she will receive for each leg of the trip to and from the air terminal, or other point of arrival or departure, the terminal expense amounts as indicted above.

1. UNDP ***shall not pay*** terminal allowance in respect of:
	1. an intermediate stop which is not authorized, i.e. is taken for personal reasons;
	2. an intermediate stop of less than six hours, which does not involve leaving the terminal, or is exclusively for the purpose of making an onward connection;
	3. a stopover paid by carrier or airline (STPC); and
	4. a rental car has been arranged.

# Travel Advance

1. Staff members travelling on official business are entitled to receive a travel advance on the estimated reimbursable expenses of 100% of the following:
	1. DSA for business destination;
	2. DSA for authorized rest stopovers and necessary connections;
	3. terminal expenses;
	4. excess baggage allowance;
	5. any other known fees (e.g. visa or airport charges) as applicable to the type of travel.

1. Personnel holding a direct contract with UNDP (i.e., I-PSA, N-PSA or a Service Contract) are entitled to receive a travel advance on the same basis as staff provided that the advance covers up to a maximum of one month’s travel entitlements, and the value of the advance does not exceed the remaining value of the contract. In the event the travel entitlement exceeds the value of the contract 80% will be paid in advance.Non-staff members who do not hold a direct contract with UNDP are paid 80% of the estimated DSA and terminal expenses in advance when travel is organized and paid for by UNDP.
2. **No** advance shall be provided for unforeseen excess baggage or shipment requirements.
3. Outside of HQ, if the total estimated DSA and travel expenses is less than $200, the processing of a travel advance is at the discretion of the Regional Center / Country Office.

1. The travel advance for official business travel that extends more than one (1) month shall be paid on a monthly basis.

1. If the travel is cancelled, the traveller shall immediately return the travel advance together with the unused ticket to the authorizing unit.

# Excess Baggage

1. *Per Staff Rule 7.15*, excess baggage means baggage in excess of the accompanied baggage carried without extra charge by the transportation company.

1. Excess baggage should be avoided to the extent possible in order to minimize the environmental impact of transportation. Staff members traveling by air shall be entitled to reimbursement of the cost of excess baggage for themselves and their eligible family members for one bag in addition to their free baggage allowance or up to 25 kilogram per traveller.

1. Staff members ***will not*** be reimbursed for any excess baggage charges resulting from stopovers for ***personal reasons***.

1. Charges for accompanied excess baggage exceeding the authorized entitlements described above shall be reimbursed only in special circumstances, such as the transportation of official documents, equipment, etc. specifically authorized by the appropriate official.

1. UNDP ***does not pay for the insurance*** of accompanied baggage. The UN vendor contract with Citibank, however, provides insurance coverage for accompanied baggage when travel the airline ticket is purchased through the designated agency at HQ in New York using the Citi Bank Central Travel Account. COs using a Citibank Travel Point of Sale Card also benefit from travel insurance coverage. Refer to the Travel Point of Sale Card Guidelines for coverage information.

# Danger Pay Allowance

22. Danger Pay is “a special allowance established for internationally and locally-recruited staff who are required to work in locations where very dangerous conditions prevail. Refer to Danger Pay POPP for further details.

# Miscellaneous Travel Expenses

1. Miscellaneous Travel Expenses are those expenses necessary for carrying out the official business travel, such as:
	1. airport taxes;
	2. cost of issuing or renewing passport for local staff required to travel outside of the country on official business travel
	3. cost of issuing visas to fulfill official business travel
	4. cost of photographs for travel documents;
	5. necessary inoculations, vaccinations and/or malaria prophylaxis;
	6. official telecommunication;
	7. car rental expenses\*
	8. taxi fare from one place of business to another (but not between the hotel and the airport, nor the hotel and the place of business);
	9. purchase of supplies
	10. hire of room for official use\*
	11. rental of equipment for official use\*
	12. Seat assignment fee (in the approved standard of accommodation )\*\*

\*expense requires pre-approval by the same approver authorized to approve the travel

 \*\* subject to the approval of the authorizing unit

1. Claims for reimbursement of miscellaneous expenses shall be supported by proper receipts and certified by the appropriate approving officer.
2. Miscellaneous expenses of $50 or more shall be reimbursed only when certified on the receipt by the appropriate approving officer.
3. Miscellaneous expenses which are duly certified but which are not supported by proper receipts shall be reimbursed up to a maximum of $20.

# Child Care While on Duty Travel

1. When staff member is required to undertake official business/duty travel on a non-work day, the childcare costs incurred during the non-workday shall be reimbursable as part of her/his travel claim.

1. Claims for reimbursement for child care described above shall be reimbursed if accompanied by:
	1. appropriate receipted bills; and
	2. certification that the care provider is not a family member and that such cost would not have been incurred had the staff member not been on duty travel.

1. The cost of childcare while on duty travel shall be charged to the same Chart of Accounts (COA) against which the travel was charged.

# Staff Members with Infants

1. UNDP shall pay a lump sum to help cover the travel costs for infants less than two years of age that may be breastfeeding and accompany the staff member on official travel to a family duty station. This provision does not apply to non- staff members.

1. The lump sum per infant shall be equivalent to:
	1. 10 per cent of the cost of the staff member’s ticket; plus
	2. 10 per cent of the staff member’s DSA.

# Use of a Rental Car

1. Travellers are expected to use public transportation where reasonable in order to minimize the environmental impact of their travel. When claiming reimbursement for rental cars travellers shall demonstrate in their travel claim that reliable, safe and appropriate public transport was not an available option. When renting a car the smallest safe and reliable vehicle should be chosen.

1. Travellers are responsible for obtaining loss damage and liability insurance when renting a vehicle. The traveller should read and understand the limitation of insurance coverage and select the appropriate type and limits required. Travellers should not cross international borders in a rental vehicle unless permitted by the rental company and cleared to do so by UNDSS. If necessary, they should confirm with the rental car company any implications on cost and insurance. Travellers should confirm whether there are mileage limitations on the contract. If he/she expects to exceed this limit, he/she should request a rate for unlimited mileage.
2. Rental cars should only be used for transportation where public transportation is not available. Fuel, parking (with the exception of overnight parking which is not reimbursable), and toll charges will be reimbursed based upon actual charges incurred via the travel claim. Subject to the terms of the rental agreement, travellers are expected to refuel the rental car prior to returning the vehicle to avoid paying greater fuel prices at the car rental company.

1. Any traffic/parking violation that is incurred while driving a rental car is the responsibility of the traveller.

1. The traveller should report accidents to the proper civil authorities, the car rental agency, their immediate supervisor and the head of the Business Unit. A copy of the accident report and a memo summarizing the key information should be forwarded to the head of Business Unit and TSS/GO/BMS.

**Example:**

A traveller arrives in Geneva and picks up a rental car at the airport, drives to a hotel and stays overnight. The next morning the traveller drives to the office and in the afternoon drives to an appointment offsite where public transportation is not available. The rental car is returned in the evening to the airport and traveller departs via an overnight flight returning to his duty station.

Summary of allowances with, and without, a rental car:

|  |  |  |
| --- | --- | --- |
| **Category** | **Allowances** **(with no car rental)** | **Allowances** **(adjusted to reflect car rental)** |
| Terminal allowance | $63 X 2 = $126.00 | Not applicable |
| DSA (1 night) | $294.00 | $294  |
| Car Rental Fee | N/A | $50.00 |
| Total | $420.00 | $344.00 |

Refer to the post travel guidelines for information on how and when to submit a travel claim.

Refer to Authorizing Official Business Travel guidelines for information regarding the approval process.

# Accompanied Baggage – Loss or Damage

1. In the event of loss or damage to accompanied baggage, the traveller should take the following steps:
2. Report the loss or damage, to the airline immediately upon arrival at the passenger terminal, or as soon as the loss or damage is discovered.

1. File a claim with the airline immediately and no later than seven (7) days from arrival or departure, attaching a copy of the relevant ticket stub/s and a list of the contents of the lost or damaged baggage, indicating the corresponding replacement value of each item; take pictures of the damaged item/s.

1. If not fully compensated by the airline, and ***only if the air ticket*** was charged to a UN issued Citibank travel card, file a claim with the Citibank Lost Baggage office.For details on how to do this please refer to the Travel Point of Sale Card Guidelines.

If still not fully compensated by the airline or Citibank (if applicable), you may submit a claim for compensation to the UN Compensation and Claims Board through the appropriate Human Resources Associate, together with copies of claims previously made to the airline and Citibank (if applicable). This claim should be submitted only after both the airline and Citibank (where applicable) have settled the staff member’s claim.

Refer to the Authorizing Official Business Travel and Post Travel guidelines for information regarding the roles and responsibilities in the authorization process and settlement of miscellaneous expenses, if incurred