

**TRAVEL POLICY**

1. **UNFPA applies UNDP’s travel policy, *mutatis mutandis*, as from time to time amended by UNDP, subject to this UNFPA policy. The UNDP travel policy is linked [here](#)<sup>1</sup>. (If you experience issues accessing the Daily Subsistence Allowance (DSA) section, please click [here](#))**

**Definitions:**

2. The following terms included in the UNDP Travel Policy shall have the following meanings in UNFPA:
  - (a) “Administrator” means the Executive Director;
  - (b) “Associate Administrator” means Deputy Executive Directors (Management, Programme);
  - (c) “Bureau Head” means Division Director;
  - (d) “Chief, Administrative Services Division” means Chief, Facilities and Administrative Services Branch;
  - (e) “Head of the Regional Bureau” means Regional Director;
  - (f) “Individual Contractor” means Individual Consultant;
  - (g) “Office of Human Resources” means the Division for Human Resources;
  - (h) “Resident Representative” means Country Representative.

**Individual Consultants at UNFPA**

3. In line with UNFPA’s current practice:
  - a. UNFPA shall continue paying DSA to individual consultants as prescribed in the UNDP travel policy under the section titled [Daily Subsistence Allowance \(DSA\)](#).
  - b. Regardless of flying time, UNFPA individual consultants shall continue to only be entitled to economy class.
  - c. Travel advances to individual consultants shall continue to be administered as prescribed in section titled [Travel Advances Other Official Business Travel Allowance and Expenses](#).

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<sup>1</sup> Select ‘Windows authentication’ from the drop down menu, click ‘cancel’, close the error box and the policy will open in new tab or window.

### **Supplementary Daily Subsistence Allowance (DSA)**

4. Claims for supplementary DSA shall not be reimbursed for major cities (which offer a full range of hotel accommodations), or when the total excess DSA amount is less than US\$50. Amounts under US\$50 shall be exceptionally considered when the total period of stay is short (that is, three days or less), provided the daily excess room cost is at least 10 percent of the applicable total DSA rate.

### **Regional, Sub-regional, Liaison and Country Offices only: Long Term Travel Services Agreement Shared and Common Services**

5. Travel services contracts may benefit from shared or common service arrangements with other local United Nations agencies. Regional, sub-regional liaison and country offices are therefore strongly encouraged, as a first preferred option, to have shared or common travel services contracts in the interest of cost efficiency and effectiveness. Where these are determined to be the preferred form of travel services arrangements by the local offices, approval to enter into such arrangements may be given by the UNFPA regional director, sub-regional office director, UNFPA liaison office heads, UNFPA representatives or UNFPA country directors. The standard procedures for devising and implementing the common service must then be followed, as per UNDG guidelines. However, the agreement between UNFPA and other United Nations agencies for shared/common travel services has to be cleared by FASB prior to signing.
6. In the event shared or common services arrangements with other local United Nations agencies are not possible, the UNFPA head of office at the regional, sub-regional, liaison and country offices should enter into a long term contract arrangements with a local travel agency to provide travel services. In this regard, the UNFPA Procurement Procedures must be strictly followed.

### **Restriction on Travel**

7. Travellers shall check with their respective headquarters division, regional, sub-regional or country office, regarding medical travel restriction before travelling; should there be any type of restrictions of a medical nature such as an outbreak of diseases.

### **Limitation to Travel on same Aircraft**

8. For safety and security purposes, only a maximum of ten (10) UNFPA staff/personnel should travel on the same aircraft.
9. In the event there are more than ten (10) UNFPA staff/personnel booked on the same aircraft, the head of office shall determine whom to re-assign to another flight. If the head of office does not make the decision, Chief, Facilities and Administrative Services Branch shall make the determination.

10. As a general principle, the Executive Director shall not travel on the same aircraft as either of his/her Deputy Directors.

#### **Limitation to Travel on certain Airlines**

11. Headquarters travellers should consult the Chief, Facilities and Administrative Services Branch in his/her capacity as UNFPA's Aviation Safety Focal Point (ASFP), when necessary, to determine whether the airline chosen by the travel agency meets the minimum standard for airline safety. All travellers from field offices should consult their respective head of office.
12. Safety shall be the first consideration in making flight decisions; personal preferences or political and financial considerations shall not be the overriding factors in determining whether a given airline is utilized by UNFPA.

#### **Flexibility in Routing, Departure Airport and Airline**

13. In the event the traveller requesting for an exception is the regional director, the matter must be referred to the Deputy Executive Director (Programme) for approval on a case-by-case basis, with a copy to Technical Division for information.
14. In the event the traveller requesting for the exception is the head of a UNFPA Liaison Office, the matter must be referred to the Information and External Relations Division Director for approval on a case-by-case basis.

#### **Travel Exceptions**

15. Travellers requesting an exception must complete the form TTS.3 and return the same to the Travel Unit. Upon receipt of the form, the Travel Unit will review and make the appropriate recommendations to the Chief, Facilities and Administrative Services Branch for decision on a case-by-case basis. All TTS.3 requesting exception based on medical reasons shall be submitted to UN Medical for their review and decision.
16. The Travel Unit shall compile a semi-annual summary report of all travel exceptions authorized during the preceding six months, and will submit it to the Deputy Executive Directors and the Executive Committee for review. The report will detail the exceptions granted, list the deviations from the entitlements and the reasons for which the exception was granted.

**Travel by bus**

17. Travel by bus in case other means of transportation are not available is authorised. The traveller shall verify feasibility and security implications of this means of transportation with the security officer at the duty station where travelling by bus is required.

**Trip Report Requirements**

18. At headquarters, the traveller Trip Report should be submitted directly to their Unit.
19. When travel is arranged by a regional, sub-regional or country office, the trip report must be submitted directly to that office. Where the traveller is the Regional Director, the report shall be submitted to Office of the Executive Director.

**For Headquarters - Submission of Expense Report in Atlas**

20. When the travel took place with changes, an Expense Report must be completed in the Travel & Expense module in Atlas for the resulting savings or the additional expenses incurred.
21. The traveller must complete the travel claim in the Travel & Expense module, and then raise an Expense Report only for the additional savings or expenses.
22. The Expense Report must be linked to the original Travel Request in the Travel & Expense module in the “Related Report ID” box.
23. Expense Reports must be submitted electronically (through the Travel & Expense module) and in hard copy to the Travel Unit, along with the following attachments:
  - Original air ticket stubs/coupons/on-line printed boarding pass;
  - Receipts for all additional charges;
  - If stay at luxury hotels has been approved prior to the trip for higher DSA or supplementary DSA: certification from a senior official in the country office stating that no other suitable accommodation was available must be submitted along with the original hotel bills;
  - If ad-hoc rate is claimed: a copy of the ad-hoc rate approval must be submitted with a copy of the hotel bill.

**Forms**

24. All forms from the previous UNFPA Travel Policy are no longer in use, with the exception of Annex IV ‘Request for Travel Exceptions’ which is replaced by form [TTS.3](#).

**Citibank and Amex:**

25. Insurance provided by Citicard is comparable to the insurance already provided by Amex which equates to coverage of \$USD 1,500 per loss luggage claim.

### Charging travel costs

26. From a budgetary point of view charging of travel costs shall follow the underline purpose of the travel.
- If travel is management related it shall be charged to the Management Budget;
  - If it is development related it shall be charged to the Development Budget, within which it can be subdivided between Programme and Development Effectiveness;
27. All travel costs must be charged to the following accounts:

Account	Description	Purpose
63406	Learning-Ticket Costs	Expenses for transportation to / from learning events of UNFPA staff members
63407	Learning-Subsistence Allowance	DSA for learning events attended by UNFPA staff members
64120	Detail Assignment - NP staff	Travel expenses associated with detail assignments of national professional staff
64220	Detail Assignments - GS staff	Travel expenses associated with detail assignments of GS staff
64315	Detail Assignments - IP Staff	Travel expenses associated with detail assignments of international professional staff
71605	Travel Tickets-International	International travel tickets to non-learning related events / activities
71610	Travel Tickets-Local	Local travel tickets to non-learning related events / activities
71615	Daily Subsistence Allow-Intl	DSA / travel allowances for international trips to non-learning related events / activities
71620	Daily Subsistence Allow-Local	DSA / travel allowances for local trips to non-learning related events / activities
71635	Travel - Other	Expenses for terminals, visas and other travel related, incidental costs for non-learning related trips
75706	Learning - ticket costs	Expenses for transport to / from learning events for UNFPA SC-s and SSA-s (including tickets, terminals, visa costs, etc)
75707	Learning – subsistence allowances	DSA to UNFPA's SC-s and SSA-s for attending learning events
75709	Learning - training of counterparts	Travel-related expenses associated with training of counterparts (IP-s, government officials, beneficiaries) - e.g. air tickets, subsistence allowances, visas, etc

**Entry into force:**

28. This policy enters into force on 15 October 2014.