

## TRAVEL REQUEST FORM

### ANNEX 1 - Entitlements and Responsibilities

**The following pre-travel requirements are mandatory and are your individual responsibility.**

Travel documents: Please note that your passport should be valid for at least six months from the date of your return from official travel;

Full name: Please ensure that your full name is identical in the passport;

Visa: Please ensure that visas for all your travel points and the re-entry into your duty station are valid;

Personal Deviation: Any personal deviation from the authorized travel is at your personal risk and responsibility.

Travel authorization: Please ensure that you always carry copy of the approved travel authorization on all travel officially paid by the United Nations that will facilitate immigration formalities.

The United Nations will not be responsible for any consequences, financial or otherwise, arising out of your non-compliance with any or all of the above requirements.

#### TRAVEL ENTITLEMENTS

##### **Mode, dates, route and standard of travel accommodation**

The normal mode of transportation for all official travel shall be by air.

An alternative mode of transportation may be approved when, in the opinion of the travel unit, its use is in the best interests of the Organization.

Where the Organization provides authorization for travel by a private motor vehicle, the total reimbursable amount that a staff member may claim in respect of a particular journey shall be based on the UN established mileage rate plus tolls but, limited to the maximum travel expenses to which the traveller would have been entitled had he or she travelled by the approved route and mode of transportation and standard of accommodation.

Non-staff members (e.g. Consultants, individual contractors, etc.) are entitled to economy class, irrespective of the duration of the journey.

Rest periods for travel by air shall be limited when the journey is more than six hours. In such cases, the traveller shall not normally be required to commence duty within 12 hours of arriving at the destination.

##### **Ticketing**

UNICRI will purchase the most economical flights, regardless of the departure time and duration of flight. No flights schedules will be proposed to the travellers - unless there are more options at the same price. Therefore, if for specific and justified reasons a traveller cannot travel at a certain time, such information shall be reported in the Special Instruction box of the travel request.

##### **Dates of travel:**

The departure flight will be booked according to the first working date and time, taking into consideration the rest period (when applicable). The traveller is expected to fly back as soon as the work is completed, i.e. if the time allows on the same day, otherwise on the following day.

##### **Personal deviation and Self ticket**

###### *Personal deviation:*

Travellers who, for personal reasons, wish to fly by different itineraries and/or dates, shall specify his/her itinerary in the "Personal Deviation" box of the travel request.

UNICRI can purchase authorized tickets only. Travellers who request personal deviation are requested to contact and directly coordinate with the UNICRI travel agency in this matter after TPO approval. Please note that all costs incurred above the maximum entitlement are the personal responsibility of the traveler and cannot be billed to UNICRI. (Appendix D will not cover personal deviation). The deviation shall be in accordance to the itinerary specified in the "Personal Deviation" box of the travel request.

The traveller shall be responsible for any delays, penalties or additional expenses incurred as a result of personal deviations

###### *Self ticket:*

When the traveller selects Self-ticket (SFT) option in the travel request, the travel unit will establish a maximum entitlement, which will be the cost of the authorized itinerary. Once the maximum entitlement has been established and the travel has been approved by the TPO, the traveller will purchase his/her own ticket. Travellers who purchase tickets without an approved travel request in Umoja risk not being reimbursed.

No changes can be made from "SFT" to "Ticket to be issued through UN" once the travel request is approved by the TSA (UNICRI Travel Approver).

The SFT option shall be chosen only if no changes in travel plans are envisioned and is only authorized for trip with no personal deviations.

In case of changes to the travel plan, the traveller is responsible for handling any associated change and refund requests directly with the ticket provider.

The traveller shall be responsible for any delays, penalties or additional expenses incurred as a result of taking a lower fare or making special arrangements, including deviations for personal convenience.

## TRAVEL REQUEST FORM

In accordance with guidance received from the ASG/OCSS, self-ticketing for official travel may be approved where the total travel costs (fare including taxes and fees) do not exceed US\$1,000.00 or equivalent in other currencies. All travel requests which include self-ticketing must be approved by the UNOV Vienna Travel Processing Office (TPO)

### Calculation of Daily Subsistence Allowance (DSA)

The DSA is a rate set by UN which covers all costs during a mission (meals, overnight accommodation/hotel, transport cost from place of lodging to the place of official business and vice versa, other miscellaneous expenses). DSA is calculated per city and per night.

The DSA shall be reduced by:

- 50% if accommodation/hotel is provided;
- 30% if the 3 meals (breakfast, lunch and dinner) are provided;
- 80% if accommodation and meals are provided;
  
- No allowance shall be paid for a journey of less than 10 hours;
- 40% shall be paid for a journey of more than 10 hours but less than 24.

### Terminal expenses

Terminal expenses cover the transportation costs between the airport (or other point of arrival or departure) and the hotel or other place of residence. The established rates for terminal expenses are:

- for New York: \$78
- for all other duty stations: \$47
- when an official vehicle is made available: \$14

Terminal expenses are not payable for any unauthorized stopovers or for any intermediate stopovers of less than six hours which does not involve leaving the airport terminal or which are exclusively for the purpose of making an onward flight connection.

### Expense Report

Traveller will be required to submit scanned copies of their boarding passes;

Traveller must retain the original boarding passes for five years;

Mission report and original receipts of any cost for which reimbursement is required must be attached.

Claims (Expense reports) must be created in the Umoja ESS portal and submitted via Umoja portal within 14 days after returning from the trip by a UNICRI staff member. Therefore, traveler shall submit copy of boarding passes and mission report to his/her UNICRI contact person as soon as possible after returning from his/her trip;

### Travel advance

Travel advance will be disbursed not earlier than five days prior to commencement of the travel, in accordance with the banking details of the traveller valid in UMOJA. Normally the mode of disbursement is Electronic Funds Transfer (EFT) that will take three to four business days.

### Advance submission and booking of air tickets

As per directions of Department of Management, official travel requests should be submitted well in advance since airfares rise dramatically if ticketed less than two weeks prior to departure. In addition, the Travel Office(s) require adequate time to review, initiate and complete travel arrangements. Hence, travellers are encouraged to submit all official business travel requests 21 days prior to departure and in its absence, the request should contain the justification. The travel request will not be processed without justification.

### No cost travel

Please note that all 'official business travels' at 'no cost' will also be required to go through the certification and approval process as any other travel. The travellers will be required to submit the 'travel expense report' with no cost that will serve as proof of travel as per original authorization.

### Cancellation of travel and unused tickets

Travellers are required to follow the established procedure for cancellation of official business travels. Travellers are required to report any unused air ticket(s) to the Travel Office and also indicate them at the submission of Travel Expense Report.