



ADMINISTRATIVE CIRCULAR ADM/Dir/2010/01

22 October 2010

TRAVEL PROVISIONS AND PRACTICES

The Director has approved the following provisions for travel on mission¹ of staff members and consultants, with effect from 1 **October 2010**.

1. Terminal Allowances²

Terminal allowances at the rate of USD 38 per leg are payable, also for missions for which the reduced DSA rate (75%) is applied.

2. Authorizing Signatories for Duty Travel

The signature of the Supervisor, who actually approves the mission, is required in addition to that of the Allotment Holder [*the related Duty Travel Authorization (DTA) form is modified accordingly*]. Whenever the two roles coincide, the signatory is kindly requested to sign twice in the relevant spaces next to the titles.

3. Estimate of Costs

A box has been included on DTA form to estimate the costs related to the missions. This in order to have allotment holders acknowledge estimated costs before approving missions.

4. Security Measures

All duty travel is subject to security measures. Requests for security clearance for countries where security phase is in effect must be made to UNDSS by travellers a minimum of 7 days before travelling. It is recommended that security procedures be fulfilled as soon as travellers confirm the flight booking provided by the travel agency. The successful completion of mandatory field security training programs (for all details: fieldsecurity@ictp.it) is a requirement for obtaining the security clearance.

Should the mission be canceled, after that security clearance is obtained, the traveller can cancel the clearance through the button "Revoke" of the ISECT system.

In case security clearance is not obtained, Operations and Travel Unit must be informed promptly (at least 24 hours before the last working day prior to departure) and air tickets will be consequently cancelled.

Dag Harald Johannessen
Assistant Director
Administration

¹ Travel on mission is travel, at the total or partial expense of the Organization (or exceptionally at no cost).

² "Terminal allowance" is a flat-rate meant to cover expenses incidental to departure and arrival, such as: public transport and/or taxi to and from airports, portorage, snacks, parking fees at airports, etc..