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Subject: STAFF ONLY - 2004/0125 (ADMINISTRATIVE INSTRUCTION ADM/Fin/2004/003)

ADMINISTRATIVE INSTRUCTION ADM/Fin/2004/003

To: All Staff and Consultants 14-12-2004

From: Andrej Michelcich
Finance Officer

Subject: Duty travels of staff and consultants

In fulfilment of the recommendations made by UNESCO's IOS on the occasion of the internal audit held in October 2003, the Director has approved the following provisions, with effect from 1 January 2005.

1. *New procedure and form*

A new procedure, which requires the use of a new simple form, has been established for all duty travels of staff and consultants. The steps are as follows. The staff member/consultant (hereinafter referred to as SM/C) fills in the first part/block (DUTY TRAVEL AUTHORIZATION) with all the requested information and submits the form to his/her supervisor(s) for approval. After the approval, the SM/C retains the original form and sends a copy to Operations & Travel for its action. If requested in the form, Operations & Travel pays an advance of up to 80% of the estimated travel costs to be borne directly by the staff member (subsistence; tickets, if not prepaid by the Centre; registration fees, if applicable) on the basis of the travel authorization.

Within two weeks after completion of the travel, the SM/C completes the second part/block (TRAVEL CLAIM), providing all details of the allowable expenses actually borne, and submits the form to Operations & Travel, attaching all the relevant supporting documentary evidence. On the basis of the claim, Operations & Travel prepares the final calculation and, depending on the result, either pays the SM/C the balance still due or

claims back from him/her the overpayment. If no claim is received six weeks after completion of the travel, the Centre is entitled to recover the advance payment through deduction from the salary.

A sample of the form is attached and one copy is always available for downloading in Ms. R. Torre's public folder; please print it and fill it as applicable to your duty travel(s). Explanatory notes are provided overleaf; in the case of doubts, Operations & Travel will always be pleased to be of assistance.

2. Terminal allowances

Terminal allowances payable in connection with duty travels are increased from USD 27/each to USD 30/each.

3. Early travel arrangements

As a standard practice, staff and consultants are requested to make their own travel arrangements and to purchase their tickets (either directly or through Operations & Travel) at least two weeks in advance, for travels within Europe and to the USA, and at least one month in advance, for travels to the rest of the world. Exceptions to this standard will have to be expressly authorized by the Director, for scientific staff/consultants, or by the SAO, for administrative staff/consultants.

4. Use of the most competitive fares

In order to avail of the most competitive fares (such as the APEX), as a standard practice staff should, to the maximum possible extent, include the night between Saturday and Sunday in their travel schedule; in this case, provided that the total cost does not exceed that of the economy fare, the Centre would cover the additional cost of subsistence by paying one or two extra days of allowance, as applicable.

5. Security

All staff and consultants going on duty travel shall always leave with the secretariat of their section/office, before traveling, the detailed itinerary, flight information and contact points at destination.