



## INTEROFFICE MEMORANDUM

To: All Staff

Date: 25 November 2016

Ref. 4/GT/US

From: U. Singe, Interim Head, Budget and Finance

Subject: Information note for travel on mission

This note provides a brief overview of parts of the processes applicable to staff travel on mission. The complete set of instructions are described in the updated Administrative Manual of UNESCO, chapter 15.

The note applies to all staff employed by ICTP.

In planning their travel, staff are kindly asked to ensure that:

- Planned travel is either academic, fulfills an institutional need, or is in line with work plans and necessary to achieve the objectives set out in the Section/Office programme;
- The possibility of combining travel or using other means of communication (e.g. teleconferences) has been considered;
- Expenditure within Section/Office remains within allocations;
- Cost-efficiency objectives are always attained;
- Director's instructions are complied with.

### Communication of duty travel

For duty travel that can be planned ahead and that is approved by the relevant Head of Section/Office, the Head of the Section/Office should communicate the travel details to the Operations & Travel Unit (O&T) as soon as possible. All data as contained in the 'Duty Travel Authorization (DTA)' form should be provided. Advance planning of duty travel helps reducing travel costs. Missions not planned in advance and not included in the 'travel' plan due to unexpected needs should be kept to a strict minimum.

### Security Clearance and On-line Security Training Courses

In order to instruct the authorized travel agency to issue travel tickets, it is essential to provide Field Security and O&T with the Security Clearance.

Tickets can only be ordered/issued after the presentation of the Security Clearance to O&T. Security Clearance can be obtained either by applying through the Field Security Unit (fieldsecurity@ictp.it), or via the automated web-based Travel Request Information Process system (TRIP) inputting both ticket reservation and hotel data.

It is also reminded that all those holding a UNESCO contract have to complete the three on-line security training courses, upon signature of the contract in order to be covered by the UN Malicious Act Insurance not only when travelling abroad but also while in Italy.

It is finally highlighted that all duty travel and statutory travel of holders of a UNESCO contract (including repatriation and end-of-contract travel) is subject to Security Clearance.

For all details on security measures the Field Security Unit can be contacted at: fieldsecurity@ictp.it

#### **Advance Purchase of Travel Tickets/Submission of Duty Travel Authorization (DTA) Form and Related Documentary Evidence**

All mission travel should be authorized in advance.

The DTA form must be presented to the O&T Unit duly signed by the ALH and the Supervisor. O&T will create the Purchase Request and allocate the funds. The traveller can request a Travel Advance.

In order to have proper economic benefits it is desirable that Duty Travel Authorizations forms are presented at least 2 weeks in advance from the departure date for travel to Europe and at least 4 weeks in advance from the departure date for travel outside Europe.

Upon completion of the mission and not later than 2 weeks, the traveller should present the relevant supporting documentation (e.g. receipts) to O&T in order to finalize the calculation of the travel entitlements.

#### **Purchase of Travel Ticket**

All tickets for duty travel are issued by the authorized travel agency, Carlson Wagonlit Travel. The travel agency, on the basis of an official request submitted by the O&T proposes three quotations, which are examined and selected by the O&T in consultation with the traveller for his/her further confirmation.

Travellers may purchase tickets on line or via other means only when such tickets are less expensive and have the same fare rules as those proposed by the travel agency, informing the O&T promptly and with a prior approval from the Finance Office. The reimbursement of self-purchased tickets is subject to the presentation both of the electronic ticket and the invoice indicating payment made by the traveller.

Thank you for your cooperation.