

## **ANNEX 5 (14 OCTOBER 2008)**

### **TRAVEL ARRANGEMENTS**

1. As referred to in Article VIII of this Agreement, travel of ITU officials taking part in the Events is arranged in accordance with the Staff Regulations and Staff Rules of ITU, the supplementary service orders issued in connection therewith and the relevant decisions of the Council.

2. In this regard, ITU officials are entitled to:

- transportation expenses;
- terminal expenses;
- travel subsistence allowance;
- rest days during or after travel, depending on its duration;
- necessary additional expenses incurred during travel, if any.

#### **I. Transportation expenses**

3. The normal route for all official travel shall be the most direct and economical route. 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 Secretary-General, its use is in the best interest of the Union.

4. All official travel shall be by air in economy class.

5. However, ITU officials may travel by air at the class immediately below first class when traveling whenever:

- the duration of the journey is nine (9) hours or longer;
- for round-trip travel, the duration of either journey is nine (9) hours or more,

the duration of a particular journey being determined on the basis of the combined flying time of all legs of the journey to a given destination by the most direct and economical route available, including transit up to a maximum of four (4) hours of scheduled waiting times. It excludes travel time to and from airports.

6. Elected officials are entitled to first-class accommodation when travelling by air.

7. ITU officials are entitled to reimbursement of excess baggage beyond the limitation prescribed by the transportation companies, up to a maximum of thirty (30) kg. Elected officials travelling by a class other than first class are entitled to payment for excess baggage to bring their baggage entitlement to the amount allowed for first-class air travel.

#### **II. Terminal expenses**

8. The amount of the terminal expenses paid to staff members in respect of official travel, **for each transfer** between the airport or any other point of arrival or departure and the hotel or any other place of residence, is thirty US dollars (US\$ 30);

9. This amount is reduced as transportation is provided free of charge by the Portuguese Party.

10. These terminal expenses are paid to ITU officials in advance of their departure in the form of a lump sum.

#### **III. Travel subsistence allowance**

11. ITU officials receive an appropriate daily subsistence allowance (DSA), which may vary from area to area and with salary levels, in accordance with the current United Nations schedule of rates. The DSA schedule is updated monthly by the United Nations.

12. As lodging is provided free of charge by the Portuguese Party, the standard rate shall be reduced by fifty (50) percent.

13. The DSA rates appearing in the United Nations schedule shall apply to the travel of ITU officials in grades P.5 and below.

14. The rates for elected officials will be forty percent (40%) (rounded to the nearest US dollar) above the normal rates.

15. The rates for staff in the Senior Counsellors category (D1 and D2) shall be fifteen percent (15%) above the published rates (rounded to the nearest US dollar).

#### **IV. Rest days during travel, depending on its duration**

16. When an ITU official travels at the Union's expense, by air or mainly by air:

- i) if the scheduled or actual flight time for the journey is between six (6) and ten (10) hours, he/she will not normally be required to commence duty within twelve (12) hours of arriving at his/her destination;
- ii) if the scheduled or actual flight time is more than ten (10) hours but not more than sixteen (16) hours, he/she will not normally be required to commence duty within twenty-four (24) hours of arriving at his/her destination. Alternatively, the Union may decide to grant a stopover not exceeding twenty-four (24) hours. If the final stage of the journey exceeds six (6) hours, the ITU official will not normally be required to commence duty within twelve (12) hours of arrival;
- iii) if the scheduled or actual flight time of the journey exceeds sixteen (16) hours, the Union may allow either two stopovers, neither of which shall exceed twenty-four (24) hours or one stopover with a rest period not exceeding twenty-four (24) hours on arrival at the destination.

17. DSA is paid for the whole period of travel, including rest periods and stopovers.

#### **V. Necessary additional expenses incurred during travel**

18. Necessary additional expenses incurred by ITU officials in connection with official business or in the performance of authorized travel may be reimbursed by the Union after completion of travel, provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditure in excess of six US dollars (US\$ 6).

#### **VI. Particular restrictions**

19. For security reasons, the Secretary-General and the Deputy-Secretary General are not allowed to travel on the same flights or to use the same mode of transportation on the same date and hour.

20. The number of ITU officials travelling on the same flight or using the same mode of transportation is limited to a maximum of thirty (30) people.

#### **VII. Ticket issuance**

21. Due to the high number of tickets for transportation to be issued during a limited period of time, as well as recurring modifications to be handled (changes in the staffing table, modification of travel dates, cancellations, etc.), issuance of tickets shall be made at ITU headquarters by the on-site travel agency, taking into account special negotiated fares, if any.

