



Governing Body

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Programme, Financial and Administrative Section

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Amendments to the Staff Regulations concerning official travel

Summary: The purpose of this document is to inform the Governing Body of the proposed amendments to the Staff Regulations arising from the revision of the ILO travel policy and the renegotiation of the collective agreement on travel, undertaken in the context of broader cost-containment and efficiency measures.

Author unit: Human Resources Development Department (HRD).

Related documents: [GB.349/PFA/8](#), [GB.350/PFA/9](#).

1. As part of cost-containment efforts, the Office has revised its travel policy and renegotiated the Collective Agreement on Travel. To align the Staff Regulations with the revised travel framework, it will be necessary to introduce amendments to the relevant provisions as shown in the appendix.
2. The amendments reflect the following changes in the travel policy:
 - discontinuing the payment of Daily Subsistence Allowance (DSA) for statutory travel, such as home leave, visits to spouse or dependants, and scholastic travel;
 - limiting the payment of DSA for official travel to the period commencing upon arrival at the duty station or mission location, thereby excluding overnight travel;
 - clarifying that no DSA shall be payable to spouses or dependants except where expressly provided under specific entitlements;
 - reducing the maximum allowable expenses for the transport of personal effects by air.
3. The amendments also update terminology and ensure coherence within the Staff Regulations, including with regard to the Special Education Grant under article 3.14 *bis*.
4. The new travel policy introduces substantive changes to other applicable rules than those in the Staff Regulations, most notably the class of travel. Consideration could be given to extending the application of those changes beyond ILO staff members.

► Appendix

Amendments to be incorporated in the Staff Regulations

(Additions appear underlined and deletions appear struck out)

Article 7.6

Home leave travel expenses

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(b) Travel expenses, as provided for in article 9.1 (Travel expenses), shall be paid in respect of travel on home leave, ~~provided that but no~~ subsistence allowance shall ~~not~~ be paid ~~for any travel time exceeding the travel time allowable under (a) above~~. Subject to paragraph (e) below, they shall be paid to an official in respect of himself, his spouse, and children in respect of whom family allowances are payable. The travel of the spouse and children shall be in conjunction with the home leave of the official, provided that an exception to this rule may be made by the Director-General if the exigencies of the service or other special circumstances require it.

...

Article 9.1

Travel expenses

(a) Subject to the provisions of these Regulations and to any rules which may be established by the Director-General after consulting the Joint Negotiating Committee, the Office shall pay travel expenses to an official when authorized to travel (1) upon appointment, (2) upon transfer to another duty station, (3) upon official business, (4) upon home leave, (5) upon authorized travel to visit dependants, and (6) upon termination of appointment.

(b) Travel expenses, for purposes of these Regulations, shall include transport expenses, ~~travel~~ subsistence allowance, where payable in accordance with Annex III, and other necessary expenses during travel.

(c) Travel shall normally be by the most direct and economical route, account being taken as far as possible of the wishes of the official concerned.

(d) An advance of funds against estimated reimbursable travel expenses may be made, on application, to an official.

Annex III. Travel and removal expenses

I. General

1. Travel expenses, as prescribed in article 9.1, shall be payable to an official only when authorization to travel has been given to him in advance. This authorization is granted by the Director-General on the appropriate form. Travel expenses shall be paid to the Director-General upon certification by him of the official character of the travel.

2. (a) Travel expenses paid by an official shall be reimbursed upon presentation of the appropriate form, duly completed and accompanied by all vouchers. Claims in respect of travel, except on termination, shall normally be presented within eight days after travel has been completed.

(b) Claims for payment of travel and/or the transport of unaccompanied personal effects on termination shall not be paid unless payment is duly claimed within two years after the termination of appointment, provided that the Director-General, after consulting the Joint Negotiating Committee, may extend this period.

(c) Claims for payment of the transport of unaccompanied personal effects on appointment or transfer shall not normally be paid unless payment is duly claimed within six months after the arrival of the official at the place of posting.

(d) Claims for payment of travel may be refused if any delay in presenting the claim is not satisfactorily explained.

3. Travel tickets shall normally be provided by the Office; when the Office lacks the facilities necessary to provide them or in exceptional circumstances approved by the Director-General, the official is authorized to purchase the tickets he will require. In this case, the official shall be entitled to the reimbursement of actual travel expenses up to the amounts payable under the present Regulations.

4. Upon authorization by the Director-General an official may travel, except when on official business, at less expense than that provided for in these Regulations, in order to take with him a member of his household in respect of whom travel expenses are not payable or for other special reasons. An official so travelling shall be entitled to payment of the actual travel expenses up to the amount payable under the Regulations, except when he travels by private automobile, when the provisions of paragraphs 14 and 21(b) shall apply.

5. When an official travels at greater expense than that provided for in these Regulations, he shall be paid travel expenses not exceeding those payable under the Regulations.

6. Transport expenses payable in respect of an official's spouse and dependants shall be paid subject to the conditions applicable to the official. The Director-General may, however, establish different conditions for ~~school~~ scholastic travel under the provisions of articles 3.14 and 3.14 bis of the present Regulations, as well as when a child travels unaccompanied by one of his parents, under the provisions of articles 7.6, 9.3, 9.4 and 9.7 of the present Regulations.

7. An official who is provided with tickets or who has received an advance against reimbursable travel expenses shall be liable for any such tickets or advances if he does not undertake the travel for which the tickets or advances were obtained.

8. The Office shall pay the cost of transporting any documents or technical material which an official is authorized in advance to transport while travelling and which are deemed necessary for the conduct of official business.

9. (a) Expenses for postage, telegrams-internet connections, telephone calls and other such expenses incurred in the conduct of official business by an official travelling on official business shall be reimbursed upon the presentation of a claim accompanied by vouchers.

(b) Expenses for travelling by taxi shall be reimbursed under conditions established by the Director-General.

(c) Gratuities shall not be reimbursed.

10. Entertainment expenses incurred by an official travelling on official business shall be reimbursed in accordance with the rules for the administration of the Representation Fund.

II. Means of transport and travel conditions

11. Travel paid for by the Office shall normally be by air or by rail. Transport by sea or by some other means shall normally be paid on the basis of the cost of the most economical itinerary and method of transport. Group tickets may be provided for officials travelling on official business; in such cases officials shall be required to use these tickets for travel.

12. Rail transport shall be in first class. Officials shall be entitled: (a) to a reserved seat by day and, where applicable, to the supplement payable on express trains; (b) to single occupancy in a sleeping compartment.

13. When transport free of charge is provided for an official he shall not receive tickets supplied by the Office.

14. An official who travels by private automobile shall be reimbursed the minimum allowable travel expenses provided for in these Regulations.

III. Subsistence allowance

15. The subsistence allowance ~~payable under article 9.1~~ shall be paid according to schedules and rates established by the Director-General. If the Director-General is satisfied that these rates are insufficient for travel on official business, he may authorize the payment of different amounts.

16. ~~The No~~ subsistence allowance ~~during a journey shall be payable, up to and including the day of arrival at the authorized destination, at the rate appropriate to the place of arrival. shall be paid with respect to travel upon (1) appointment, (2) transfer to another duty station, (3) home leave, (4) authorized travel to visit spouse or dependants, (5) scholastic travel, (6) marriage, or (7) termination of appointment. However, subsistence allowance may become payable as a part of other entitlements, such as the settling-in grant under article 3.10(c)(i).~~

17. In the case of travel on official business, the allowance shall be payable at the rate applicable to the place of official business as from the day of ~~departure~~ arrival.

18. For the purpose of calculating subsistence allowance, the day is defined as the 24-hour period from midnight to midnight. Subject to the provisions of paragraphs ~~17 and 19 below~~, the full rate shall be paid for every day on which the official is in travel status, except for the last day of travel in respect of which no allowance shall be paid.

19. When travel is for a period of less than 24 hours and does not necessitate expenses for sleeping accommodation, subsistence allowance shall be paid at reduced rates to be determined by the Director-General. No allowance shall be paid for travel lasting less than six hours.

20. ~~No subsistence allowance shall be paid with respect to travel undertaken by the official's spouse or dependant. However, where such allowance exceptionally becomes payable as a part of other entitlements, the~~ subsistence allowance ~~payable in respect of an official's spouse or dependant~~ shall be one-half the allowance payable in respect of the official, except that the allowance shall not be payable in respect of a dependant who has not reached his third birthday when travel begins. ~~No subsistence allowance shall be payable under article 3.14 (Education grant).~~

IV. Transport of personal effects

21. (a) Transport expenses by air shall normally include the transport of accompanied personal effects up to the amount allowable on a ~~first-class business class~~ air ticket for the same journey.

(b) An official who travels by private automobile shall not be entitled to the accompanied excess personal effects allowance which he would have received if he had travelled by air.

22. Transport expenses by surface means payable for travel on official business shall include the transport of unaccompanied personal effects not exceeding 50 kg when the official's absence from his duty station is two months or less and not exceeding 80 kg when the official's absence is more than two months.

23. Transport expenses by surface means payable under the provisions of articles 3.14 (Education grant) and 3.14 bis (Special education grant) shall include the transport of:

- (a) unaccompanied personal effects not exceeding 200 kg on the first outward trip to and the final return trip from the educational institution and in the event of a change of institution situated in a different place, within the limits established by article 3.14(i)(3);
- (b) personal effects not exceeding 50 kg in the event of any other educational journey.

24. Transport expenses by surface means payable under the provisions of article 7.6 (Home leave travel expenses) shall include the transport of accompanied personal effects not exceeding 50 kg in respect of an official and 50 kg in respect of his spouse and each of his dependants.

25. Transport expenses by surface means payable under the provisions of article 9.5 (Expenses upon authorized travel to visit spouse or dependants) shall include the transport of accompanied personal effects not exceeding 50 kg.

26. An official who does not use the entitlement to reimbursement of the transport expenses by surface means of unaccompanied personal effects as authorized under paragraph 23(a) above, may transport an extra 50 kg, including packing, of accompanied luggage by air in respect of a child during a school journey.

27. (a) Where an official is entitled to the removal of household goods and personal effects, transport expenses by surface means payable upon appointment, transfer or termination, shall also include the transport of accompanied personal effects not exceeding 50 kg in respect of an official, 50 kg in respect of his spouse and each of his dependants.

(b) Where an official is not entitled to the removal of household goods and personal effects, transport expenses by surface means payable upon appointment, transfer or termination, shall include the transport of unaccompanied personal effects not exceeding 600 kg in respect of an official, 250 kg in respect of his spouse or a first dependant and 150 kg in respect of each of his other dependants.

28. An official may convert his entitlement to the removal of household goods and personal effects into air freight up to a maximum amount of 600 kg air freight.

29. The weights expressed in kg in the above paragraphs shall be understood as net terms, that is, excluding crating.

30. (a) The cost of insuring unaccompanied personal effects transported under paragraphs 22 and 23 shall be borne by the Office under conditions and up to a maximum amount to be determined by the Director-General.

(b) The Office shall not be normally responsible for any customs duties levied on personal effects transported under the conditions established in the preceding paragraphs.

V. Removal expenses

31. Arrangements for the removal of household goods and personal effects shall normally be made by the Director of the Department of Internal Services and Administration; he may, however, if a request is made beforehand, authorize an official to make arrangements for a removal, subject to his approval. The household goods and personal effects to be removed shall be insured at the expense of the Office under conditions and up to a maximum amount to be determined by the Director-General;

beyond that the Office shall not be liable for any loss or damage. Any customs duties payable in respect of household goods and personal effects shall not normally be paid by the Office.

32. Expenses shall be paid for the removal of household goods and personal effects (excluding motor cars) not exceeding a 40-foot container.

33. Any removal expenses which may be paid by an official shall be reimbursed upon presentation of a claim, accompanied by vouchers, within three months after the removal was effected. The Director-General, in exceptional circumstances and after consulting the Joint Negotiating Committee, may extend this period.

34. Claims for payment of removal expenses shall not be submitted later than six months after an official acquires the right, provided that the Director-General may extend this period upon application in advance and for special reasons, after consulting the Joint Negotiating Committee.

35. If no claim for payment of removal expenses is made by an official within the time limit specified in paragraph 34, the Office shall pay (a) the cost of a later removal if it takes place on the occasion of the official's marriage, or (b) three-quarters of the cost of a later removal if the effects transported have been inherited by the official after the expiration of the time limit specified in paragraph 34, or (c) half the cost of any other later removal.

36. An official to whom removal expenses upon appointment or upon transfer are payable under articles 9.3 and 9.4 shall be entitled to reimbursement of the cost of storing his household goods and personal effects for a period not exceeding three months.

VI. Transport of private motor cars

37. Transport expenses of privately owned automobiles may be reimbursed, under conditions and up to a maximum amount to be determined by the Director-General, to officials whose assignment to a duty station on appointment or transfer is expected to be for a period of not less than two years.