
Annex IV

Rules for the payment of travel expenses of members of the Governing Body and members of certain committees and other bodies

Authority

1. These Rules were approved by the Governing Body of the International Labour Office on 5 March 1965, pursuant to article 39¹ of the Financial Regulations, to enter into effect on 1 April 1965. The present edition incorporates amendments approved by the Governing Body up to its 321st Session (June 2014) inclusive.

Application and interpretation

2. The application and interpretation of these Rules shall be the responsibility of the Director-General of the International Labour Office, who may issue such instructions for their implementation as he or she shall deem necessary.

Amendments

3. These Rules may be amended by the Director-General subject to the approval of the Governing Body.

Definition

4. For the purpose of these Rules, travel expenses shall be deemed to comprise transport expenses (as specified in paragraphs 7 to 9), miscellaneous expenses (as specified in paragraphs 10 and 11), subsistence allowance (as specified in paragraphs 17 to 22) and sickness and accident coverage (as specified in paragraphs 25 to 29).

Scope

5. (a) These Rules shall govern the payment by the International Labour Office of the travel expenses incurred on ILO business by Employer and Worker regular and deputy members of the Governing Body, or their substitutes, and of persons serving in an individual capacity on high-level bodies for which the Officers of the Governing Body have agreed to apply the same travel standards as those applicable to Employer and Worker members of the Governing Body.

(b) Pursuant to the provisions of article 13 of the Constitution of the International Labour Organization, the Office:

- (i) does **not** meet the travel expenses of Government representatives of the Governing Body; and
- (ii) meets the travel expenses of Employer and Worker members of the Governing Body **only** when they are **not** travelling also as delegates or advisers on national delegations to a session of the International Labour Conference, whether appointed to such a delegation before or after their departure.

¹ Now article 40.

(c) The payment by the Office of travel expenses of Employer and Worker members of the Governing Body on the occasion of meetings held in conjunction with the International Labour Conference is subject to special limits, as set out in paragraphs 30 and 31.

Restriction

6. No payment or reimbursement shall be made by the Office in respect of any expenses or allowances which are covered from other sources.

Transport expenses

7. The policy of the Office is to supply travel tickets to members through the Office's travel agent. The transport cost covered will be a round trip by the most direct and economical route by commercial land, sea or air transport, or a combination thereof, between the member's place of residence or departure, whichever is closer to the place of the meeting, and the place of the meeting.

8. (a) The normal standard of transport by air is economy class, except for flights where, using the most direct route the scheduled duration from the airport of departure to the airport of arrival at the place of the meeting is nine hours or more, in which case the standard shall be business class. In computing this duration, scheduled waiting periods will be included but not stopovers.

(b) By sea, the entitlement shall be for transport which does not exceed the cost of the air transport entitlement, taking into account also the resulting difference in subsistence allowance.

(c) In the case of commercial land transport, the standard shall be first class: where land transport is by night and lasts for more than six hours, the cost of a single sleeping compartment, if available, is included.

(d) In the case of transport by private automobile for personal convenience, reimbursement shall be based on the cost of the equivalent mode of transportation normally authorized, whether by direct air or commercial land transportation, as set out in subparagraphs 8(a) and (c) above.

9. The cost of the actual transport of a reasonable amount of registered luggage shall normally be covered by the Office, including for individuals travelling in economy class, up to 10 kilograms of excess baggage, when the airline applies the weight concept, or one additional piece where the airline applies the piece concept.

Miscellaneous expenses

10. The following miscellaneous expenses are reimbursable by the Office:

- (a) the cost of necessary taxis en route, but not during the stay at the place of the meeting;
- (b) fees for passports, visas and inoculations required for the journey, but not the cost of passport photographs or birth certificates;
- (c) postage expenses incurred in connection with official business of the Governing Body or the assimilated high-level body concerned.

11. All other expenses, such as portage, tips, insurance of luggage, hotels and meals, are considered to be covered by the subsistence allowance and are not separately reimbursable by the Office.

Reimbursements to members

12. The Office will normally supply travel tickets to members. Exceptionally, members may request in advance to make their own travel arrangements. In that case the member shall be reimbursed by the Office *on the basis of the means and class of transport actually used*, up to the cost allowable under these Rules, subject in particular to the provisions of paragraph 13. Supporting vouchers are required (see paragraph 16). Reimbursements of tickets purchased independently shall be made by bank transfer.

13. Reimbursement for air tickets purchased independently shall not normally exceed *the lower of the following two amounts*:

- (a) the actual cost of the member's travel;
- (b) the air fare, on the basis of the class of air travel provided for in paragraph 8(a) above, for a round trip by the most direct and economical route between the member's place of residence or departure, whichever is closer to the place of the meeting, and the place of the meeting.

14. If for compelling reasons a member is obliged to exchange tickets provided or for which reimbursement has been received, he/she should immediately notify the Office of his/her new travel arrangements and have any resulting refund paid to the Office.

15. Reimbursement in the case of travel by private automobile shall be as set out in paragraph 8(d).

Vouchers

16. Claims for reimbursement must be supported by vouchers, including whichever of the following are appropriate:

- (a) receipts for all rail sleeper, boat and airline tickets or covers thereof, and boarding passes indicating the dates of travel;
- (b) receipts for the cost of transport of registered luggage, whenever possible, including receipts for the cost of transport of excess luggage by air;
- (c) receipts for passport and visa fees and the cost of inoculations;
- (d) receipts for official postage expenses, whenever possible.

No vouchers are required for the reimbursement of taxi fares as these are covered within the terminal allowances provided.

Subsistence allowance

17. Subject to the special provisions relating to Governing Body meetings held in conjunction with the Conference set out in paragraphs 30 and 31, the Office will pay subsistence allowance in respect of the following periods of time:

- (a) travel time for a round trip by the most direct and economical route by commercial land, sea or air transport, or a combination thereof, between the member's place of

residence or departure, whichever is closer to the place of the meeting, and the place of the meeting. Travel by private automobile shall be considered to require the same amount of time as the journey between the points concerned by the route and means of transport taken as a basis for the reimbursement of transport expenses in accordance with paragraph 8(d);

- (b) any scheduled waiting periods at points of connection, and any scheduled overnight stopovers lasting for not more than 24 hours, or until the next possible departure time after that period if an earlier departure cannot reasonably be scheduled. Normally, one overnight stopover may be included in each journey by air, or by a combination of air and surface transport, which would last for more than ten hours if uninterrupted;
- (c) one day rest period on arrival at the place of the meeting, if the travel time of a journey by air exceeds ten hours and provided that an overnight stopover allowed for in paragraph 17(b) above has not been taken;
- (d) the actual number of days spent in attendance at the meeting, up to a period extending from the day before the opening date to the day after the closing date inclusive, when the extra days are spent on official business of the Governing Body or the assimilated high-level body concerned; and
- (e) any waiting time immediately before or after the period of attendance (as defined in subparagraph (d)), up to a total of not more than six days, if transport involving no waiting time or less waiting time cannot be obtained.

Calculation of subsistence allowance

18. The standard daily rate for the subsistence allowance payable by the Office under paragraph 17 shall be the equivalent of the standard daily rate applicable at the place of the meeting to staff members of the Office.

19. The Director-General may establish and apply an ad hoc rate in any case where he or she considers that a rate determined in accordance with paragraph 18 would not be appropriate.

20. The subsistence allowance will be payable for the period of authorized travel and stay time at the place of the meeting. The full rate will be paid on the day of departure and no allowance will be paid in respect of the last day of travel. For the purpose of computing the allowance, the day shall be defined as the 24 hour period from midnight to midnight.

21. The full subsistence rate shall be paid in respect of travel by land or air. Twenty per cent of the full rate shall be paid in respect of travel by sea, but days on which embarkation and disembarkation take place shall be regarded as days of travel on land.

22. The allowance shall be paid to a member at half rate in respect of a meeting held in the city where he/she normally resides.

Advance and final settlement

23. An advance against subsistence allowance may be made by the Office on application, for meetings of three days or more. The final travel claim processing will be completed after the conclusion of the meeting, and the related payment will normally be made by bank transfer.

Accommodation

24. Members are advised to secure hotel accommodation as early as possible through their country's diplomatic or consular representatives.

Sickness and accidents

25. Travel expenses of a member who is prevented by sickness or accident during a journey from reaching the place of the meeting shall be paid or reimbursed by the Office for the round trip between the place of residence or departure, whichever is closer to the place of the meeting, and the place where the journey was interrupted.

26. Benefits in the event of sickness or accident are the subject of collective insurance policies contracted by the Office, and will be paid in accordance with the conditions of those policies. The Office will accept no claims for the payment of premiums for insurance policies contracted independently. In general, members are covered by the collective insurance for sickness or accident arising on days for which subsistence allowance is paid by the Office under paragraph 17.

27. The collective sickness insurance policy provides, inter alia, for the payment of medical expenses within established limits (small claims for medical expenses are not accepted). Certain sicknesses are excluded; these include any sickness or condition from which the member suffered when coverage under the policy became effective. Sicknesses which manifest themselves outside the period for which subsistence allowance is paid by the Office under paragraph 17 are also normally excluded.

28. The collective accident insurance policy provides, inter alia, for the payment of medical expenses within established limits. In addition, benefits are payable in the event of death or long-term disability.

29. A member who is eligible to receive benefits under the collective insurance shall be paid subsistence allowance until he/she can return to his/her residence, up to a maximum period of six months from the date on which the sickness manifested itself or the accident occurred. The allowance shall be paid at one third of the full rate if the member is hospitalized and at the full rate if he/she is not hospitalized.

Governing Body meetings held in conjunction with the Conference

I. Members attending the Conference as delegates or advisers on national delegations

30. The following provisions shall normally apply in the case of Employer and Worker members of the Governing Body who attend the Conference as delegates or advisers on national delegations as well as meetings of the Governing Body held in conjunction with it (including meetings held before and immediately after the Conference):

- (a) under article 13 of the Constitution, the government concerned is required to pay the costs of the journey to and from the place of the Conference;
- (b) accordingly, the government concerned shall reimburse to the Office any amounts in respect of travel expenses which the Office has paid, reimbursed, or advanced in excess of the amounts covered by subparagraph (c) below;
- (c) no travel expenses shall be covered by the Office other than subsistence allowance and the cost of sickness and accident insurance as described in paragraphs 26 to 29 for:

- (i) days spent in attendance at meetings of the Governing Body, including the day before and the day after pre-Conference and/or post-Conference meetings if these extra days are spent on official business of the Governing Body; and
- (ii) intervening days between such periods of attendance and the period of the Conference (for this purpose the Conference period shall be considered as including the day before the opening date, this being the normal day of arrival of delegates).

II. **Members not attending the Conference as delegates or advisers on national delegations**

31. The following provisions shall normally apply in the case of Employer and Worker members of the Governing Body who are not delegates or advisers on national delegations to the Conference but attend meetings of the Governing Body held in conjunction with it (including meetings held before and immediately after the Conference):

- (a) transport expenses and subsistence allowance paid by the Office under paragraph 17 shall not include the cost of more than one round trip to the place of the meetings for each member;
- (b) when the member attends both pre-Conference and post-Conference meetings of the Governing Body, the maximum total number of days of waiting time for which the Office pays subsistence allowance under paragraph 17(d), including days between the meetings, shall be six.