Administrative instruction

Official travel

1. Pursuant to section 4.2 of Secretary-General’s bulletin ST/SGB/2009/4, the Under-Secretary-General for Management Strategy, Policy and Compliance amends as follows administrative instruction ST/AI/2013/3 on official travel.

2. Section 3.4 is replaced by the following text:

   3.4 Official travel for senior officials is further regulated as follows:

   (a) Official travel by senior officials at the Under-Secretary-General level, by senior officials reporting directly to the Secretary-General and by heads of mission in the field shall be recorded in the Organization’s enterprise resource management system through the employee self-service portal;

   (b) Wherever feasible, Under-Secretaries-General and heads of mission shall inform the local United Nations office or mission of their presence;

   (c) To the extent possible, senior officials should avoid attending the same event;

   (d) Travel undertaken by senior officials at the Assistant Secretary-General level shall be authorized by their respective heads of entity.

3. The present instruction supersedes ST/AI/2013/3/Amend.2 and shall enter into force on the date of its issuance.

(Signed) Catherine Pollard
Under-Secretary-General for Management Strategy, Policy and Compliance