



## STAFF UNION INTERNAL CIRCULAR

SU/CIRC/05(Rev.1)  
March 2015

### **Travel on Staff Union related matters**

The following provisions will henceforth apply to all travel undertaken on official business of the ILO Staff Union by union representatives (as defined in ILO Circular No. 448(Rev.1), Series 6).

- Missions undertaken by union representatives on Staff Union related matters shall be subject to the approval of the President of the Staff Union Committee, whatever the source of funding.
- When travel is financed by Staff Union funds, a formal request stating the purpose, duration and estimated cost of the mission shall be submitted for approval by the Bureau, at least two weeks in advance.
- An official ILO travel authorization shall be prepared and authorized in accordance with the provision of ILO rules and procedures.
- A concise mission report will be prepared and submitted to the President for transmission to the Committee, with a copy for the Secretariat, within three weeks of the end of the mission.

Although travel undertaken on official business of the ILO Staff Union by union representatives is considered to all effects as official duty and is subject to all applicable provisions of current ILO rules and procedures, when the mission is financed from Staff Union funds, the following exceptions to the ILO rules and procedures shall apply:

### **Means of transport and travel conditions**

All travel by air shall take place in economy class, independent of the duration.

When a short extension of the mission (2 days maximum) would allow significant savings on the cost of travel, this option shall be duly considered and approved on an *ad hoc* basis by the Bureau.

**DSA**

A full daily subsistence allowance at the UN rate shall be paid for each night spent in the place/s of mission. When lodging and/or meals are provided, the statutory reductions apply.

**Terminal Allowances**

Terminal allowances shall be paid in accordance with ILO rules.

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