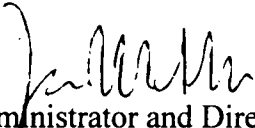


To: All UNDP/UNFPA/UNOPS Staff

From: Jan Mattsson 
Assistant Administrator and Director
Bureau of Management

Subject: Administration of Travel Entitlements

This is with reference to the circular UNDP/ADM/00/14, dated 21 June 2000, outlining changes in the administration of travel procedures and practices effective 1 July 2000. We would like to clarify that this circular applies only to UNDP/UNFPA/UNOPS staff at Headquarters. The procedures and practices governing travel emanating from Country Offices, which are outlined in the Manual of Operations Management, Chapter One, should still continue to be applied. However, based on comments received from Country Offices and experiences with the Headquarters-based reform, we would certainly be prepared to revisit the travel procedures for Country Offices. We will review this matter in the fourth quarter.

I regret any confusion which may have been caused.

With best regards.