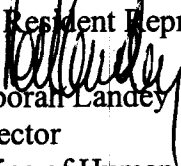


To: All Resident Representatives

From:  Deborah Landey
Director
Office of Human Resources
Bureau of Management

Subject: **Rest and Recuperation (R&R) and Procurement Travel (PT)**

Over the past months, the Office of Human Resources (OHR) has continued to review business processes with a view to streamline staff administration processes. Part of the process of aligning our personnel administration services with the needs of UNDP, has been to provide offices with a better understanding of certain benefits and how they are administered.

Within this context, I am very pleased to attach guidelines containing details of the current policies and procedures on Rest and Recuperation (R&R) and Procurement Travel (PT), as well as an up-dated list of the designated R&R/PT duty stations with their approved travel frequency, duration and destination. Also enclosed is a PowerPoint presentation that your office may wish to use when briefing staff on the subject.

I would like to highlight the introduction of the following flexible provisions:

- a) when a staff member goes on official duty travel (DT) to a location not qualifying for R&R/PT normally within two weeks before/after the due date for R&R/PT, the staff members may request (not a requirement) that such travel:
 - replaces the R&R/PT; *or*
 - be combined with R&R/PT.

b) if the official DT replaces the R&R/PT, the following applies:

- the duration of the official DT should be extended to include the approved authorized period of R&R/PT;
- the staff member is normally paid DSA for the authorized period of R&R/PT at the rate of the official DT destination; *and*
- the count towards the next R&R/PT starts the day following the staff member's return from DT to the designated R&R/PT duty station.

Resident Representatives, supervisors and staff members are expected to plan and coordinate this special travel benefit - for purposes of cost-effectiveness and to avoid excessively frequent absences.

This circular supersedes all previous circulars on the subject and is effective as from the date of issuance.

Should you require further information or clarification on this subject, please contact the OHR Service Centre Chief serving your duty station.

Thank you.

R&R/PT

REST & RECUPERATION AND PROCUREMENT TRAVEL

UNDP/ADM/2002/04 of 5 February 2001



United Nations Development Programme

OFFICE OF HUMAN RESOURCES



REST AND RECUPERATION (R&R) AND PROCUREMENT TRAVEL (PT)

TABLE OF CONTENTS

	Page
GENERAL	2
Purpose.....	2
Nature	2
Designation of Duty Stations	2
Eligibility	3
Frequency.....	4
Authorized Absence	4
Travel time	5
Destination	5
Transportation	6
Daily Subsistence Allowance (DSA)	6
Linkage with Other Types of Travel	8
Planning	9
Loss of R&R/PT.....	9
Funding Source	9
Administration.....	10
ANNEX A	11
Designated Duty Stations	11

I. General

Purpose

1. The purpose of:
 - a) ***Rest and Recuperation travel (R&R)*** is to periodically allow eligible individuals to recover, both physically and mentally, from the stressful working environment present in the designated duty stations where they work; *and*
 - b) ***Procurement Travel (PT)*** is to periodically allow eligible individuals to stock up on basic goods needed for everyday life, which are unavailable at the designated duty stations and for which arrangements for their regular importation are not feasible.

Nature

2. The benefit normally covers transportation to and from the designated R&R/PT destination, DSA and time-off.

Designation of Duty Stations

3. The designation of R&R/PT duty stations is established by OHR following consultation with the relevant UN Agency Headquarters. The designation of R&R/PT duty stations, the frequency (paragraph 7), the authorized absence (see paragraph 10) and the R&R/PT destination (see paragraph 15), are intended to be as harmonized as possible among the UN organizations. Some differences inevitably exist – for reasons which are normally unique to each organization.

4. Normally the preconditions to establish :
 - a) ***an R&R location***, are that the duty station:
 - has been designated as “non-family” for security reasons; *or*
 - has an unusual degree of security risk and uncertainty but has not been designated “non-family” for security reasons; *or*
 - is remote, isolated and lacks the most basic infrastructure and amenities;
and
 - b) ***a PT location***, are that the duty station lacks the basic goods needed for everyday life and for which arrangements for regular importation are not feasible.
5. Annex A contains the list of designated duty stations where R&R/PT is currently applicable. OHR will keep country offices regularly informed about the locations where R&R/PT is applicable.

Eligibility

6. The following staff members are eligible for R&R/PT:
 - a) ***internationally-recruited staff members*** under the 100, 200 and 300 (ALDs) Series of the UN Staff Rules, posted or on travel status/loan to the designated duty station; *and*
 - b) ***locally-recruited staff members*** under the 100 and 300 (ALDs) Series of the UN Staff Rules, on travel status/loan to the designated duty station. Locally-recruited staff members serving in their parent duty station are not eligible for R&R/PT.¹

Frequency

7. The frequency is established by OHR following inter-agency consultation. Annex A contains the current approved R&R/PT frequency for each designated duty station.
8. The count towards the next R&R/PT starts the day following the staff member’s arrival

¹ Example. Based on the list effective as of the issuance of these guidelines, a locally-recruited staff member whose parent duty station is Monrovia is not eligible for R&R. However, if the same locally-recruited staff member is sent on mission to Kinshasa, he/she is eligible for R&R.

or return from R&R/PT to the designated duty station. The count does not stop if the staff member takes annual leave (AL) at the designated duty station.

9. For those duty stations with a two-month R&R/PT frequency, the normal minimum three-month interval for entitlement-related travel (e.g. home leave (HL), family visit (FV) or reverse education grant travel (REGT)) is reduced to two months.

Authorized Absence

10. The number of R&R/PT days is established by OHR following inter-agency consultation. Annex A contains the current approved authorized period of R&R/PT absence for each designated duty station and which is normally five days.
11. The number of days of authorized R&R/PT absence refers to consecutive calendar days and not working days.
12. An eligible individual:
 - a) is not charged AL for those working days that fall during the authorized period of R&R/PT absence. Leave reports should reflect “official travel (OT)” for absences due to R&R/PT;
 - b) who exercises R&R/PT on a non-working day is not entitled to AL credit in respect of the R&R/PT falling on such a day, nor to extend the duration of R&R/PT by the number of non-working days;
 - c) who reduces the number of R&R/PT days, does not accumulate the unused days for later usage nor receives AL credit;
 - d) who does not exercise R&R/PT on the date it is due, does not accumulate additional R&R/PT days, i.e., the maximum authorized period of R&R/PT absence as per Annex A remains the same;
 - e) may take AL to extend his/her stay away from the designated duty station, subject to his/her supervisor’s approval and exigencies of service. AL is without DSA payment; *and*
 - f) will not be obliged to perform work-related responsibilities during the authorized period of R&R/PT absence. However, he/she may be requested to carry out official duties before or after the authorized period of R&R/PT absence.

Travel Time

13. Eligible individuals travelling on R&R/PT are normally granted one day of authorized absence as travel time in each direction to and from the duty station, regardless of route alterations made for personal convenience, for a total of two days. However, Resident Representatives may grant a longer travel time if required due to availability of travel connections to and from the designated R&R/PT destination.
14. A staff member who travels on a non-working day is not entitled to AL credit in respect of the travel time falling on such a day.

Destination

15. Eligible:
 - a) ***internationally-recruited staff members***: the approved R&R/PT destination is established by OHR following inter-agency consultation and is normally the nearest suitable location for R&R/PT in terms of cost and convenience of transportation. Annex A contains the current list of approved destinations for each designated duty station;
 - b) ***locally-recruited staff members on travel status/loan within the same country of recruitment***: the approved R&R/PT destination will be their parent duty station unless the place is not accessible due to conflict in the area. In the latter case, the Resident Representative has the authority to designate another location within the country for R&R/PT; *and*
 - c) ***locally-recruited staff members on travel status/loan outside the country of recruitment***: the approved R&R/PT destination will be the same as for internationally-recruited staff members (see paragraph 15 a)).
16. Staff members may go to a location other than the approved R&R/PT destination, provided such location is not among the designated R&R/PT duty stations. The staff member will be required to meet any additional costs involved, in advance of the travel.

Transportation

17. R&R/PT will be authorized according to the most direct and economical fare routing, unless such routes are deemed unacceptable for safety and security reasons. Available UN transport should be taken advantage of whenever possible.
18. The staff member may opt to go to a different place than the approved R&R/PT destination. However, UNDP will only pay the lower of the two following transportation costs:
 - a) travel from the designated duty station to the approved R&R/PT destination and return; *or*
 - b) travel from the designated duty station to the place where R&R/PT is exercised and return.

Daily Subsistence Allowance (DSA)

19. Except in the cases indicated in paragraph 20, staff members on R&R/PT are normally granted DSA for six nights; five for the period of R&R/PT authorized absence and one for travel time. Resident Representatives may grant an additional day(s) of DSA if a longer travel time is required (see paragraph 13).
20. No DSA is paid to:
 - a) an internationally-recruited staff member assigned to the designated R&R/PT duty station under the special operations approach (SOA), when his/her administrative place of assignment (APA) is the same approved R&R/PT destination and his/her family is residing there. 100 per cent of the DSA is paid if his/her family is residing elsewhere or if he/she is single² and upon presentation of hotel/accommodation receipts. If no hotel/accommodation receipts are submitted, only 50 per cent of the DSA is paid;
 - b) an internationally recruited staff member on travel status/loan to the designated R&R/PT duty station, when his/her parent duty station for where he/she is receiving Post Adjustment (PA) is the approved R&R/PT destination;
 - c) a locally-recruited staff member on travel status/loan to the designated R&R/PT duty station, when his/her parent duty station is the approved R&R/PT destination (see paragraph 15);

² Only applicable if the single staff member is not claiming rental subsidy (RS) for accommodation at the APA location.

- d) a staff member who opts to go to a different place than the approved R&R/PT destination and he/she is not entitled to DSA at the approved R&R/PT destination (see paragraph 20 a) b) and c) above);
 - e) an internationally-recruited staff member on travel status/loan to the designated R&R/PT duty station and who opts to go to a different place than the approved R&R/PT destination, when he/she is entitled to DSA at the approved R&R/PT destination but goes to his/her parent duty station for where he/she is receiving Post Adjustment (PA); *and*
 - f) a locally-recruited staff member on travel status/loan to the designated R&R/PT duty station and who opts to go to a different place than the approved R&R/PT destination, when he/she is entitled to DSA at the approved R&R/PT destination but goes to his/her parent duty station.
21. DSA is reduced to 50 per cent for an internationally-recruited staff member who would normally be entitled to DSA at the approved R&R/PT destination (i.e. who does not fall under paragraph a) or b) above), when:
- a) the approved R&R/PT destination is his/her officially recognized HL place. The DSA is not reduced and paid at 100 per cent, if the staff member provides hotel/accommodation receipts at the time of submitting his/her travel claim; *and*
 - b) he/she opts to go to a different place than the approved R&R/PT destination and goes to his/her officially recognized HL place. The DSA is not reduced and paid at 100 per cent, if the staff member provides hotel/accommodation receipts at the time of submitting his/her travel claim.
22. When the staff member opts to go to a different place than the approved R&R/PT destination and he/she is entitled to DSA, the lower of the two following DSA rates is paid:
- a) approved R&R/PT destination; *or*
 - b) place where R&R/PT is exercised;
23. While on R&R/PT, staff members at the D-1/L-6 level and above are not entitled to DSA at a 15 or 40 per cent rate above the standard rate as they are not expected to conduct official business during such travel.
24. While on R&R/PT, if the organization pays for accommodation at the approved R&R/PT destination, the DSA is reduced to 50 per cent.
25. Staff members in receipt of reduced DSA rate at the designated R&R/PT duty station will

continue with the reduced DSA rate upon return from R&R/PT.

Linkage with Other Types of Travel

26. When a staff member takes HL, Family Visit (FV) or Reversed Education Grant Travel (REGT), such travel replaces the R&R/PT. The staff member's absence is charged to AL and DSA is not paid. The count towards the next R&R/PT starts the day following the staff member's return from HL, FV or REGT to the designated R&R/PT duty station.
27. When an eligible individual goes on official duty travel (DT) to a location not qualifying for R&R/PT within normally two weeks before/after the date he/she is due for R&R/PT, he/she may request (not a requirement) that such travel:
 - a) replaces the R&R/PT; *or*
 - b) be combined with R&R/PT.
28. If the official DT replaces the R&R/PT, the following applies:
 - a) the duration of the official DT should be extended to include the approved period of R&R/PT authorized absence (normally five days, see paragraphs 10 to 12 above);
 - b) the staff member is normally paid DSA for the approved period of R&R/PT authorized absence (normally five nights) at the rate of the official DT destination subject to the following provisions:

no DSA is paid to an internationally-recruited staff member who goes to his/her APA and his/her family is residing there. 100 per cent of the DSA is paid if his/her family is residing elsewhere or if he/she is single³ and upon presentation of hotel/accommodation receipts. If no hotel/accommodation receipts are submitted, only 50 per cent of the DSA is paid;

no DSA is paid to an internationally-recruited staff member who goes to his/her parent duty station for where he/she is receiving PA;

no DSA is paid to a locally-recruited staff member who goes to his/her parent duty station;

³ Only applicable if the single staff member is not claiming rental subsidy (RS) for accommodation at the APA location.

DSA is reduced to 50 per cent for an internationally-recruited staff member who goes to his/her officially recognized HL place. The DSA is not reduced and paid at 100 per cent, if the staff member provides hotel/accommodation receipts at the time of submitting his/her travel claim; *and*

staff members at the D-1/L-6 level and above are not entitled to DSA at a 15 or 40 per cent rate above the standard rate as they are not expected to conduct official business during the approved period of R&R/PT authorized absence; *and*

- c) the count towards the next R&R/PT starts the day following the eligible individual's return from official DT to the designated R&R/PT duty station.

Planning

- 29. Resident Representatives, supervisors and eligible individuals are expected to plan and coordinate this special travel benefit - for purposes of cost-effectiveness and to avoid excessively frequent absences.

Loss of R&R/PT

- 30. R&R/PT is forfeited and neither payable nor credited to AL when it is not exercised thirty days before:
 - a) separation from service (end of contract);
 - b) reassignment; *and*
 - c) end of travel/loan status.

Funding Source

- 31. R&R/PT is charged :
 - a) *for internationally- recruited staff members:*

*servi*ng in designated R&R/PT duty stations, to the same funding source as their salary is charged; *and*

on travel status to designated R&R/PT duty stations, to the same funding source as all other travel expenses are charged; *and*

- b) *for locally-recruited staff members* on travel status to designated R&R/PT duty stations, to the same funding source as all other travel expenses are charged.

Administration

- 32. The administration of R&R/PT is fully delegated to country offices.

ANNEX A

REST AND RECUPERATION TRAVEL (R&R) PROCUREMENT TRIP (PT) DESIGNATED DUTY STATIONS

(as of 1 January 2002)

Country Duty Station	Type of Travel	Authorized Absence	Travel Time ¹	Frequency	DSA ²	Destination ³
AFGHANISTAN						
Bamyan	R&R	5 days	2 days	2 months	6	Islamabad
Faizabad	R&R	5 days	2 days	2 months	6	Islamabad
Heart	R&R	5 days	2 days	2 months	6	Islamabad
Jalabad	R&R	5 days	2 days	2 months	6	Islamabad
Kabul	R&R	5 days	2 days	2 months	6	Islamabad
Kandahar	R&R	5 days	2 days	2 months	6	Islamabad
Mazar-I-Sharif	R&R	5 days	2 days	2 months	6	Islamabad
ALGERIA						
Algiers	R&R	5 days	2 days	2 months	6	Tunis
Tindouf	R&R	5 days	2 days	2 months	6	Tunis
ANGOLA						
Benguela	R&R	5 days	2 days	2 months	6	Johannesburg
Caxito	R&R	5 days	2 days	2 months	6	Johannesburg
Huambo	R&R	5 days	2 days	2 months	6	Johannesburg
Kieto Bie	R&R	5 days	2 days	2 months	6	Johannesburg

¹ Resident Representatives may grant a longer travel time if required due to availability of travel connections to and from the designated R&R destination.

² Resident Representatives may grant further DSA if longer travel time is required. For staff members under SOA, DSA is not payable if the R&R destination is the APA, except if family is not residing at APA.

³ Eligible individuals may travel to a location other than the approved destination provided such location is not among the designated R&R/PT duty stations.

Country Duty Station	Type of Travel	Authorized Absence	Travel Time 1	Frequency	DSA 2	Destination 3
Luena	R&R	5 days	2 days	2 months	6	Johannesburg
Lobito	R&R	5 days	2 days	2 months	6	Johannesburg
Luanda	R&R	5 days	2 days	2 months	6	Johannesburg
Lubango	R&R	5 days	2 days	2 months	6	Johannesburg
Malange	R&R	5 days	2 days	2 months	6	Johannesburg
Sumbe	R&R	5 days	2 days	2 months	6	Johannesburg
Uige	R&R	5 days	2 days	2 months	6	Johannesburg
BURUNDI						
Bujumbura	R&R	5 days	2 days	2 months	6	Nairobi or Kampala ⁴
Muyinga	R&R	5 days	2 days	2 months	6	Nairobi or Kampala ⁴
Ruyigi	R&R	5 days	2 days	2 months	6	Nairobi or Kampala ⁴
CENTRAL AFRICAN REPUBLIC (CAR)						
Bangui	R&R	5 days	2 days	2 months	6	Yaounde
Mboki	R&R	5 days	2 days	2 months	6	Yaounde
CONGO, Democratic Republic						
Aba	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Aru	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Boma	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Bukavu	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Dungu	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Goma	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Kahemba	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Kananga	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Kimpese	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Kinshasa	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Kisangani	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Kisenge	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Lumbumbashi	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Matadi	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵
Mbuyi-Mayi	R&R	5 days	2 days	2 months	6	Nairobi, Accra, Dakar or Kampala ⁵

⁴ For eligible individuals who are on travel/DSA status, Nairobi is the approved destination. For staff members under SOA with APA as Nairobi or Kampala, the approved R&R destination is the APA location. Example, a staff member with Kampala as APA will have Kampala as approved R&R destination. For staff members under SOA with APA as their former duty station, the approved R&R destination is Nairobi.

⁵ For eligible individuals who are on travel/DSA status, Nairobi is the approved destination. For staff members under SOA with APA as Nairobi, Accra, Dakar or Kampala, the approved R&R destination is the APA location. Example, a staff member with Accra as APA will have Accra as approved R&R destination. For staff members under SOA with APA as their former duty station, the approved R&R destination is Nairobi.

Country Duty Station	Type of Travel	Authorized Absence	Travel Time ₁	Frequency	DSA ₂	Destination ₃
CONGO, Republic of						
Brazzaville	R&R	5 days	2 days	2 months	6	Dakar or Accra ⁶
COTE D'IVOIRE						
Danane	R&R	5 days	2 days	2 months	6	Abidjan
Guiglo	R&R	5 days	2 days	2 months	6	Abidjan
Tabou	R&R	5 days	2 days	2 months	6	Abidjan
ERITREA						
Akordat	R&R	5 days	2 days	2 months	6	Asmara
Tesseney	R&R	5 days	2 days	2 months	6	Asmara
ETHIOPIA						
Assossa	R&R	5 days	2 days	2 months	6	Addis Ababa
Dimma	R&R	5 days	2 days	2 months	6	Addis Ababa
Fugnido	R&R	5 days	2 days	2 months	6	Addis Ababa
Gambella	R&R	5 days	2 days	2 months	6	Addis Ababa
Gode	R&R	5 days	2 days	2 months	6	Addis Ababa
Jijiga	R&R	5 days	2 days	2 months	6	Addis Ababa
GUINEA						
Albadaria	R&R	5 days	2 days	2 months	6	Conakry
Dabola	R&R	5 days	2 days	2 months	6	Conakry
Forecariah	R&R	5 days	2 days	2 months	6	Conakry
Gueckedou	R&R	5 days	2 days	2 months	6	Conakry
Kindia	R&R	5 days	2 days	2 months	6	Conakry
Kissidougou	R&R	5 days	2 days	2 months	6	Conakry
Macenta	R&R	5 days	2 days	2 months	6	Conakry
Nzerekore	R&R	5 days	2 days	2 months	6	Conakry
GUINEA BISSAU						
Bissau	R&R	5 days	2 days	2 months	6	Dakar or Accra ⁷

⁶ For eligible individuals who are on travel/DSA status, Dakar is the approved destination. For staff members under SOA with APA as Dakar or Accra, the approved R&R destination is the APA location. Example, a staff member with Accra as APA will have Accra as approved R&R destination. For staff members under SOA with APA as their former duty station, the approved R&R destination is Dakar.

⁷ For eligible individuals who are travel/DSA status, Dakar is the approved destination. For staff members under SOA with APA as Dakar or Accra, the approved R&R destination is the APA location. Example, a staff

Country Duty Station	Type of Travel	Authorized Absence	Travel Time ¹	Frequency	DSA ²	Destination ³
Gabu	R&R	5 days	2 days	2 months	6	Dakar or Accra ⁷
INDONESIA						
Ambon	R&R	5 days	2 days	2 months	6	Jakarta
Atambua	R&R	5 days	2 days	2 months	6	Jakarta
Kupang	R&R	5 days	2 days	2 months	6	Jakarta
IRAQ						
Basrah	R&R	5 days	* ⁸	2 months	** ⁹	Amman
Diana	R&R	5 days	* ⁸	2 months	** ⁹	Amman
Dohuk	R&R	5 days	* ⁸	2 months	** ⁹	Amman
Erbil	R&R	5 days	* ⁸	2 months	** ⁹	Amman
Makhmur	R&R	5 days	* ⁸	2 months	** ⁹	Amman
Sulaymaniah	R&R	5 days	* ⁸	2 months	** ⁹	Amman
ISRAEL (including Occupied Territories and Palestinian Autonomous Areas)						
West Bank and Gaza	R&R	5 days	2 days	2 months	6	Amman
KAZAKSTAN						
Almaty	PT	5 days	2 days	6 months	6	Istanbul
KENYA						
Dadaab	R&R	5 days	2 days	2 months	6	Nairobi
Kakuma	R&R	5 days	2 days	2 months	6	Nairobi
Kisumu	R&R	5 days	2 days	2 months	6	Nairobi
Lokichokio	R&R	5 days	2 days	2 months	6	Nairobi
KOREA (DPR)						
Pyongyang	PT	5 days	2 days	3 months	6	Beijing
KYRGYZSTAN						
Bishkek	PT	5 days	2 days	6 months	6	Istanbul

member with Accra as APA will have Accra as approved R&R destination. For staff members under SOA with APA as their former duty station, the approved R&R destination is Dakar.

⁸ * Travel time to be determined by the Resident Representative.

⁹ ** DSA to be determined by the Resident Representative.

Country Duty Station	Type of Travel	Authorized Absence	Travel Time ₁	Frequency	DSA ₂	Destination ₃
LIBERIA						
Gbarnga	R&R	5 days	* ¹⁰	2 months	** ¹¹	Dakar or Accra ¹²
Harper	R&R	5 days	* ¹⁰	2 months	** ¹¹	Dakar or Accra ¹²
Monrovia	R&R	5 days	* ¹⁰	2 months	** ¹¹	Dakar or Accra ¹²
Vahun	R&R	5 days	* ¹⁰	2 months	** ¹¹	Dakar or Accra ¹²
Voinjama	R&R	5 days	* ¹⁰	2 months	** ¹¹	Dakar or Accra ¹²
Zwedru	R&R	5 days	* ¹⁰	2 months	** ¹¹	Dakar or Accra ¹²
MALI						
Koulikoro	R&R	5 days	2 days	2 months	6	Bamako
Mopti	R&R	5 days	2 days	2 months	6	Bamako
Segou	R&R	5 days	2 days	2 months	6	Bamako
MONGOLIA						
Ulanbaatar	PT	5 days	2 days	6 months	6	Beijing
Choilbasan	PT	5 days	2 days	6 months	6	Beijing
MYANMAR						
Hakka	R&R	5 days	2 days	2 months	6	Yangon
Maungdaw	R&R	5 days	2 days	2 months	6	Yangon
Mong Pawk	R&R	5 days	2 days	2 months	6	Yangon
Mrauk Oo	R&R	5 days	2 days	2 months	6	Yangon
Myitkyina	R&R	5 days	2 days	2 months	6	Yangon
PAKISTAN						
Peshawar	R&R	5 days	2 days	2 months	6	Islamabad
Quetta	R&R	5 days	2 days	2 months	6	Islamabad
PAPUA NEW GUINEA						
Arawa	R&R	5 days	2 days	2 months	6	Port Moresby

¹⁰ * Travel time to be determined by the Resident Representative.

¹¹ ** DSA to be determined by the Resident Representative.

¹² For eligible individuals who are travel/DSA status, Dakar is the approved destination. For staff members under SOA with APA as Dakar or Accra, the approved R&R destination is the APA location. Example, a staff member with Accra as APA will have Accra as approved R&R destination. For staff members under SOA with APA as their former duty station, the approved R&R is Dakar.

Country Duty Station	Type of Travel	Authorized Absence	Travel Time ₁	Frequency	DSA ₂	Destination ₃
RUSSIAN FEDERATION						
Stavropol	R&R	5 days	2 days	2 months	6	Moscow
Vladikavkaz	R&R	5 days	2 days	2 months	6	Moscow
RWANDA						
Kigali	R&R	5 days	2 days	2 months	6	Nairobi
SIERRA LEONE						
Freetown	R&R	5 days	2 days	2 months	6	Dakar or Accra ¹³
Kenema	R&R	5 days	2 days	2 months	6	Dakar or Accra ¹³
SOMALIA						
Baidoa	R&R	5 days	2 days	6 weeks	6	Nairobi or Kampala ¹⁴
Bardera	R&R	5 days	2 days	6 weeks	6	Nairobi or Kampala ¹⁴
Berbera	R&R	5 days	2 days	2 months	6	Nairobi or Kampala ¹⁴
Belet Uen	R&R	5 days	2 days	6 weeks	6	Nairobi or Kampala ¹⁴
Boossaaso	R&R	5 days	2 days	6 weeks	6	Nairobi or Kampala ¹⁴
Boroma	R&R	5 days	2 days	6 weeks	6	Nairobi or Kampala ¹⁴
Buaale	R&R	5 days	2 days	6 weeks	6	Nairobi or Kampala ¹⁴
Gabiley	R&R	5 days	2 days	2 months	6	Nairobi or Kampala ¹⁴
Garoowe	R&R	5 days	2 days	6 weeks	6	Nairobi or Kampala ¹⁴
Hargeisa	R&R	5 days	2 days	2 months	6	Nairobi or Kampala ¹⁴
Jowhar	R&R	5 days	2 days	6 weeks	6	Nairobi or Kampala ¹⁴
Kisimaio	R&R	5 days	2 days	6 weeks	6	Nairobi or Kampala ¹⁴
Marka	R&R	5 days	2 days	6 weeks	6	Nairobi or Kampala ¹⁴
Mogadiscio	R&R	5 days	2 days	6 weeks	6	Nairobi or Kampala ¹⁴
SRI LANKA						
Batticaloa	R&R	5 days	2 days	2 months	6	Colombo
Jaffna	R&R	5 days	2 days	2 months	6	Colombo
Kikinochchi	R&R	5 days	2 days	2 months	6	Colombo

¹³ For eligible individuals who are on travel/DSA status, Dakar is the approved destination. For staff members under SOA with APA as Dakar or Accra, the approved R&R destination is the APA location. Example, a staff member with Accra as APA will have Accra as approved R&R destination. For staff members under SOA with APA as their former duty station, the approved R&R destination is Dakar.

¹⁴ For eligible individuals who are on travel/DSA status, Nairobi is the approved destination. For staff members under SOA with APA as Nairobi or Kampala, the approved R&R destination is the APA location. Example, a staff member with Nairobi as APA will have Nairobi as approved R&R destination. For staff members under SOA with APA as their former duty station, the approved R&R destination is Nairobi.

Country Duty Station	Type of Travel	Authorized Absence	Travel Time ₁	Frequency	DSA ₂	Destination ₃
Madhu	R&R	5 days	2 days	2 months	6	Colombo
Mallavi	R&R	5 days	2 days	2 months	6	Colombo
Trincomale	R&R	5 days	2 days	2 months	6	Colombo
Vavuniya	R&R	5 days	2 days	2 months	6	Colombo
SUDAN						
El Obeid	R&R	5 days	2 days	2 months	6	Khartoum or Nairobi ¹⁵
El Fasher	R&R	5 days	2 days	2 months	6	Khartoum or Nairobi ¹⁵
Genaina	R&R	5 days	2 days	2 months	6	Khartoum or Nairobi ¹⁵
Juba	R&R	5 days	2 days	6 weeks	6	Khartoum or Nairobi ¹⁵
Kassala	R&R	5 days	2 days	2 months	6	Khartoum
Kapoeta	R&R	5 days	2 days	6 weeks	6	Khartoum or Nairobi ¹⁵
Kadugli	R&R	5 days	2 days	6 weeks	6	Khartoum or Nairobi ¹⁵
Malakal	R&R	5 days	2 days	2 months	6	Khartoum or Nairobi ¹⁵
Nyala	R&R	5 days	2 days	2 months	6	Khartoum or Nairobi ¹⁵
Port Sudan	R&R	5 days	2 days	2 months	6	Khartoum
Rumbek	R&R	5 days	2 days	6 weeks	6	Khartoum or Nairobi ¹⁵
Showak	R&R	5 days	2 days	2 months	6	Khartoum
Torit	R&R	5 days	2 days	6 weeks	6	Khartoum or Nairobi ¹⁵
Wau	R&R	5 days	2 days	6 weeks	6	Khartoum or Nairobi ¹⁵
Yambio	R&R	5 days	2 days	6 weeks	6	Khartoum or Nairobi ¹⁵
Yirol	R&R	5 days	2 days	6 weeks	6	Khartoum or Nairobi ¹⁵
TAJIKISTAN						
Dushanbe	R&R	5 days	* ¹⁶	2 months	** ¹⁷	Ankara
Khujand	R&R	5 days	* ¹⁶	2 months	** ¹⁷	Ankara
Khorog	R&R	5 days	* ¹⁶	2 months	** ¹⁷	Ankara
Kulyab	R&R	5 days	* ¹⁶	2 months	** ¹⁷	Ankara
Shartuz	R&R	5 days	* ¹⁶	2 months	** ¹⁷	Ankara
TANZANIA						
Kasulu	R&R	5 days	2 days	2 months	6	Dar-Es-Salaam
Kibondo	R&R	5 days	2 days	2 months	6	Dar-Es-Salaam
Kigoma	R&R	5 days	2 days	2 months	6	Dar-Es-Salaam
Ngara	R&R	5 days	2 days	2 months	6	Dar-Es-Salaam

¹⁵ For eligible individuals who are on travel/DSA status, Khartoum is the approved destination. For staff members under SOA with APA as Khartoum or Nairobi, the approved R&R destination is the APA location. Example, a staff member with Khartoum as APA will have Khartoum as approved R&R destination. For staff members under SOA with APA as their former duty station, the approved R&R destination is Khartoum.

¹⁶ * Travel time to be determined by the Resident Representative.

¹⁷ ** DSA to be determined by the Resident Representative.

Country Duty Station	Type of Travel	Authorized Absence	Travel Time ₁	Frequency	DSA ₂	Destination ₃
TURKMENISTAN						
Ashkabad	PT	5 days	2 days	3 months	6	Istanbul
TIMOR, East						
Anairo	R&R	5 days	2 days	2 months	6	Kuala Lumpur
Dili	R&R	5 days	2 days	2 months	6	Kuala Lumpur
UGANDA						
Adjumani	R&R	5 days	2 days	2 months	6	Kampala
Arua	R&R	5 days	2 days	2 months	6	Kampala
Gulu	R&R	5 days	2 days	2 months	6	Kampala
Jinja	R&R	5 days	2 days	2 months	6	Kampala
Kitgum	R&R	5 days	2 days	2 months	6	Kampala
Mbarara	R&R	5 days	2 days	2 months	6	Kampala
Pakelle	R&R	5 days	2 days	2 months	6	Kampala
UZBEKISTAN						
Tashkent	PT	5 days	2 days	4 months	6	Istanbul
YEMEN						
Socotra	R&R	5 days	2 days	2 months	6	Sana'a
YUGOSLAVIA, Former Republic of						
Bujanovac	R&R	5 days	2 days	2 months	6	Belgrade
Gnjilane Mitrovica	R&R	5 days	2 days	2 months	6	Belgrade
Pec	R&R	5 days	2 days	2 months	6	Belgrade
Pristina	R&R	5 days	2 days	2 months	6	Belgrade
Prizren	R&R	5 days	2 days	2 months	6	Belgrade