

To: All UNDP/UNFPA/UNOPS Staff Members

From: Deborah Landey
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Subject: **Education Grant Travel (EGT)**

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

Within this context, I am pleased to [attach guidelines](#) containing details of the current policies and procedures on Education Grant Travel (EGT). The document provides information, for example, on: eligibility, destination, length, mode of transportation, DSA, terminal and other expenses, and procedure.

I would like to highlight that for staff members assigned to designated Special Operations Approach (SOA) locations and whose Administrative Place of Assignment (APA) is in their home country, education grant (EG) is exceptionally paid and EGT is authorized when children study outside the APA. The organization will pay whichever of the two following costs is lower:

- a) from the APA duty station to the staff member's officially recognized HL place and return; or
- b) from the educational institution to the place where education grant travel is exercised and return.

I also wish to remind you that when selecting the lump sum option, the staff member is no longer required to submit a travel claim or documentary evidence that the travel took place as authorized. However, it is the responsibility of the staff member to retain the ticket stubs or boarding passes in the event that it becomes necessary to view this documentation. This circular supersedes all previous circulars on the subject and is effective as from the date of issuance.

Finally, should you require any further information or clarification on this subject, please contact the OHR Service Center serving your duty station.