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To: All UNDP/UNFPA/UNOPS Staff Members

From: Deborah Landey
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Director
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Subject: **Family Visit (FV) Travel**

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 Family Visit (FV). 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, FV is authorized and will be paid between the SOA location and either:

- a) the staff member's officially recognized HL place;
- b) the place of recruitment, if eligible family members(s) is/are residing there;
- c) the previous duty station, if eligible family member(s) is/are residing there; *and*
- d) the Administrative Place of Assignment (APA), if eligible family member(s) is/are residing there.

If a staff member assigned to a SOA location wishes to visit his/her eligible family member(s) residing at any other place, the travel may be approved but UNDP will only pay whichever of the two following costs is lower:

- a) from the SOA location to the place where FV is exercised and back to the SOA location; *or*
- b) from the SOA location to the staff member's officially recognized HL place and back to the SOA location.

I also wish to remind you that when taking 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.