

United Nations Development Programme

Sustainable human development



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To: All UNDP/UNFPA Staff

From: Kerstin Leitner
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Subject: **Reduction in Daily Subsistence Allowance**

Persons who are authorized to travel at United Nations expense are paid daily subsistence allowance (DSA) as the Organization's contribution towards meals, lodging, gratuities and other payments made for personal services rendered. The Staff Rules provide that this allowance is subject to reduction in cases where lodging or meals are provided free of charge "by the United Nations, by a Government or by a related institution": 50 percent for accommodation, 30 percent for meals, or 80 percent for both accommodation and meals.

Whenever an itinerary requires that a traveller make an "involuntary" stopover, i.e. an immediate onward connexion is not available, the airline provides room and meal vouchers without charge to the traveller, otherwise known as STPC. Hence, by virtue of having provided UN travellers with tickets which cover contingencies for "involuntary" stopovers, in such cases the Organization has, in essence, provided them with free accommodation and meals. In view of this, the UN Secretariat, UNDP and UNICEF apply the same methodology of reducing DSA accordingly.

This circular serves to bring to everyone's attention the above-mentioned practice of applying a reduced DSA rate of 20 percent of the normal rate whenever an airline company, in particular, provides STPCs. Since the Travel Services Unit may not always be initially aware of STPCs, staff members are reminded of their obligation to indicate this information on their travel claims. Staff members who received STPCs and 100 percent DSA for stopovers are accountable for having their travel claims adjusted accordingly. TSU will continue to monitor this process.

Notwithstanding the above policy, any unforeseen travel-related expenditures that may have been incurred during an STPC will be considered upon presentation of proper receipts with the travel claim.