



**Interoffice memorandum**

**To:** All UNV Personnel

**Date:** 6 July 2018

**From:** Olivier Adam, Executive Coordinator

**Subject:** Administrative note: update to lump sum amount for volunteer and dependent travel

Due to administrative requirements, the following changes to the payment of volunteer entitlement travel will apply with immediate effect:

*Entitlement Travel Monetization Policy*

- a) As per Business Simplification Memo 6.0 of 28 March 2018, UN Volunteers and eligible dependents will continue to receive a lumpsum for entitlement travel (Assignment, Home Visit, Reassignment, Repatriation) to purchase their own travel;
- b) All entitlement travel payments will be paid as a lump sum equivalent to 120% of a direct least costly fare obtained by UNV Procurement Unit;
- c) This lump sum amount is to be used to authorise payment either by payroll or by voucher and will be considered final;
- d) No DSA or terminals are to be paid;
- e) UNV may purchase tickets on behalf of the UN Volunteer through a travel agent in the following exceptional cases:
  - a. The volunteer is unable to book their own travel;
  - b. In emergency situations when a volunteer must travel urgently.
- f) This policy update overrides all previous offers and authorisations made under the most recent policy amendments as well as provisions on entitlement travel contained in the Conditions of Service.

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