1. In accordance with General Assembly resolutions 1798 (XVII), 2128 (XX) and 2245 (XXI), the United Nations shall pay the travel but not subsistence expenses of the representative of each State member of a functional commission of the Economic and Social Council, except when the representative’s normal duty station is at the place of meeting.

2. For journeys of less than nine hours, the payment of travel expenses shall be limited to economy class travel via the most direct and economical route available between the capital city of the Member State and the place of meeting, or the actual cost of travel incurred, should this represent a lesser amount. With a view to economy, excursion fare tickets shall be provided for all journeys as applicable.

3. For journeys of more than nine hours, representatives will be entitled to accommodation in the class immediately below first class (if the member is also an accredited permanent representative, accommodation will be in the class immediately below first class irrespective of the duration of the journey).

4. Permanent Missions are requested to submit the attached form as soon as possible, to the Secretariat (refer contact details below) along with the Note Verbale nominating the representative whose travel expenses are to be paid by the United Nations.

5. The United Nations will meet claims from Governments for the reimbursement of travel expenses of representatives to functional commissions of the Economic and Social Council. No reimbursements will be made to individual travelers or other parties. Alternatively, the United Nations is prepared, upon request, to make the necessary arrangements for issuance and payment of the travel tickets.

6. If the first option in item 5 is chosen, claims should be submitted using the reimbursement voucher for official travel of representatives of member states (F.56) duly filled in and signed. In cases where reimbursements are to be made to Government offices other than the Permanent Mission, an official letter from the relevant Ministry confirming the bank account details is required along with the completed form. The United Nations will not be liable for any claim for reimbursement of travel expenses that is submitted later than 31 December of the year following the closing date of the session of the functional commission to which the claim relates. When travel by sea or rail is involved for all or part of the journey, reimbursement shall be limited to the cost of air travel as specified above unless the actual cost is less.

7. If the second option in item 5 is chosen, the Secretariat will contact the representative directly to make the travel arrangements.

8. If you have any questions please contact:

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Fax No: +1 212 963 2147
E-mail: olivas@un.org
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Please send completed form to
Ms. Nicolle McLawrence, with copy to Ms. Loreley Sanchez
(Facsimile: +1 212 963 2700, E-mail: mclawrence@un.org
sanchez14@un.org)