|  |  |  |
| --- | --- | --- |
| reference: |  |  |
|  |  |  |
|  |  |  |

**PERSONAL DEVIATION REQUEST FORM**

I understand that the United Nations is authorizing the lowest applicable airfare in connection with my upcoming official travel and the UN’s travel agency is contractually obligated to book the lowest priced applicable itinerary.

I am hereby requesting the travel agent to book a personal deviation, as indicated below, from my official itinerary. I agree and understand that all deviation-related transactions are between me and the travel agent and I will be required to pay any difference in cost of travel between the official authorized itinerary and my personal deviation and any associated agent fees/ service charges directly to the travel agent. The Organization will not prepay any deviation charges and seek reimbursement of same from me thereafter.

**My Requested Deviation:**

**Outbound:**

From (city, country and airport):

Destination: New York City

Date:

**Return:**

From: New York City

Destination (city, country and airport):

Date:

I also understand and agree:

(i) that if, prior to my departure, I decide to revert to my official authorized itinerary, I will be responsible for any fare increase necessitated by this change back to the original authorized itinerary;

(ii) that in the event of my official business travel getting cancelled due to official reasons, the UN shall not be financially liable for any non-refund of personal deviation cost;

(iii) that the UN is not financially responsible for damages or additional costs incurred due to my deviation (including but not limited to cancellation or postponement of flights).

(iv) that pursuant to Appendix D to the Staff Rules, compensation in the event of death, injury or illness attributable to the performance of official duties shall not be payable in the case of private motor vehicle transportation sanctioned or authorized by the United Nations solely at the request and for the convenience of the staff member and that staff members who own or drive motor cars are required to carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or from damage to the property of others caused by their cars;

(v) that coverage under Appendix D is not applicable when the injury, illness or injury is attributable to any deviations from the authorized itinerary for personal convenience rather than the performance of official duties; and

(vi) that coverage for loss of or damage to personal property attributable to the performance of official duties is not applicable when the loss or damage is attributable to any deviations from the authorized itinerary for personal convenience rather than the performance of official duties.

Consequently, I agree to reimburse the United Nations for all additional costs thus incurred as a result of my above deviation request and will not hold the United Nations responsible for other unpredictable expenses that may occur due to unforeseen circumstances during the course of the personal deviation travel.

|  |  |
| --- | --- |
| Click or tap here to enter text.  Print: | Signature |
| Click or tap here to enter text.  Index Number (if known): | Click or tap here to enter text.  Date: |