



10 January 2008

Administrative instruction amending administrative instruction ST/AI/1997/6*

Mission subsistence allowance

Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/1997/6, entitled "Mission subsistence allowance":

1. Section 5.2 is replaced by the text set out below:

"5.2 When accommodation is provided free of charge by the United Nations, a government or another institution, the standard rate of mission subsistence allowance shall be reduced by the amount corresponding to the accommodation component of the mission subsistence allowance rate. Where the accommodation provided is shared or deemed substandard, the mission subsistence allowance rate shall be reduced by 50 per cent of the accommodation component of the mission subsistence allowance rate. Where the accommodation provided is shared *and* deemed substandard, as defined in section 5.3 below, the mission subsistence allowance rate shall be reduced by 25 per cent of the accommodation component of the mission subsistence allowance rate."

2. A new section 5.3 is added, reading:

"5.3 An accommodation shall be deemed substandard if it lacks either the minimum acceptable standard of construction or one or more of the basic amenities."

3. Sections 6.2, 7.2, 8.2 and 8.3 are amended as set out below to include a cross-reference to section 5.2 as amended above, and to indicate that if accommodation is provided free of charge under the relevant provisions, no payment will be made:

"6.2 For periods of official business within the mission area, the accommodation portion of the regular mission subsistence allowance shall remain payable. In the event that accommodation is provided free of charge under the provisions of section 5.2 above, no such payment shall be made even if accommodation is shared and/or is substandard."

* See also ST/AI/2002/5 and ST/AI/2005/6.



“7.2 For periods of official business outside the mission area, including when a staff member is on authorized medical evacuation, the accommodation portion of the mission subsistence allowance shall remain payable. In the event that accommodation is provided free of charge under the provisions of section 5.2 above, no such payment shall be made even if accommodation is shared and/or is substandard.”

“8.2 A staff member hospitalized in the mission area shall be entitled to the accommodation portion of the mission subsistence allowance. In the event that accommodation is provided free of charge under the provisions of section 5.2 above, no such payment shall be made even if accommodation is shared and/or is substandard.”

“8.3 Mission subsistence allowance shall not be payable when a staff member is hospitalized or on sick leave outside the mission area. However, in case of hospitalization, and in case of maternity leave outside the mission area, the United Nations shall pay for accommodation retained by the staff member at his or her duty station upon submission of supporting documentation. In the event that accommodation is provided free of charge under the provisions of section 5.2 above, no such payment shall be made even if accommodation is shared and/or is substandard.”

4. The present instruction shall enter into force on 1 January 2008.

(Signed) Alicia **Bárcena**
Under-Secretary-General for Management
