



## United Nations Secretariat Guidance on Official Travel during the COVID-19 pandemic | 19 August 2020

1. The health and safety of UN personnel are the top priority of the Organization.
2. To limit the exposure to COVID-19, official travel should be made in accordance with national travel advisories set by the national governments and taking into consideration WHO guidelines as applicable.
3. This guidance complements the provisions of the UN Staff Regulations and Rules and UN Secretariat administrative issuances such as ST/A/HR/Conf/2020/1 and ST/A/HR/Conf/2020/2 on Official Travel and ST/A/HR/Conf/2020/1 on Family Subsistence Allowance and ST/A/HR/Conf/2020/2 on Home Leave.



- a. If the place of residence of the participant is within commuting distance<sup>1</sup> from the location used to attend the virtual meeting, no transportation expenses shall be reimbursed.
- &. If the place of residence is beyond commuting distance, a travel request may be approved including the payment of transportation expenses in accordance with T0110221+0+ and T01C0221"013 on Official travel.

" Participants in advisory meetings who attend virtual meetings where no travel is involved shall not receive -1.

## Consideration for official business travel during COVID-19

12. When the circumstances related to COVID-19 when official business travel is absolutely necessary, managers are encouraged to have individual discussions with staff members about their willingness and ability to travel, taking into consideration exigencies of service, personal circumstances and risk factors for the individuals including their family members. Managers should exercise maximum flexibility, full understanding and care during these discussions.

### Preparation before travel

11. Travelers expecting to travel on official business should ensure that their travel documentation including visa requirements for transit, destination locations and return to the duty station are valid to enable travel in accordance with government travel policies.

12. Travelers should familiarize themselves with national and local travel advisories, WHO and UN guidelines and travel restrictions including quarantine requirements in their departure, arrival and destination countries. For more information, contact the State Department at 1-800-888-8884 or the State Department website at [travel.state.gov](https://travel.state.gov).



14. UN personnel are also reminded that medical clearance for travel may be required in accordance with the provisions of T0110221:04 on medical clearance.

## Purchase of tickets

17. When travelers are authorized to purchase their own tickets through the lump sum option, they are advised to purchase tickets that allow for changes if necessary (e.g. departure and returning dates) without incurring additional fees and/or to take out appropriate travel cancellation insurance.

## Safety measures during air travel

13. Safety measures implemented by airports and airlines are likely to vary considerably. General advice when traveling includes the following:

- Taking all regular travel precautions

- Not traveling if symptomatic

- Maintain physical distancing as much as possible, including avoiding queues where possible and following floor markings if provided

- Observe hand hygiene, particularly before eating or





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Travel on appointment# assignment or \$hange of duty station.

22. Quarantine expenses shall not be reimbursable in the following cases# irrespective of whether the quarantine is in a mandated government facility?

\*some leave# family visit or education grant travel





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2". The Organization acknowledges the importance of taking leave and visiting family during these times. Staff members may take advantage of home leave, family visit or education grant travel if eligible taking into consideration travel advisories at departure, arrival and transit points.

+2. Staff members may telecommute or work remotely when travelling on home leave, family visit or education grant travel. However, they will be required to take at least five (5) days of annual leave during the period of travel. Telecommuting or remote work may be particularly appropriate and encouraged when staff members are required to quarantine.

+1. Considering possible travel restrictions to the country of home leave, staff members may request and be authorized to travel to a country other than the country of home leave in accordance with section 1.1 of T01102217020. However, on home leave, the amount of travel and transportation expenses borne by the Organization shall not exceed the cost of travel to the place of home leave.

+2. The expected service requirements to exercise home leave or family visit travel as per staff rule

