



# Organization for Security and Co-operation in Europe

Director for Human Resources  
Vienna, 1 May 2008

## Staff Instruction No. 16/2004/Rev.1

**Subject: Official Entitlements Travel  
(Home Leave, Education Grant, Rest and Recuperation  
and Repatriation Travel)**

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### 1. Reference

Staff Regulation 5.08  
Staff Rules 5.08.1-5, Staff Rule 5.09.5, Staff Rule 7.03.2 and Staff Rule 7.04.3

### 2. Purpose

The purpose of this Staff Instruction is to inform OSCE Officials of the applicable conditions and procedures concerning travel relating to Home Leave, Rest and Recuperation Leave, Education Grant and Repatriation.

### 3. Applicability

All international fixed term contracted OSCE officials in respect of all types of leave listed under Article 2 of this Staff Instruction and all seconded fixed-term OSCE Officials in terms of Rest and Recuperation Leave and Repatriation Travel.

### 4. Effective date

The revision 1 of this Staff Instruction shall take effect on 1 May 2008. The Provisional Financial/Administrative Instruction Nine on OSCE Official Travel Management, issued on 1 May 2008, shall be valid for all other types of travel.

### 5. Conditions

**5.1** The OSCE pays or reimburses the official travel expenses of OSCE Officials and their eligible dependants, under the conditions and within the limits set up by Staff Rule 5.08. This Staff Instruction defines the acceptable routes as well as mode and standard of transportation for which the Organization covers the costs of travel.

**5.2** Travel by air by the *most direct and economical route by the least costly and scheduled carrier* shall be the normal mode for *all official travel*, subject to the purposes and objectives of the travel, the duty period involved and the safety of the traveller. Home Leave, Education Grant, Rest and Recuperation and Repatriation

Travel by air shall be by economy class. The OSCE will provide the airline tickets for all approved travel. When specific situations so warrant, other modes of transport may be authorized by the Secretary General or Heads of Institutions/Missions. In addition to the transportation tickets, the Organization will also pay terminal expenses (including those for necessary stopovers), Daily Subsistence Allowance (DSA) for necessary stopovers, cost of visas and excess baggage expenses according to the limit set up in Staff Rule 5.09.5.

**5.3** As an alternative, all eligible entitled officials shall have the option to request an *all inclusive lump sum*, equivalent to 75% of the lowest published unrestricted economy airfare, excluding airport taxes, terminal expenses, DSA for necessary stopovers, costs of visas and excess baggage, by the least costly and most direct scheduled air carrier between the OSCE official's duty station and:

- (a) The nearest airport to the established place of entitlement for Home Leave and Repatriation.
- (b) The established place of Home Leave or the educational institution, whichever is the less costly, for Education Grant Travel.
- (c) The established place of Home Leave or the requested Rest and Recuperation Leave destination, whichever is the less costly, for Rest and Recuperation Travel.

**5.4** Under normal circumstances for Home Leave, Education Grant and Repatriation Travel for themselves and their eligible family members, international fixed term contracted and seconded officials will only have the choice between the normal statutory procedure governing the issuance of transport tickets by the Organization, as regulated by PFAI Nine, and the alternative payment of a lump sum, which should be used for travel by car, train, sea or any other mode of transport.

**5.5** The lowest published unrestricted economy airfare shall be established based on the following conditions:

- (a) it shall have no seasonal travel restrictions
- (b) it shall have no advance reservations requirements
- (c) it shall have no minimum stay requirements
- (d) it shall be valid for 12 months

**5.6** When in certain markets the only unrestricted airfare is a business class fare, the entitlement shall be based on the lowest business class airfare or the IATA unrestricted economy airfare, whichever is lower.

**5.7** It should also be noted that in certain markets, all airfares published may have some other form of restriction. In such case, the above conditions shall serve as guidelines to establish the best applicable airfare.

**5.8** In case of travel by car, all eligible officials and family members travelling in the same car or in different vehicles will each individually receive the lump sum amount corresponding to their entitlement.

## **6. Procedure**

**6.1** All entitlements travel should be requested at least 3 weeks prior to the departure date by submitting an “Official Travel Authorization (OTA)” form which must be duly signed and approved by the responsible Personnel/Administrative Officer.

**6.2** If the entitled Official opts to receive the transportation tickets from the OSCE, this choice shall be indicated on the OTA. Upon return from Home Leave or Education Grant Travel, the Official concerned will submit, within 30 days, a “Travel Expense Claim” form to which the ticket stubs or boarding passes shall be attached. “Travel Expense Claim” shall not be necessary in case of Repatriation Travel.

**6.3** If the entitled Official opts for the alternative lump sum payment, as established under paragraph 5.3 above, this choice shall be indicated on the OTA, and upon approval, the corresponding amount of the lump sum shall be transferred to his/her bank account prior to the departure date. Upon completion of the authorized travel, there is no requirement for submission of Travel Expense Claim form, however, the Official shall keep for a period of three months, any available evidence of the travel (i.e. ticket stubs, boarding passes, train/ferry tickets, highway/tunnel/petrol stations receipts etc.) for random check by the responsible Personnel/Administrative Officer.

**6.4** When the required Travel Expense Claim form is not submitted in due course or when, following a random check the effectiveness of the authorized official travel cannot be established, all amounts paid by the Organization will be deducted from the Official concerned, and in addition, disciplinary measures may be taken.