

PRE-RETIREMENT SEMINAR 2016

The Travel Management Services Unit (TRAVEL) administers and provides support in the following fields: mission and statutory travel, transport of personal effects, diplomatic privileges, insurance related to travel and transportation, laissez-passer, issuance and follow-up.

A) TRAVEL

REPATRIATION TRAVEL

Who is eligible?

As per Article 9.7 and Annex III (b) of the Staff Regulations, repatriation travel only concerns non-locally recruited staff (with international benefits) and also the eligible family members.

Eligible family members are the spouse of the official and/or dependent children for whom a family allowance is payable at the time of cessation of service.

What ILO provides:

The Office will provide the official and the eligible family members with a ticket from the duty station to the home station (that is the place to which the official has the right to travel on home leave) by the most direct and economical route, in accordance with the travel policy.

An official can also purchase his/her ticket and then get reimbursed in accordance with his /her repatriation travel entitlement. He must provide to the administrative assistants in HR/OPS with the invoice and proof of travel (boarding passes, train ticket, etc.).

An official can travel to whichever place he or she wishes, but the Office will only pay/reimburse up to the cost equivalent to a travel from the duty station to his or her recognized home station (via the most direct and economical route).

Insurance during Repatriation Travel:

Former officials also remain covered under Annex II of the Staff Regulations (or by the applicable provisions of the Rules Governing Conditions of Service of Short-Term Officials) whilst travelling for the purpose of repatriation authorized in accordance with the ILO Staff Regulations, provided such repatriation travel is completed within thirty (30) days of the date of separation and the itinerary of such repatriation travel is the shortest direct itinerary between the approved point of departure and the place of repatriation, taking into account reasonable adjustment for the purpose of avoidance of safety and security risks or of undue delay.

RESTRICTIONS:

When both spouses are ILO or United Nations Officials, no double payments shall be made.

Unlike home leave travel, **no lump sum is payable** in respect of repatriation travel. No exceptions to this are made.

If an official is entitled to home leave before cessation of service, it must be taken at least six months before the retirement date, otherwise this HL is considered as an early repatriation travel and part of the lump sum can be recovered.

SPECIAL CASE - Repatriation Travel by Car:

If an official decides to travel by car, the Office will reimburse the amount based upon the minimum travel cost which is determined by the most economical route and means of transport (train or air fares whichever is cheaper). On completion of travel, the official should provide proof of travel (gas and toll receipts, etc.) to the administrative assistants in HR/OPS for reimbursement of travel expenses.

DEFERRED REPATRIATION TRAVEL:

Any claims for reimbursement or payment of travel expenses in relation to separation from service, will have to be submitted **within two years** from the effective date of cessation of service. There will be no further extension.

Please contact Ms. Emilia Cereza (staturory_travel) at the Travel Unit to make your travel arrangements within the above-mentioned time limit.

REPATRIATION TRAVEL OF ELIGIBLE FAMILY MEMBER:

An official may request **advanced repatriation travel** for his/her spouse and his/her dependents before cessation of service.

Repatriation travel is payable for non-dependants children under the following conditions:

- they are in full-time attendance at a school, university or similar education institutions or
- their entitlement is exercised at least within one year after completion of education;
- they are single **and** less than 26 years old