


UNDP/ADM/2003/28  
7 April 2003

**To:** All UNDP/UNFPA/UNOPS Staff Members


**From:**   
Deborah Landey  
Deputy Assistant Administrator and  
Director  
Office of Human Resources  
Bureau of Management

**Subject:** Relocation Grant (RLG)

As you know, the lump sum pilot option in lieu of the existing unaccompanied shipment entitlement was introduced on 19 January 2001 as the Relocation Grant (RLG) in response to UNDP's commitment to: create flexible tools that facilitate the cost effective mobilization of staff members; support diverse family situations; *and* attain administrative simplicity and enhance personal choices for staff with minimal organizational involvement.

During the two years of implementation, we have been closely monitoring its functioning. We have examined UNDP's actual experience with the scheme, taking into account administrative simplicity, cost-effectiveness, and enhanced personal choices for staff. In addition, we have had a number of discussions with other UN organizations applying the RLG, not only to share experiences but, with a view to adopting a unified lump sum rate structure.

Our conclusion is that the main objectives and principles for introducing the RLG pilot have been fully met, but the amounts initially established need to be revised to take into consideration the current global average costs for unaccompanied shipments. Consequently, the new revised rates are:

- a) *Assignments of one year or more:*
- i) *All eligible staff members except Resident Coordinators and Junior Professional Officers (JPOs):*
- single rate, US\$10,000
  - family rate, US\$15,000
- 

ii) *Junior Professional Officers (JPOs):*

- single rate, US\$6,000
- family rate, US\$9,000

iii) *Resident Coordinators:* irrespective of their family status, US\$20,000.

b) *Assignments of less than one year:* US\$1,200.

The above rates apply with immediate effect. The old rates will apply to any initial assignment, reassignment or separation process initiated before the issuance date of this circular.

I am pleased to attach guidelines containing up-dated policies and procedures governing the RLG, which are the result of the comprehensive internal review and close inter-agency collaboration, and reflect the experience and lessons learned.

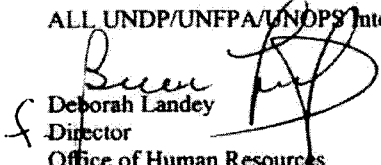
Should you require any clarification or additional information on this subject, please contact the OHR Service Centre serving your duty station or organizational unit.

Thank you.



UNDP/ADM/01/4  
19 January 2001

To: ALL UNDP/UNFPA/UNOPS International Staff

From:  Deborah Landey  
Director  
Office of Human Resources  
Bureau of Management

Subject: **Expatriate Entitlement Reforms: Monetization of official travel and Pilot Relocation Grant**

Effective: 15 January 2001

Background

1. As described in UNDP/ADM/98/68, UNDP 2001 has required us to change our operations and deliver a higher quality, more efficient service. Our goal is to focus on speed, reduction of labour-intensive functions, decentralization where possible, and emphasize value-added activities. The Office of Human Resources (OHR) continues to introduce a series of re-engineering measures to streamline staff administration processes. I am pleased to announce in this circular two significant new steps in this process:

- *the cash payment to staff members and their recognized dependants for travel on appointments, reassignment, home leave in conjunction with reassignment and repatriation on separation and*
- *an optional pilot lump sum relocation grant in lieu the current shipment entitlement.*

**Section I Monetization of Official Travel**

*Summary*

- *Travel of staff members and their recognized dependants on appointment, reassignment, home leave in conjunction with reassignment and repatriation on separation, will now be monetized and arranged through a cash payment. Staff members will be responsible for making their own travel arrangements.*
- *It will no longer be necessary to issue a travel authorization (PT.8); a payment request will be issued instead.*
- *Submission of travel expense claim (F.10s) or substantiating evidence of travel will no longer be required. On completion of travel, country offices must promptly inform date of arrival or departure of the staff member, as applicable.*
- *A universal Daily Subsistence Allowance rate to pay staff members for en route stopovers, if applicable, and a special rate of terminal expenses have been established for the monetization of travel.*

Revised policy and administrative procedures

3. In order to simplify procedures, expedite issuance of travel tickets and eliminate the need for a travel request and of submission of a travel claim (F.10), effective 15 January 2001, travel of staff members and their recognized dependants on appointments, reassignments, home leave in conjunction with reassignments or separations will be arranged through a cash payment. Under these arrangements, staff members will be provided a cash payment, prior to departure, and they will be responsible for making their own travel arrangements. Upon completion of travel, the submission of travel claims (F.10 or substantiating evidence) will no longer be required. It will be the responsibility of the country offices to inform the Human Resources Service Centre (HRSC) or JPO Service Centre of the date of arrival and/or departure of the staff member, as applicable.

Elements of the cash payment on monetization of travel

4. The cash payment will be based on the following elements of travel expenses:

(a) **Airfare:** Airfare will be established as 100% of the authorized class of service (economy or business) by the most direct and economical route, in line with standing regulations related to hours of flight and category/level of the staff member (Refer to Annex II). Dependent children under 12 years of age are allowed a youth fare ticket and the same accommodation as the staff member.

(b) **Daily Subsistence Allowance:** Universal DSA rate for stop-overs, of \$160 is established on the basis of the average DSA prevailing in major cities and the various regions. DSA will be paid in cases of stop-overs related to hours of journey, whether or not stop-over is actually taken. In line with standing regulations, staff at the D1 and D2 levels, will receive the universal rate plus 15% (\$184) and staff at the ASG level will receive the universal rate plus 40% (\$224). It should be noted that the use of a universal rate applies only in connection with stop-overs. Furthermore, in order to facilitate the process, when stop-overs are combined with official mission, the universal DSA rates found in the table below will now apply. Each dependant will be paid at the rate of 50% of the applicable staff member's DSA. (Refer to Annex II).

(c) **Terminal expenses:** Terminal expenses have been established at \$25 for the staff member and \$10 for each travelling eligible dependant for each departure and arrival. Thus, terminal expenses for departing and arriving cities combined will amount to \$50 and \$20 for each eligible dependant, and each intermediate stopover will also amount to \$50 and \$20 respectively.

5. Monetized elements for calculating the cash payment are as follows:

Staff member family status & level		DSA on stopover	Terminal expenses
Staff member traveling alone, or one dependant traveling separately	ICS 8-12	\$ 160	\$50 per overnight stopover
	ICS 13-14	\$ 184	
	ASG	\$ 224	
Staff member traveling with spouse or 1 dependant child	ICS 8-12	\$ 160 + 80 = \$240	\$50 + 20 = \$70
	ICS 13-14	\$ 184 + 92 = \$276	\$50 + 20 = \$70
	ASG	\$ 224 + 112 = \$336	\$50 + 20 = \$70
Two dependants traveling together, but separately from staff member	ICS 8-12	\$ 160 + 80 = \$240	\$50 + 20 = \$70
	ICS 13-14	\$ 184 + 92 = \$276	\$50 + 20 = \$70
	ASG	\$ 224 + 112 = \$336	\$50 + 20 = \$70
Each dependant traveling with the staff member	ICS 8-12	50% of \$ 160 = \$ 80	\$20 each stopover regardless of level of staff member.
	ICS 13-14	50% of \$ 184 = \$ 92	
	ASG	50% of \$ 244 = 112	

#### Travel of JPOs, Associate Experts and United Nations Volunteers

6. In line with the agreements with donor governments, Junior Professional Officers and United Nations Volunteers are not eligible for business class fare for entitlement travel regardless of flight duration. Airfare will be calculated at economy class.

#### Administrative arrangements

7. The calculation of the cash payment requires the involvement of the travel agents. It is the country office's responsibility to ensure that they understand the UNDP regulations related to the application of hours of flying/class of service and hours of journey/rest stopovers since these elements are an important part in the calculation of the cash payment. (Refer to Annexes I and II.)

8. At an early stage of the arrangements, staff members must be requested to provide the banking instructions (including bank account number and currency of payment) for the travel cash payment to be deposited. They must also give an indication of the dates of travel for the travel agency to be able to calculate the fare(s) accurately. In the case of newly appointed staff, at the time of sending the offer of employment, the candidate must be requested to confirm the date of travel and to provide banking instructions for the deposit of the travel cash payment.

9. The administrative arrangements differ, depending on the location of the staff members, as follows:

(a) Country offices: On receipt of the relevant authorization for initial appointment, reassignment, and repatriation travel from the HR Service Centre or JPO Service Centre, the country office completes and submits Annex I and II to the travel agency. The travel agency provides the airfare information. The country office reviews the information provided by the travel agency and ensures correctness of the hours of flying time /class of travel and hour of journey/days stop-over, and then calculates the amounts related to DSA, stop-over and terminal expenses. A payment request (Annex III) must be submitted to the Accounts Section to proceed with the payment. (Use of the table in para.6 above will facilitate this step.) The staff member should be given a copy of the initial request to the travel agency, Annex I and of the payment request Annex III, so that he/she is able to finalize the relevant travel arrangements.

(b) Headquarters in New York: HR Service Centre or JPO Service Centre submits Annex I and II to the travel agency, reviews the information provided by the travel agency to ensure correctness of the hours of flying time/class of travel and hour of journey/days stopover, calculates the amounts related to DSA stopover and terminal expenses, and undertakes a payment request in IMIS (Annex III). (The table in para.6 should be used.) The staff member should be given a copy of the initial request to the travel agency, Annex I and of the payment request Annex III, so that he/she is able to *finalize the relevant travel arrangements*.

(c) Newly appointed staff: HR Service Centre or JPO Service Centre submits Annex I and II to the travel agency, reviews the information provided by the travel agency to ensure correctness of the hours of flying time/class of travel and hour of journey/days stopover, calculates the amounts related to DSA stopover and terminal expenses and undertakes a payment request in IMIS (Annex III.) The staff member is to be informed of the actions taken.

#### Submission of travel claim (F.10) or substantiating evidence no longer required

10. It will not be necessary to submit a travel claim (F.10) or substantiating evidence of travel. However, the staff member must ensure that the country office informs promptly to the HRSC or JPO Service Centre of the date of arrival of newly appointed and reassigned staff and of the date of departure of staff traveling on repatriation, to allow UNDP HRSC or UNDP/JPO Service Centre to take appropriate action.

Home leave travel in conjunction with reassignment

11. For calculating the cost of the air tickets, the travel agency must be advised of the following applicable travel class:

Route:	Level	Class	Flying time
(a) Departing duty station to place of home leave	ICS 8-14	Economy	Regardless of flying time
	ASG	Business	Regardless of flying time
(b) Place of home leave to new duty station	ICS 8-14	Economy	9 hours or less
		Business	more than 9 hours
	ASG	Business	Regardless of flying Time

The cost of the air tickets to be debited to the BAC accounts for:

- (a) the home leave allotment
- (b) the reassignment allotment

Excess accompanied baggage

12. With the introduction of the monetization of travel, excess accompanied baggage will no longer apply with the exception of hardship duty stations. Currently, under the MHA, staff in designated duty station receive an additional freight shipment of 25 kilos per year, per assignment. This additional entitlement is normally taken in conjunction with home leave. In order to streamline the process and reduce additional aspects of administration for relatively small shipments, effective 15 January 2001, a special lump sum average for the assignment is being introduced in these designated duty stations. As hardship assignments vary from 1-3 years in duration, an average of 50 kilos for 2-year assignment will be paid as a lump sum cash amount at the beginning of the assignment at the rate of \$500 for single and \$1000 for families.

Unaccompanied shipment of personal effects and valuables

13. The entitlement to unaccompanied shipment of personal effects and valuables on recruitment, reassignment and repatriation remains valid. The responsible offices will continue to issue a travel authorization (PT.8) for this purpose.

Lump sum payment

14. The arrangements for lump sum payment for home leave, family visits and education grant travel (not in conjunction with reassignment) remain valid. However, it will no longer be necessary to submit ticket stubs, boarding passes or photocopies of passports showing the arrival and departure status upon conclusion of the home leave travel, family visit or education grant travel. In order to streamline this process, the requirement to submit documentation for such travel is eliminated. However, staff members are required to retain their ticket stubs or boarding passes in the event that it becomes necessary to view this documentation.

Recovery of cash payment for travel not undertaken

15. If travel is cancelled after payment has been made, it will be the staff member's or candidate's responsibility to reimburse UNDP for any amount received, by providing a cheque made out to UNDP. If the reimbursement is not made within 30 days from the cancellation of the travel, the money will be recovered from the staff member's pay. The cheque must be submitted to OHR or the Country Office within fifteen days of the date when the cancellation of the travel has occurred. Additionally, it should be

noted that adjustments will not be made to the lump sum amount once this has been paid, even when there has been a change in the travel date. Staff members should therefore ensure that the tickets they purchase allow flexibility in the event of changes in the schedule.

#### Applicability

16. These measures apply to internationally-recruited staff holding UNDP letters of appointment and administered by OHR's HRSC and/or JPO Service Centre under the 100/200 Series of the Staff Rules and Regulations:

UNDP – UNOPS – UNFPA- UNCDP – UNCF – UNIFEM – UNFSTD – UNRFRNRE - UNSO – UNV (not to UNV volunteers) - IAPSO

## **Section II Pilot Relocation Grant**

### *Summary*

- *Replacement of shipment entitlement with a global lump sum payment of*
  - *\$12,000 single staff*
  - *\$18,000 staff with dependants and*
  - *\$25,000 for Resident Representatives*

18. Staff movements are facilitated through a variety of entitlements including shipment of personal and household effects (typically under the non-removal rules for field oriented staff), the assignment grant (AG), storage (under certain circumstances) and the mobility element of the Mobility and Hardship Allowance (MHA). As a whole, this combination of entitlements, which evolved over time to meet a range of organizational and staff requirements, has become complex to manage, costly and, in the case of shipping, an unnecessarily burdensome aspect of expatriate service. It is important to note that the non-removal entitlement, the assignment grant and the MHA lump sum payment have already created an environment which, by definition, emphasizes rapid movements of staff and their households wherein exact costs are not pursued with an expectation of absolute precision.

### **Current usage:**

19. The bulk of resources dedicated to relocations are in the form of shipping. Therefore, staff are inclined to make decisions that maximize their shipment entitlement. Typically this is achieved by moving the same household items from duty station to duty station, assignment to assignment, for the duration of a career. This is often impractical, costly and contrary to common sense. In many instances it would be less expensive and more desirable if basic household items (mattresses, appliances, etc) were purchased either at the new duty station or through a UN identified procurement outlet. Alternatively, certain belongings, especially those with greater personal or financial value could be placed in storage.

20. Administering the shipment entitlement has become onerous for the organization as well. As administrative budgets are cut and value-added activities emphasized, the extensive transactions and highly personalized adjustments required for a single relocation in the current entitlement structure can no longer be sustained. With several hundred reassignments, repatriations and appointments per year, a simpler approach must be found. In addition, the highly personalized nature of shipment services (which may be split, partial or deferred) leads to ever increasing exceptionality.

### **A lump sum arrangement**

21. Lump sum arrangements accomplish two important objectives. They place a single monetary value on an organizational obligation while at the same time providing staff with the personal choice on how to best meet their individual requirements. The Mobility and Hardship Allowance (MHA) is an example of such an arrangement. The organization recognizes the monetary value of hardship for a

particular duty station, pays this amount in an annual lump sum, but does not prescribe how staff must use this emolument to ameliorate their own hardship.

22. If applied to relocation, a lump sum would identify a reasonable amount to meet the organization's responsibility in facilitating the relocation of households but without prescribing how that activity should be achieved. Similarly, each expense incurred by staff during relocation need not be submitted to the organization for exact reimbursement.

23. Working together with colleagues in shipping, we have tracked global costs for this entitlement, taking into consideration regional trends and patterns of staff movements. In addition to shipping costs, the actual relocation experience of staff in typical country office locations reveals other important factors. For example, as the children of staff grow older, household requirements change, making the shipment of some belongings unnecessary while requiring the purchase of new items. Meanwhile, for single staff members, establishing a household in most programme country locations involves obtaining a full sized home as opposed to a single bedroom apartment. Consequently, single staff (whose family obligations do involve costs) can be at a disadvantage within the current entitlement.

24. It is important to emphasize that the relocation grant is intended to facilitate reassignments by providing staff with the financial means and freedom of options so that they may spend their time and effort managing their lives, not their entitlements. The grant is not intended to equate dollar for dollar with the current shipping entitlement.

25. Based on our review, a lump sum for single staff members of \$12,000 and \$18,000 for staff with dependant(s) is introduced under this pilot. These amounts will be provided in advance of reassignments. Staff may then choose how best to re-establish their household in the next duty station through replacement, storage and, when necessary, limited shipments. The intent of this policy change is to utilize the current entitlement structure more purposefully, reduce unnecessary shipments and provide staff with greater options.

26. Staff selecting the lump sum option will be required to indicate their preference in writing to the appropriate Human Resource Service Center. They will be required to sign an attestation waiving the normal shipping entitlement for shipment and accepting the lump sum payment as complete for all costs related to their relocation. Costs incurred for insurance or damage are to be covered by the lump sum payment.

27. The lump sum amount is based on the staff member's recognized status at the time of the relocation. When the lump sum option is selected, no changes in the entitlement will be recognized until the next relocation of the staff member. For example, if a single staff member marries during his/her assignment, the organization will not provide additional monies to relocate the spouse in mid-assignment. However, upon the next official relocation, the dependent amount will be paid. The justification for this approach is consistent with the behavior change inherent to lump sum arrangements. The organization will meet its financial obligations in as simple a manner as possible and the staff will be responsible for managing their lives. The organization will not monitor how staff utilize the lump sum, nor will it revert to compensating for specific changes in status mid-assignment.

28. The grant for Resident Representatives is set at \$25,000, single or married. Again, it is to be noted that the relocation grant does not attempt to duplicate the shipping entitlement.

29. As this is a pilot, the normal shipping entitlement remains unchanged for those who wish it instead of the lump sum cash arrangement.

30. The Assignment Grant (lump sum portion and DSA) will continue to compensate for those relocation costs incurred upon arrival to the duty station.



### Administrative aspects

31. The lump sum pilot arrangement is available to all new appointments, reassignments and repatriations for staff under the 100 and 200 series Staff Rules who wish to use it instead of the normal shipping entitlement. (Procedures for the mobilization element for ALDs are detailed in the ALD User's Handbook.)

32. Junior Professional Officers will receive 60% of the established lump sum amounts; \$7,200 for singles and \$10,800 for those with families.

### Payments

33. For HQ administered relocations, the respective Human Resource Service Centre will issue payments. These will be made directly to a staff member's account through the established Integrated Management Information System (IMIS) banking procedures. Payments will not be made in alternate currencies or to the staff member at the place of relocation. Representatives are hereby authorized to make relocation grant payments in the appropriate amounts upon notice from the Service Centres for moves administered by country offices. Partners in BOM and the IMIS team have established procedures for budgeting, effecting and monitoring payments.

### Conversion issues

34. Internationally recruited ALD staff converting to 100 or 200 series contracts, after receiving the mobilization element of their ALD contract, will be eligible to opt for lump sum relocation grant for their next official move. ALD staff converting to 100 or 200 series contracts when no official move occurred upon recruitment (i.e. no mobilization grant paid) will be entitled to the full relocation grant upon their next official reassignment as a 100 or 200 series staff member.

### Selecting the lump sum option

35. Once a staff member makes the selection for either the lump sum option or traditional shipping entitlement, it will not be possible to change or renegotiate the terms of their relocation entitlements. Staff will be provided with ample information to make informed decisions on what is best for them.

### Supporting the pilot

36. Under the pilot, staff will be expected to manage their own relocations, largely without the direct administrative assistance (or interference) from the organization. Please note: the New York Human Resource Service Centres are not in a position to assist staff opting for the lump sum arrangement on appointment and reassignment to Headquarters with clearances of their shipped goods. However, reputable international shipping firms and vendors (with no affiliation to the organization) of household items typically required by our staff will be posted on the BOM website. Additionally, country offices will continue to assist staff, at the receiving end, with any shipment that they choose to make. Finally, links to storage facilities in certain locales will be provided as well.

37. UNDP will monitor the usage and results of this pilot over the course of the next twelve months and issue a brief questionnaire at that time to assist in analyzing the pilot's success. The questionnaire will also measure the effectiveness of this initiative from an administrative perspective by assessing its overall efficacy.

### Distribution of circular

38. Country offices, HR Service Centre and JPO Service Centre must ensure this circular is copied to all internationally-recruited staff members.

**ANNEX I**  
**REQUEST TO TRAVEL AGENCY**  
TRAVEL MONETIZATION ON APPOINTMENT, REASSIGNMENT, HOME LEAVE IN  
CONJUNCTION WITH REASSIGNMENT AND REPATRIATION

To: Travel Agency Date: \_\_\_\_\_  
Requested by: \_\_\_\_\_  
Email: \_\_\_\_\_  
cc: Staff Member Fax No. \_\_\_\_\_ Ext. \_\_\_\_\_

Staff member's contact address and telephone: \_\_\_\_\_

Type of Travel: Appointment  Reassignment  Home leave in conjunction with  
Reassignment  Repatriation

Staff Member \_\_\_\_\_ Index \_\_\_\_\_ Level \_\_\_\_\_ JPO \_\_\_\_\_  
(standard of accommodation)

Dependants:	Names	Date of Birth (of children)
Spouse	_____	_____
Children (1)	_____	_____
(2)	_____	_____
(3)	_____	_____
(4)	_____	_____

Entitlement (Official cities only)	<u>Travel dates</u>
Starting City: _____	_____
To: (Home Leave) _____	_____
_____	_____
Destination City: _____	Arrive on: _____

To be completed by Travel Agency: (See Annex II "Basis for calculating monetization of travel")

	<u>Class of Service</u>	<u>Cost/Adult</u>	<u>Cost/Child below 12 yrs</u>
<u>Reassignment</u>	_____	_____	_____
<u>Home Leave/Reassignment</u>	_____	_____	_____
Primary Travel	_____	_____	_____
Additional Cost for Home Leave	_____	_____	_____

Number of travelers	Fare	Cost per Primary Travel	Additional Cost for HL	Total Cost
	Adult			
	Child			

**(a) If reassignment in conjunction with home leave travel is undertaken.**  
I certify that the above tariff is based on the most direct and economical route for the "class of accommodation indicated" on unrestricted fare by:

Travel Agency's Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
( Name and Signature)

**ANNEX II**  
**BASIS FOR CALCULATING MONETIZATION OF TRAVEL**  
**TRAVEL MONETIZATION ON APPOINTMENT, REASSIGNMENT, HOME LEAVE IN**  
**CONJUNCTION WITH REASSIGNMENT AND REPATRIATION**

**1. CLASS OF SERVICE (MOM Rule 1.1.3)**

Flying Time (a)	Level of staff member	Class of Service
9 hours or less	D-2 and below	Economy
More than 9 hours	D-2 and below	Business
Regardless of flying time	ASG and above	Business
Regardless of flying time	JPO, Associate Experts and UNVs	Economy

(a) Flight duration must be based on the most direct and economical route, including scheduled stops for changing planes or refueling, but excluding travel time to and from airports. The entitlement to business class derived from flying time of more than 9 hours will only be affected if a journey is interrupted en route for official business of more than one day or for home leave travel in conjunction with reassignment. Rest stopovers are not considered official business and do not affect the entitlement

(b) For home leave travel in conjunction with reassignment, the route "Starting city to place of home leave should always be economy (except for ASG and above). The class of service applied to the route place of home leave to arriving city (new duty station) will be on the basis of the flying time as indicated in the above table.

**2. REST STOP OVER (MOM Rule 1.1.4)**

Duration of Journey (a)	6 to 10 hours	10 to 16 hours	16 to 24 hours
Days of Rest Stop over	None	One day	Two days

(a) Duration of journey is based on the most direct and economical route, including scheduled stops for change of planes or refueling, but excluding travel time to and from airports.

**3. UNIVERSAL DAILY SUBSISTENCE ALLOWANCE (DSA) ON STOP OVER**

Level	Staff members	Dependants (50%)
Up to P.5	160	80
D1 and D2 (+ 15%)	184	92
ASG (+ 40%)	224	112

**4. TERMINAL EXPENSES (MOM Rule 1.1.5)**

	Staff Member	Each Dependant
Starting/arriving city	50	20
Rest Stop Over : Starting and arrival city – one day	50	20
Starting and arriving city – second day	50	20

**5. SUMMARY OF PAYMENTS 6 to 10 hour journey (no stop over)**

	S/M only	+ 1 Dep.	+2 Dep.	+3 Dep.	+4 Dep.	+5 Dep.	+6 Dep.
Airticket							
Terminal	50	70	90	110	130	150	170
Total							

**10 to 16 hour journey (1 day stop over)**

	S/M only	+ 1 Dep.	+2 Dep.	+3 Dep.	+4 Dep.	+5 Dep.	+6 Dep.
Airticket							
Terminal	100	140	180	220	260	300	340
DSA (1)							
Total							

**16 to 24 hour journey (2 days stopover)**

	S/M only	+ 1 Dep.	+2 Dep.	+3 Dep.	+4 Dep.	+5 Dep.	+6 Dep.
Airticket							
Terminal	150	210	270	330	390	450	510
DSA (2)							
Total							

**ANNEX III**  
**CALCULATION OF PAYMENT TO STAFF MEMBER**  
**MONETIZATION - TRAVEL ON APPOINTMENT, REASSIGNMENT, HOME LEAVE IN**  
**CONJUNCTION WITH REASSIGNMENT AND REPATRIATION**

**TO BE COMPLETED BY HUMAN RESOURCES SERVICE CENTER (HRSC)**

TO: \_\_\_\_\_ ( ) \_\_\_\_\_  
 (Staff member's name and title) Contact Telephone Number:

PAYMENT IN RESPECT OF TRAVEL ON: \_\_\_\_\_  
 (type of travel)

ACCOMPANIED BY DEPENDANTS: Yes \_\_\_\_\_ No. \_\_\_\_\_

**Banking instructions:**

Bank account in the name of: \_\_\_\_\_ Account Number \_\_\_\_\_  
 Name of Banking Institution \_\_\_\_\_ Type of account  
 Checking \_\_\_\_\_ Savings \_\_\_\_\_  
 Street Address \_\_\_\_\_ Currency  
 US\$ \_\_\_\_\_ Other \_\_\_\_\_  
 City and State \_\_\_\_\_ Amount: \_\_\_\_\_

	No. days stopover	Staff Member	Dependants	Total
Airticket				
Terminal				
DSA				
Total Payment				

	BAC ACCOUNT :	AMOUNT
(a) Primary travel	_____	_____
(b) Additional cost for home leave:	_____	_____
Total payment:	\$ _____	_____

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (name and title)

ANNEX IV

RELOCATION GRANT  
Staff Member Attestation

**Name** \_\_\_\_\_

**Index no.**  
\_\_\_\_\_

I hereby agree to the conditions of the relocation grant, as stipulated in UNDP/ADM/ 2001. Under this arrangement, and by accepting the lump sum relocation grant, I accept full responsibility for reestablishing my household at the new duty station including any and all shipping of personal effects. Any and all costs related to such shipments, including insurance, recovery for loss or damage, customs or fees, would be my responsibility solely. Furthermore, the organization will not be responsible for any further payments related to relocation (other than travel) resulting from any change in my dependency status that may occur during the course of this assignment. By accepting the lump sum payment, I waive my normal shipping entitlement for my reassignment from:

\_\_\_\_\_ To \_\_\_\_\_  
**scheduled for:**            **date**            /            /

**Signature** \_\_\_\_\_ **date**    /    /

**Approved**

**HRSC for OHR**  
\_\_\_\_\_ **date**    /    /