

# Lump Sum Options for Statutory Travel

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*Policy and procedures  
Effective date, 1 July 2008*



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## Table of Contents

I. Introduction .....	1
II. General .....	1
III. Definition .....	1
IV. Eligibility .....	2
V. Types of travel .....	2
VI. Amounts .....	2
VII. WHO's liability .....	3
VIII. Operational framework .....	5
Applicability .....	5
Conditions .....	5
Use of the lump sum .....	6
Relation to other entitlements .....	6
IX. Processing procedures .....	6
General .....	6
Request .....	6
Processing of the request .....	7
Payment .....	8
Travel claim .....	8
Recovery .....	8
X. Exclusion Provisions .....	9
XI. Responsibility and Accountability .....	9
XII. Transitional measures .....	9
XIII. Final Provisions .....	9



## Lump Sum Options for Statutory Travel

### I. Introduction

1. Streamlining and simplifying benefits and entitlements is a key area of focus of WHO's human resources management reform strategies. As the Organization grows increasingly operational, lump sum options for statutory travel are highly responsive to the needs of staff members and the Organization. The current ways of working call for greater mobility of staff, who in turn must be empowered to manage their travel entitlements in a manner that best fits work requirements and personal circumstances.
2. Against this background, the objectives of this policy are:
  - (i) to utilize the current statutory travel entitlements structure more purposefully and practically;
  - (ii) to achieve greater administrative efficiencies and cost effectiveness taking best advantage of the opportunities provided by the Global Management System (GSM) for streamlining and simplifying staff entitlement administration and processing methods;
  - (iii) to provide staff members with the financial means and a range of options so that they may more effectively manage their lives in the context of increased mobility;
  - (iv) to facilitate staff movements by providing staff members with the choice as to how best to manage their travel taking into consideration personal and organizational needs.

### II. General

3. With the introduction of lump sums for statutory travel, staff members will be able to avail themselves of two options:
  - (i) **Organization-assisted travel arrangements:** the Organization takes care of all travel arrangements (purchase of tickets, payment for accompanied baggage, of per diem and insurance arrangements); or
  - (ii) **Lump Sum for Statutory Travel (LSST):** the staff member makes his/her own travel arrangements with no involvement from the Organization.

### III. Definition

4. The LSST is a payment for which a staff member may opt as an alternative to, or in lieu of, his/her statutory travel entitlements as set forth in the applicable WHO Staff Rules and policies and procedures. The LSST constitutes payment encompassing all aspects of the specific travel entitlement being exercised, including, as applicable, accompanied baggage and excess baggage.

## IV. Eligibility

5. The LSST is open to all internationally-recruited staff that are eligible for the statutory travel entitlement being exercised under the provisions set forth in the applicable WHO Staff Rules and policies and procedures.
6. Eligible staff members who do not wish to opt for the LSST remain entitled to exercise organization-assisted statutory travel entitlements as set forth in the applicable WHO Staff Rules and policies and procedures.

## V. Types of travel

7. Staff members may choose the LSST in lieu of Organization-assisted statutory travel entitlements for the following types of travel:
  - (i) initial appointment;
  - (ii) change of duty station;
  - (iii) change of duty station in conjunction with home leave;
  - (iv) separation from service;
  - (v) home leave;
  - (vi) return travel on home leave under education grant or special education grant;
  - (vii) family visit (spouse travel);
  - (viii) family visit (staff member travel);
  - (ix) education grant;
  - (x) special education grant;
  - (xi) exchange education grant or special education grant; or
  - (xii) rest and recuperation.

## VI. Amounts

8. In the case of travel on:
  - (i) **initial appointment;**
  - (ii) **change of duty station;** or
  - (iii) **separation from service;**

the lump sum will consist of an amount equivalent to **75 per cent of the IATA full fare economy one-way ticket by the most direct route.**
9. In the case of travel on:
  - (i) **home leave;**
  - (ii) **change of duty station in conjunction with home leave;**
  - (iii) **return home leave under the education grant or special education grant;**
  - (iv) **family visit (spouse travel);** or
  - (v) **family visit (staff member travel),**

the lump sum will consist of an amount equivalent to **75 per cent of the IATA full fare economy return ticket by the most direct route.**
10. In the case of travel on:
  - (i) **education grant;**

- (ii) **special education grant; or**
- (iii) **exchange education grant or special education grant,**

the lump sum will consist of an amount equivalent to **75 per cent of carrier least expensive full fare one-way or round trip ticket, as applicable, by the most direct route.**

11. In the case of travel on **rest and recuperation** to the approved rest and recuperation duty station the lump sum will consist of an amount equivalent to **75 per cent of the IATA full fare economy return ticket by the most direct route,** and an additional amount of \$700 in lieu of the applicable *per diem*. This additional amount will not be paid to staff members whose administrative official duty station is the same location as the approved rest and recuperation destination by virtue of their having been installed at that duty station through payment of the post adjustment and assignment grant applicable to that duty station.
12. In all cases, the lump sum will be calculated at the following rates:
  - (i) **staff member and his/her eligible spouse:** 100 percent.
  - (ii) eligible dependent **children 12 years of age and over:** 100 percent.
  - (iii) eligible dependent **children under 12 years of age:** 50 percent.

## VII. WHO's liability

13. In accordance with the provisions of WHO Staff Rules governing WHO's liabilities for travel of staff members, the amount of the lump sum may not exceed the cost of:
  - (i) **initial appointment** - travel from the recognized place of residence or place of recruitment to the duty station;
  - (ii) **change of duty station** - travel from one duty station to the other;<sup>1</sup>
  - (iii) **change of duty station in conjunction with home leave** - travel between the duty station and the staff member's recognized place of residence or the actual home leave destination and the next duty station, whichever is less;
  - (iv) **separation from service** - travel from the duty station to the recognized place of residence or to the actual repatriation destination, whichever is less;
  - (v) **home leave** - travel from the duty station to the recognized place of residence or the actual home leave destination and return, whichever is less;
  - (vi) **return travel on home leave under the education grant or special education grant** - travel from the place of study to the place where travel is authorized and return, or from the duty station to the staff member's recognized place of residence or the actual authorized destination, whichever is less;
  - (vii) **family visit travel by the staff member** - travel from the duty station to the recognized place of residence or the actual family visit destination and return, whichever is less;

<sup>1</sup> This also covers appointments following an inter-agency transfer, secondment or loan.

- (viii) **family visit travel by the staff member's spouse** - travel from the place where spouse is residing to the place of reunion, or from the staff member's duty station to the recognized place of residence and return, whichever is less;
  - (ix) **education grant travel or special education grant one-way passage from the duty station to the place of study to enter school for the first time where the child has been resident with the staff member at the duty station** - travel from the duty station to the staff member's recognized place of residence, or to the place of study, whichever is less;
  - (x) **education grant travel or special education grant one-way passage from the recognized place of residence or elsewhere to the place of study to enter school for the first time where the child has not joined the staff member at the duty station** - travel from the staff member's recognized place of residence to the duty station or to the place of study, or from elsewhere to the duty station or the place of study, whichever is less;
  - (xi) **education grant or special education grant one round trip travel each scholastic year between the place of study and the duty station or other place** - round trip travel between the duty station and the staff member's recognized place of residence, or the actual travel destination, whichever is less;
  - (xii) **education grant or special education grant one second round trip travel each scholastic year** - round trip travel between the duty station and the staff member's recognized place of residence, or the actual travel destination, whichever is less;
  - (xiii) **on exchange education grant or special education grant one round trip travel and one second round trip travel each scholastic year** - round trip travel between the place of study and the duty station, or between the duty station and the staff member's place of residence or another place, whichever is less;
  - (xiv) **return travel on home leave under the education grant or special education grant between the place of study and the place to which the staff member is authorized to travel under Staff Rule 640.5** - travel between the duty station and the staff member's recognized place of residence or another place, whichever is less;
  - (xv) **final one-way passage within one year after ceasing to qualify for education grant or special education grant** - one-way travel between the duty station or elsewhere and the recognized place of residence, whichever is less; or
  - (xvi) **rest and recuperation travel** - travel from the duty station to the designated rest and recuperation destination, or another destination, whichever is less.
14. For purposes of this section, the term duty station when a staff member is serving in a SOA duty station refers to: (i) the APA for travel on education grant or special education grant; and (ii) the SOA duty station when the staff member travels on initial appointment, change of duty station, separation from service, home leave, family visit or rest and recuperation, and (iii) the APA when eligible family members travel on initial appointment, change of duty station or separation from service.

## VIII. Operational framework

### Applicability

15. The LSST only applies to travel by public transportation, except as provided below.
16. The LSST does not apply to travel by car, including when only part of the journey is by car. In this case, eligible staff members retain their right to exercise the entitlement for travel by car in accordance with the provisions of the applicable policies and procedures.

### Conditions

17. When the LSST is selected, the staff member is required to certify that he/she:
  - (i) has reviewed and is fully aware of the WHO Staff Rules and policy and procedures governing the terms and conditions of the travel entitlement(s) being exercised;
  - (ii) has reviewed, understands and will exercise the LSST in accordance with the terms and conditions set forth in these provisions;
  - (iii) will manage his/her travel arrangements without the direct administrative assistance (or involvement) of the Organization;
  - (iv) accepts full responsibility for ensuring that travel occurs in accordance with the authorized itinerary as indicated on the travel request;
  - (v) accepts full responsibility for all of the costs related to the travel;
  - (vi) waives his/her normal travel entitlements under the applicable WHO Staff Rules and policies and procedures;
  - (vii) accepts that once the LSST(s) is/are selected, he/she will not be able to revert to the normal travel entitlements;
  - (viii) will not use bonus air-miles or any other form of travel credit for the partial or full payment of the ticket;
  - (ix) accepts that if, at any stage, he/she requires the direct involvement or administrative assistance of the Organization, he/she will not be able to opt for the LSST; - however, on travel on initial appointment and change of duty station, the Organization may assist the staff member in obtaining visas when it is considered that the circumstances so warrant it;
  - (x) understands that although no ticket stubs, proof of payment and other original supporting documentation need be submitted when settling his/her travel claim, these must be kept safe for a minimum of at least three (3) years from the date of submission of the travel claim and may be audited by the Organization at any time during that period;
  - (xi) understands that, if travel is not exercised in accordance with the applicable WHO Staff Rules and policies and procedures, or if the information related to the travel request or travel claim is incorrect, untrue, misrepresented or partially disclosed, this may result in the rejection of the travel request or travel claim, and/or recovery of

any payments made in this connection, and/or disciplinary action being taken against the staff member.

### Use of the lump sum

18. The **LSST constitutes payment for all entitlements** under the specific travel being exercised. Staff members will not be entitled to any additional payment for:
  - (i) transportation rest stopovers;
  - (ii) terminal expenses or any other incidental expenses;
  - (iii) travel *per diem* (except when travel on rest and recuperation is authorized to a destination other than the designated rest and recuperation travel location);
  - (iv) accompanied baggage entitlements of any type;
  - (v) excess baggage;
  - (vi) airfreight or surface shipments of personal effects contained in WHO Manual VII.3; (specific to home leave, family visit and education grant and special education grant travels);
  - (vii) airport and security taxes;
  - (viii) expenses relating to travel documents and visas, for themselves and their eligible dependants; and/or
  - (ix) expenses relating to inoculations and vaccinations for themselves and their eligible family members.
19. Once the amount of the LSST has been accepted by the staff member, no adjustments will be made even if there is 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 travel schedule. Cancellation penalties or other charges incurred because of itinerary or other changes when APEX or other restricted air tickets have been purchased are the personal responsibility of the staff member. For this reason, staff should consider purchasing trip cancellation insurance.

### Relation to other entitlements

20. When opting for the LSST, staff members remain entitled to travel time in accordance with the applicable WHO standards.
21. Payment of the LSST does not affect the entitlement to assignment grant.

## IX. Processing procedures

### General

22. Staff members may opt for the LSST as best suits their needs. They may request it either for themselves and eligible family members, for themselves alone, or only for all or some of their eligible family members.

### Request

23. **Staff member's who wish to opt for the LSST for themselves and/or eligible family members for travel on:**
  - (i) **initial appointment;**

- (ii) **change of duty station;**
- (iii) **change of duty station in conjunction with home leave; or**
- (iv) **separation from service,**

must send an e-mail notification to the HR Administrator, GSC as soon as possible and preferably at least one month before the travel is expected to take place. It is understood that in the case of initial appointments, the HR Administrator, GSC will inform the selected candidate of his/her travel options and request confirmation whether he/she wishes to exercise the normal travel entitlements or opt for the lump sum.

24. Upon receipt of the staff member's written notification that he/she wishes to opt for the lump sum the HR Administrator, GSC will issue the travel request indicating that lump sum option has been chosen. The staff member will receive a system notification that the travel request is approved.
25. **Staff member's who wish to opt for the lump sum for themselves and/or eligible family members for travel on:**
- (i) **home leave;**
  - (ii) **return travel on home leave under the education grant or special education grant ;**
  - (iii) **family visit (spouse travel);**
  - (iv) **family visit (staff member travel),**
  - (v) **education grant;**
  - (vi) **special education grant;**
  - (vii) **exchange education grant or special education grant; or**
  - (viii) **rest and recuperation,**

must have their absence approved, as appropriate, by their supervisor prior to initiating the appropriate travel request.

26. Subsequently, and at least one month before the travel is expected to take place, the staff member initiates the travel request on the on-line travel system and checks the box "Lump Sum Option". By selecting the lump sum on the travel request, staff members automatically self-certify that they have read the policy and procedures on the LSST, understand and accept all of its terms and conditions.
27. Upon receipt of the travel request, the HR Administrator, GSC validates and approves the entitlement, and enters the lump sum amount to be paid. When the travel is approved, the staff member receives a system notification.
28. For detailed procedures on initiating the lump sum travel request staff members should refer to the on-line UPKs on "Travel Request Creation and Approval/Raise a Travel Request".

## Processing of the request

29. Counting from the date of receipt of the approved travel request, the staff member has ten (10) working days to accept or reject the lump sum amount. No negotiation of the lump sum amount is possible.
30. Once the 10 days has elapsed, it will not be possible to revert to organization-assisted statutory travel entitlements and the Organization will not be responsible for any delays or additional expenses that may be incurred, or liabilities that may arise as a result thereof.

31. **If the staff member accepts the lump sum amount** as indicated on the travel request, no further action on his/her part is required.
32. **If the staff member does not accept the amount**, he/she must so notify the HR Administrator, GSC by e-mail, which must be copied to the EXP Administrator, GSC. The HR Administrator, GSC will then process the travel request as organization-assisted travel.

### Payment

33. The LSST will be paid as follows:
  - (i) travel on **initial appointment** - upon arrival of the staff member at the duty station of assignment and following completion of report to duty procedures.
  - (ii) travel on **change of duty station** - within two months prior to the reassignment date;
  - (iii) travel on **separation from service** - within two months prior to the date of separation, or the separation travel date;
  - (iv) travel on **home leave, family visit (spouse or staff member travel), education grant or special education grant travels or exchange such travels** - within two months prior to the start date of the travel; and
  - (v) travel on **rest and recuperation** - within three weeks prior to the start date of the travel.

### Travel claim

34. Upon completion of the travel, the staff member must submit a Travel Claim, whereupon the he/she will self-certify that:
  - (i) he/she has read, understood and accepts all of the terms and conditions applying to the exercise of the LSST as set out in these provisions;
  - (ii) the travel was undertaken in accordance with the policy and procedures governing the specific travel entitlement being exercised; and
  - (iii) he/she will keep safe and retain ticket stubs, proof of payment and other original supporting documentation for a period of at least three (3) years from the date of submission of the travel claim.
35. Failure to produce the original supporting documentation, when requested, may result in full or partial recovery of the lump sum amount.
36. Failure to submit the travel claim within sixty (60) calendar days from the date of return from travel will result in the full recovery of the lump sum amount.

### Recovery

37. If the staff member's travel is cancelled for any reason after the lump sum amount has been paid and travel is not expected to take place within two months of the original departure date, the initiator of the travel request (HR Administrator, GSC for travel on

initial appointment, change of official station, and separation from service; the staff member for other travels) must cancel the travel request. The lump sum amount will be recovered, as appropriate, by salary recovery, bank transfer, or submission of a cheque by the debtor to WHO.

38. If travel on home leave, family visit, education grant or special education grant is delayed for less than two months from the initially planned departure date, the staff member should submit an amended travel request indicating the reasons for the delay. The EXP Administrator, GSC will inform the staff member if recovery of the lump sum is required in the meantime.

## X. Exclusion Provisions

39. The LSST is not payable to a staff member:
- (i) who is summarily dismissed; or
  - (ii) who abandons his/her post.
40. In these cases, the staff member retains the right to exercise organization-assisted statutory travel entitlements as set forth in the applicable WHO Staff Rules and policies and procedures.

## XI. Responsibility and Accountability

41. WHO's obligation under the applicable Staff Rules is to pay for the travel of staff members and eligible family members in accordance with the applicable standards.
42. Staff members are expected to use the LSST responsibly and in accordance with the principles and standards set forth by WHO.
43. Officers responsible for administering and processing the LSST are accountable for ensuring that the principles, standards and requirements set forth by the Organization are respected and properly applied.

## XII. Transitional measures

44. Pending the introduction of the GSM in all regions, the standard procedures for the initiation and processing of travel authorizations under the LSST as established by the respective Regional Office will apply.
45. Staff members who, as at 1 July 2008, have been paid a home leave travel lump sum under the formerly applicable policies, will not be required to reimburse that portion thereof which is in excess of the maximum amount payable under these new provisions.

## XIII. Final Provisions

46. This policy and these procedures will enter into force with effect from **1 July 2008**.
47. The policy and procedures governing the lump sum amount on home leave travel as set out in WHO Manual VII are superseded and replaced with effect from 1 July 2008.