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REGIONAL OFFICE FOR
SOUTH-EAST ASIA

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TRAVEL EFFICIENCIES

This information circular is based on the Information Note 36/2010 on Travel efficiencies issued by WHO/HQ on 9 December 2010

The Organization has made a commitment to reduce travel costs and reduce the impact our travel has on the environment. This can only be achieved with less travel. Telephone and videoconferencing should be used as much as possible, as these technologies offer a less expensive way for staff to be involved in meetings and conferences.

The purpose of this information circular is to inform all staff that effective immediately the entitlement to take business class on duty travel will apply to travel where journey time is 9 hours or longer. The travel policy relating to the class of travel now says:

"For official travel by air, the standard of accommodation shall be economy class, except for round-trip travel, when the duration of either journey is nine hours or longer. The duration of a particular journey will be determined on the basis of combined flying time of all legs of the journey to a given destination by the most direct and economical route available, provided the journey is not interrupted for official stops of more than one day. The flying time shall include scheduled stops for change of planes or other purposes, but shall exclude travel time to and from airports. Up to four hours for connections between flights may be included in the flying time for the particular journey".

The cost efficiency measures introduced in 2009 will be reinforced with the aim of further improving the efficiency of travel.

1. *Travel Requests (TRs) to be cleared (at least 10 days prior to departure)* - Travel Requests must be cleared and tickets issued at least 8 working days prior to the travellers departure, unless it is for emergency travel.
2. *All travel to be effected by the cheapest most direct route* - Travel policy indicates that the Organization will provide the cheapest most direct route for ALL duty travels.

Travel agents will continue to systematically offer the least expensive tickets at the time of booking on the most direct route with the least expensive carrier in accordance with the official itinerary for the travel. This will include options for return on the following day if costs are significantly lower.

The Regional Office will periodically monitor travel costs and take appropriate action to ensure that we are effective in achieving results and preserving the environment.

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