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NS/2017/6

Paris, 19 December 2017

MEMORANDUM

Subject: Instructions relating to the management and reimbursement of mission expenses of OIE staff members (Headquarters and Regional and Sub-Regional Representations)

Considering Article 27 of the General Rules;

Considering Article 10 of the Financial Regulations;

Considering the following memoranda and decisions:

- Memorandum NS/2002/5 of 30 January 2002 relating to travel expenses,
- Decision of 9 November 2006 relating to the daily subsistence allowances applicable to Regional Representatives,
- Memorandum NS/2007/31 of 20 December 2007 relating to the mission expenses of Regional Representatives and their collaborators,
- Memorandum NS/2013/7 of 18 March 2013 relating to the kilometric allowance,
- Memorandum NS/2013/8 of 18 March 2013 relating to travel by Headquarters' staff members,
- Memorandum NS/2014/5 of 7 August 2014 relating to reimbursement of mission expenses,
- Decision 2017-7 of 2 October 2017 relating to the daily subsistence allowances applicable to OIE staff members with effect from 1 January 2018,

The purpose of this memorandum is to compile all the rules relating to the management and reimbursement of mission expenses of OIE staff members in a single document and clarify and harmonise these rules for all OIE staff members (Headquarters and Regional and Sub-Regional Representations).

The expenses covered by the OIE during official missions are as follows:

1. Daily subsistence allowance

The daily subsistence allowance (or 'per diem') covers accommodation expenses and meals (breakfast, lunch and dinner).

Rules for calculating the number of per diems:

OIE staff members on mission receive a daily subsistence allowance (per diem), the amount of which is set by annual decision of the Director General, after consulting the Council and taking into account the budget voted for the year in question.

Decision 2017-7 of 2 October 2017 set the per diem rate at EUR 150 for all staff (the Director General included) with effect from 1 January 2018.

The number of per diems is equal to the number of nights spent on mission.

A night or part of a night spent on board a means of transport (or spent during transfer at an airport) gives entitlement to only half a per diem.

If the principal means of transport arrives after 8 p.m., in the context of a mission that includes at least one night, the staff member is entitled to an additional half a per diem.

A round trip made the same day gives entitlement to half a per diem.

Staff members on mission are not entitled to overtime or to days on leave to recuperate, except in the case of a specific decision by the Director General (which may only involve recuperation days and only in special circumstances).

To take into account the personal time committed by OIE staff members during travel including at least one weekend day or including a public holiday, staff members shall receive in compensation an additional half a per diem for each such day.

When the staff member is on mission for more than three days and it is financially advantageous for the OIE to propose to the staff member to stay for the weekend (comparison between the price of the plane ticket and the per diems to be paid), the staff member shall receive for this weekend two full per diems if he/she accepts the proposal to this effect made by oietravel.

This rule for calculating per diems also applies to staff members participating in PVS missions but not entitled to "PVS expert" per diems or in regional seminars organised by the Headquarters or Regional or Sub-Regional Representations.

Accommodation:

The staff member shall pay the accommodation invoice himself/herself, except for example in the case of regional seminars organised by the OIE (hotel accommodation is paid by the OIE).

OIE staff members are requested to choose a hotel room with an indicative price of less than EUR 150 (amount equivalent to one per diem) per night, except in some countries/cities where prices are manifestly higher (in which case documentary evidence should be provided), and except in the following circumstances: if it is preferable to stay in the hotel where the meeting is being held, if it is more practical to stay in the same hotel as the experts who are themselves OIE staff members, or in the case of an exceptional decision by the Director General.

When the staff member shares the hotel room with a person who is not a member of the OIE staff or is not involved in the mission (the surcharge for the use of a double room to be paid by the staff member), the staff member must inform the OIE of the indicative charge for a single room. By default, the amount reimbursed may be adjusted accordingly.

When the price of the hotel room exceeds half a per diem (EUR 75 from 1 January 2018), the hotel expenses, excluding breakfast and personal expenses, of OIE staff members can be reimbursed by the OIE on presentation of the invoice; the staff member shall then receive only half a per diem for each night invoiced by the hotel, to cover meals for the day and any other expenses.

When the hotel invoice indicates a separate charge for breakfasts, only the overnight stays (and any corresponding tourist taxes) will be reimbursed; furthermore, usage of the hotel minibar or other services will not be reimbursed.

When the staff member is provided with accommodation free of charge (friends or relatives, etc.), he/she shall receive only half a per diem. This rule will also be applied in the absence of any documentary evidence of hotel expenses.

2. Travel expenses

Plane or train ticket:

The train or plane tickets are defrayed and purchased directly by the OIE (oietravel team at Headquarters or administrative officer in the RR and SRR), in economy class and by the most direct route possible.

A derogation to travel in business class is only possible with the authorisation of the Director General.

Staff members who could access more advantageous fares than those proposed by the travel agency used by the OIE are invited to inform the OIE (oietravel team at Headquarters or administrative officer in the RR and SRR) and purchase the tickets themselves, subject to prior authorisation.

Furthermore, a staff member who for personal convenience wishes to reserve and pay for his/her tickets should inform the OIE (the oietravel team at OIE Headquarters or the administrative officer in the RR and SRR), which will then compare the different ticket prices and inform the staff member of the maximum amount that can be reimbursed.

On his/her return, the staff member must provide the OIE (Budget Unit at Headquarters or administrative officer in the RR and SRR) with a document indicating the maximum amount covered by the OIE (estimate provided by oietravel; proposal by a travel agent in the case of a Representation), the invoice for the plane/train ticket and the itinerary.

In general, and without prejudice to the procedure for managing mission orders, to facilitate management of the OIE budget, staff members are requested to observe the following guidelines:

- contact the oietravel team at Headquarters or the administrative officer in the RR and SRR as quickly as possible so that the plane or train ticket can be purchased at the best possible rates;
- specify the dates as accurately as possible to avoid having to modify the travel tickets. Modifications often result in additional costs. The OIE reserves the right to pass on these additional costs to staff members in the event of too frequent changes to travel tickets.

Cost of transfer between home/office and the airport/railway station, and
Cost of transfer between the airport/railway station and the hotel/meeting venue:

The transfer costs (round trip) will be reimbursed by the OIE upon presentation of the supporting documents.

Staff members are requested to use public transport wherever possible (e.g. in Paris: metro, RER, Orlybus, Roissybus or “Le Bus Direct” [formerly “Cars Air France”]).

Reimbursement of taxi expenses during missions may be authorised in the following cases:

- transfer to or from an airport while abroad;
- certified obligation to transport fragile, heavy or cumbersome equipment;
- accompaniment of VIPs or a journey shared with several OIE colleagues;
- flight/train (principal means of transport) scheduled to depart before 8 a.m. or after 11 p.m.;
- flight/train (principal means of transport) arriving after 8 p.m.;
- other duly justified need.

In the case of a staff member who takes a taxi for personal convenience, reimbursement of the transfer between home/office and the airport/railway station will be based on the cost of public transport (e.g. in Paris, reimbursement will be based on the cost of a ticket on “Le Bus Direct”).

If, for reasons of economy, the staff member chooses a hotel situated far away from the meeting venue and if the journey from the hotel to the meeting venue requires taking the underground, a tram or a taxi, these transport expenses will be reimbursed by the OIE on presentation of the relevant documentary evidence.

Kilometric allowance:

The kilometric allowance paid to OIE staff members who use their private vehicle within the context of their missions on behalf of the OIE is set at EUR 0.35 per km. The OIE uses “Google Maps” to ascertain the number of kilometres between their home/office and their destination taking into account the shortest route. This provision is intended to cover travel expenses by car in the case of long journeys.

For Paris, if the member of staff travels to the airport/railway station (departure and/or return) using his/her private vehicle, reimbursement will be based on the cost of an RER ticket (a flat-rate to avoid having to look up and calculate the number of kilometres between the staff member’s home and the airport/railway station).

The various cases in which a staff member may be called upon to use his/her private vehicle and shall receive a kilometric allowance are as follows:

- to travel to a distant meeting venue (e.g. a meeting held in another town). Beforehand, the member of staff must ascertain from the oietravel team or the administrative officer in the RR and SRR the price of the plane or train ticket that the OIE would have paid had the ticket been purchased by the OIE. This price will be the maximum amount reimbursed by the OIE.
- when no other means of transport are available (no railway station or airport; public transport strike).

Car rental:

Renting a vehicle to travel to the venue for a meeting is admissible within the maximum limit of the price of the corresponding plane or train ticket indicated by oietravel and subject to prior explicit approval.

3. Miscellaneous expenses

Various miscellaneous expenses involved in carrying out the mission can be covered by the OIE:

- cost of the visa;
- vaccine expenses within the framework of professional missions (such as rabies and yellow fever) not covered by the health organisation in the country where the staff member works (CPAM in the case of France) and essential in the country the staff member will be visiting (according to the recommendations of WHO or the country of destination);
- where appropriate, specific medicines (such as anti-malarial drugs) not reimbursed by the health organisation in the country where the staff member works;
- the cost of passport renewal when the staff member carries out numerous missions on behalf of the OIE and with the approval of his/her immediate superior (approval of the Deputy Director General “Institutional Affairs and Regional Activities” for the RR and SRR);

- fees for access to airline lounges when the staff member has to wait for a connecting flight on a long distance journey;
- occasional telecommunications expenses incurred for the requirements of the mission/meeting, or any use of the hotel's business centre for official business (printing, photocopying, Internet);
- parking expenses. When the staff member chooses to leave his/her private vehicle in the station or airport carpark for short duration missions, parking expenses will be reimbursed up to a maximum amount equivalent to half a per diem; beyond this amount the staff member is invited to consider an alternative solution or must bear the remainder of the expenses.

Currency exchange costs are not covered by the OIE (when euros are converted into local currency and vice-versa). Furthermore, the OIE does not cover bank commission fees charged to staff members' accounts for payments (e.g. hotel) made using a personal bank card or on receipt of bank transfers from the OIE.

It should be noted that the OIE already bears the cost of all the bank charges associated with the bank transfers that it makes to staff members.

4. Exchange rates

When a staff member incurs expenses in a foreign currency, the exchange rate used for reimbursement in euros (or local currency according to the Representation) will be the rate applicable on the last day of the mission.

However, in the case of a long duration mission and if the currency has fluctuated considerably, each expenditure may be converted at the rate applicable on the date of the transaction. In the case of an expenditure made in a foreign currency several weeks in advance (visa, plane ticket purchased by the staff member, etc.), it will be converted at the rate applicable on the date of the transaction.

If the staff member has made an eligible expenditure in a foreign currency using his/her bank card and wishes to be reimbursed for the amount debited from his/her account, a copy of the relevant bank account indicating the amount must be enclosed with the reimbursement application. This procedure should remain exceptional (as a general principle, bank charges are not reimbursed).

5. After the mission

On return from mission, each staff member must complete the Mission Expenses Reimbursement Claim Form to provide a summary of expenses, and enclose this form with the receipts attached to a sheet of paper in chronological order. The exact title of the meeting and the dates of the meeting (corresponding to those on the mission order) must be clearly indicated. This form, along with the receipts and vouchers, must be submitted to the Budget Unit or to the administrative officer in the RR and SRR.

Documents to be provided for reimbursement of mission expenses:

- Mission Expenses Reimbursement Claim Form,
- copy of the request for a mission order, signed by the staff member's immediate superior,
- plane/train tickets, E-ticket, boarding cards,
- hotel invoice,
- invoice, receipt for transport expenses between home/office – airport/railway station, airport/railway station – hotel/meeting venue, visa and any other expenses.

6. Payment

The OIE now favours payment by bank transfer, notably at the request of the External Auditor of the OIE.

An OIE staff member leaving on mission may ask to receive an advance by bank transfer.

In certain cases, a cash advance and/or an advance in foreign currency (EUR or USD) may be requested to settle initial expenses such as the entry visa to the country, which often has to be paid in USD.

7. Meetings to which OIE staff members are invited, with expenses paid by the organisers

In order to alleviate the administrative work of the OIE, an OIE staff member invited by the organisers to a meeting with expenses paid must check and obtain confirmation from the organisers on the various expenses that are actually covered.

The following guidelines are suggested for the various circumstances, when the organisers cover the cost of:

- the plane/train ticket: the preferred method is for the organisers to purchase the ticket and place it at the disposal of the OIE staff member;
- the hotel: the preferred method is for the organisers to make the hotel reservation and pay the invoice;
- cost of transport between home/office and the airport/railway station: check whether it is possible to recover these expenses from the organisers (what is the existing procedure).
- meals: if the organisers do not provide meals (lunches and dinners): check if it is possible to invoice them for half a per diem or if they pay the staff member a per diem according to their internal rules.

The Budget Unit at Headquarters (or the administrative officer in the RR and SRR) shall be responsible for recovering eligible expenses from the organisers on behalf of Headquarters staff members.

For missions where expenses are covered by the organisers, the OIE staff member may request the OIE to pay (half) per diems in compensation if the cover provided by the organisers is incomplete or considered inadequate.

General provisions

1. Abrogation

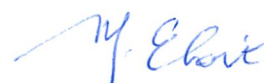
The following memoranda and decisions are hereby abrogated:

- Memorandum NS/2002/5 of 30 January 2002 relating to travel expenses;
- Decision of 9 November 2006 relating to the daily subsistence allowances applicable to the Regional Representatives;
- Memorandum NS/2007/31 of 20 December 2007 relating to the mission expenses of the Regional Representatives and their collaborators;
- Memorandum NS/2013/7 of 18 March 2013 relating to the kilometric allowance;
- Memorandum NS/2013/8 of 18 March 2013 relating to travel by Headquarters' staff members;
- Memorandum NS/2014/5 of 7 August 2014 relating to reimbursement of mission expenses.

2. Entry into force

This Memorandum shall take effect from **1 January 2018**.

The Deputy Director General (Administration, Management, Human Resources and Regional Actions) and the Director of Finance, are each responsible, within their own field, for implementing the provisions of this Memorandum.



Monique Eloit

