

DUTY TRAVEL POLICY

1. **UNFPA applies UNDP’s Duty Travel Policies, *mutatis mutandis*, as from time to time amended by UNDP, subject to this UNFPA policy. The UNDP Duty Travel Policies are linked [here](#). If you experience issues accessing the links in the UNDP Policies (for forms or other features), please refer to the [UNFPA Travel Community](#).**

Definitions:

2. The following terms included in the UNDP Duty Travel Policies shall have the following meanings in UNFPA:
 - (a) “Administrator” means the Executive Director;
 - (b) “Associate Administrator” means Deputy Executive Directors (Management, Programme);
 - (c) “Bureau Head” means Division Director;
 - (d) “Chief, General Operations” means Chief, Facilities and Administrative Services Branch;
 - (e) “Head of the Regional Bureau” means Regional Director;
 - (f) “Travel Services Section” means Travel Unit
 - (g) “Individual Contractor” means Individual Consultant;
 - (h) “Office of Human Resources” means the Division for Human Resources;
 - (i) “Resident Representative” means Country Representative.
 - (j) “UNall Service desk” excepting when referring to Travel Requests and Claims, means “[Global Service Desk \(GSD\) > Travel](#)”

Regional, Sub-regional, Representation and Country Offices only: Long Term Travel Services Agreement Shared and Common Services

3. In the spirit of the United Nations Reform for cost efficiency and cost effectiveness, shared or common travel management service contracts may be pursued locally with other United Nations entities. Regional, sub-regional, representation and country offices are therefore strongly encouraged, as a first preferred option, to have shared or common travel services contracts in the interest of cost efficiency and effectiveness, in line with the [UNFPA Mutual](#)

[Recognition Guide](#). The [UNFPA Procurement Procedures](#) and the standard procedures for Business Operations Strategy must then be followed, as per the Development Coordination Office ([DCO](#)) [guidelines](#).

4. In the event shared or common services arrangements with other local United Nations agencies are not possible, the UNFPA head of office at the regional, sub-regional, representation and country offices should attempt to find a service provider with the required infrastructure to provide services at the regional level. The [UNFPA Procurement Procedures](#) must be strictly followed.
5. As a last resort, if the only available option is to enter directly into a long term contract arrangement between UNFPA and a local travel agency to provide travel services, the [UNFPA Procurement Procedures](#) must be strictly followed.

Limitation to Travel on certain Airlines

6. UNFPA personnel should consult the Deputy Chief OSC, the Headquarters Security Specialist and/or the Asia Pacific Regional Security Adviser in their capacity as the Corporate Aviation Safety Focal Points (ASFP), when it is necessary to decide whether to use a commercial air operator non-listed in the "Air List". This list is provided by the Commercial Air Travel Safety Unit (CATSU) of UNDSS through the [UNSMIN Portal](#). This consultation will help determine whether UNFPA personnel and eligible dependents can use the operator for official travel. Decisions on whether to use a specific airline/operator should balance the criticality of the travel with the availability and practicality of alternative transportation. Please consult the [UNFPA Commercial Air Travel Safety Guidelines](#) for further guidance.
7. Safety shall be the first consideration in making flight decisions; personal preferences or political and financial considerations shall not be the overriding factors in determining whether a given airline is utilized by UNFPA.

Trip Report Requirements

8. The traveller Trip Report should be submitted directly to the respective arranging unit, as per that unit's requirements.
9. When travel is arranged by a regional, sub-regional or country office, the trip report must be submitted directly to that office. Where the traveller is the Regional Director, the report shall be submitted to the Office of the Executive Director.

Entry into force:

10. This policy enters into force on 15 May 2025.