

- 5.1.7 Official travel will be authorized by the **most direct** and economical route between the point of departure and the point of arrival.
- 5.1.8 Official travel is normally by air or train. Travel by any other mode such as the use of private motor vehicle requires advance authorization.
- 5.1.8a Rates of reimbursement for travel by private motor vehicle.
- a) IRENA has defined the schedule of rates for travel by private motor vehicle applicable to different groups of countries and territories, effective Aug 2012 (see Annex)
 - b) The schedule of rates of reimbursement applicable to different groups of countries for travel by private motor vehicle has been adjusted to reflect current market prices for fuel.

Standard of travel

- 5.1.9 For official travel by train, the standard of travel is first class for all personnel.
- 5.1.10 For official travel by air for the Director-General and his or her eligible family member, business class is provided for duty travel, on appointment or separation, on home leave and family visit.
- 5.1.10a For official travel by air for Deputy Director General, business class is provided for duty travel only. Other travels will be in line with IRENA travel policy.
- 5.1.11 For staff members and their eligible family members on appointment, assignment or transfer and separation from service, the standard of travel by air is economy class for journeys of less than nine hours and business class for journeys of nine hours or longer. In the case of a return trip, business class is provided when the duration of either the outward or return journey is nine hours or longer. The duration of travel is computed as described in paragraphs 5.1.18 and 5.1.19. The same rule applies for consultants.
- 5.1.11a When travel is authorized for individuals who are not staff members, such as persons working for the Agency on reimbursable and non-reimbursable loans, service contract holders, interns, experts, observers, participants, speakers and others the standard of travel is based on **most direct** and economical (economy class) flight, unless determined otherwise by the DirectorGeneral taking into account the circumstances of the traveller (i.e., health reasons and the interests of the Organization)
- 5.1.11b For SIDS, LDC, member of committee and for travel related to meetings of IRENA Governing Bodies as specified in A/2/DC/11, the standard of travel will be based on the standards established for staff members.
- 5.1.12 For travel on home leave, family visit or education grant, the standard of travel for staff members and their eligible family members is economy class
- 5.1.13 However, when duty travel is combined with home leave travel in accordance with staff rule 106.5 (g), the standard of travel for the duty travel legs of the journey is established in accordance with paragraph 5.1.11 above.
- 5.1.14 The Agency will provide travel on the basis of the standard defined in paragraphs 5.1.9 – 5.1.13 above at the most economical rate available, including discounted fares. The Agency will assume responsibility for the surcharge that may be imposed after tickets have been issued if changes in the original travel plans were made at the request of the Agency or for other compelling reasons. The Agency has the option to upgrade the normal standard of travel if the cost of the upgrade is less than the cost of daily subsistence allowance while waiting for the next available seat.
- 5.1.15 Special arrangements may be made for group travel to meetings or conferences, in which case the provisions of paragraph 5.1.11 may not apply.
- 5.1.16 A standard of travel higher than the normal standard may be approved on an exceptional basis when, in the opinion of the Director-General, special circumstances warrant it, such as for duly certified medical reasons. Requests for exceptions must be submitted in writing to the DirectorGeneral well in advance of travel.
- 5.1.17 If staff members or their family members travel on a fare lesser than that otherwise payable by the Agency in accordance with the applicable standard of travel, the Agency will only pay for the actual cost of the travel, at the rate paid by the traveler. The staff member will not be entitled to apply any savings to any deviation from the approved itinerary nor to additional stopovers or further transportation.