



Secretariat

9 June 2023

Information circular

To: Members of the staff
From: The Secretary-General
Subject: **Official travel**

Amendment

Effective 1 June 2023, paragraph 9 of information circular [ISBA/ST/IC/2021/3](#) is replaced by the following text:

9. Staff members are reimbursed terminal expenses for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, in accordance with section 8 of the instruction. The amounts to be reimbursed for each trip are \$104 in respect of the staff member and \$35 for each family member authorized to travel at the Authority's expense.

(Signed) Michael W. Lodge
Secretary-General

