

SPOUSE TRAVEL

1. SUBJECT, APPLICABILITY

Subject

1.01 This Rule sets forth provisions under which spouses may accompany staff members on mission at Bank Group expense. This Rule, as revised, is effective May 1, 1999.

Applicability

1.02 This Rule applies to all married staff members holding Open-Ended, Term, Regular; Fixed-Term; Local Staff, Regular; Local Staff, Fixed-Term; and Executive Director's Assistant appointments.

2. ACCUMULATION OF POINTS

2.01 A married staff member will be credited with one point for each night that the staff member spends away from the duty station on a Bank Group paid mission outside the duty station country, except as stated in paragraph 2.02 below. Absence within the duty station country will be counted only if such absence is part of a mission's itinerary outside that country. Points may be accumulated without limit during a staff member's marriage. Points will not be advanced. Points exceeding the number required for spouse travel may be carried forward for a subsequent spouse trip.

Limitations

2.02 No points will be credited for:

- (a) a mission during all or part of which the spouse accompanies the staff member at Bank Group expense except in the case of a mission which exceeds 60 days. In the latter case, when the spouse accompanies the staff member for less than half of the mission, points will be granted for the number of days in excess of 60;
 - (b) the duration of any period of benefit travel;
 - (c) the duration of any period of leave without pay;
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- (d) the duration of travel on any Bank Group sponsored study or training program, including attendance at conferences/seminars;
- (e) any period of annual leave taken during the course of operational travel; or
- (f) the duration of any short-term field assignment (STA) for which a staff member receives a headquarters travel grant.

3. OPTIONS FOR USE OF POINTS

General

3.01 Subject to the limitations set out in Section 4 below, accumulated points may be used under one of the following options. For the purpose of this Section, the term "*initial appointment*" means appointment to one of the types of appointments to which this Rule applies. In the case of a series of appointments uninterrupted by a break in service, it means the first in the series of such appointments.

Within First Three Years of Initial Appointment

3.02 When the travel of the spouse and the staff member commences within the first three years of the staff member's initial appointment, the Bank Group will pay:

- (a) full cost of the spouse's round-trip transportation and related incidental expenses (such as airport taxes, visa fees, and ground transportation to and from the airport) if the staff member has accumulated 150 points; or
- (b) pro rata cost of the spouse's transportation and related incidental expenses if the staff member has accumulated between 80 and 150 points.

After First Three Years from Initial Appointment

3.03 When the travel of the spouse and the staff member commences after the first three years of the staff member's initial appointment, the Bank Group will pay:

- (a) full cost of the spouse's transportation and related incidental expenses after the staff member has accumulated 200 points; or
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- (b) pro rata cost of the spouse's transportation and related incidental expenses if the staff member has accumulated between 80 and 200 points.

300-Point Option

3.04 After a staff member has earned not less than 300 points he may choose, in lieu of one of the options described above, for the Bank Group to pay the spouse's subsistence cost incurred at the place of mission and authorized stopovers en route, as well as the round-trip transportation and related incidental expenses.

Pro Rata Payments

3.05 The pro rata entitlement to the spouse's transportation costs and related incidental expenses will be computed on the basis of the ratio of the accumulated points as of the date of the staff member's departure to the points required for the trip. This provision does not apply to the 300-Point option.

4. LIMITATIONS ON SPOUSE TRAVEL

Operational Limitations

4.01 The staff member's spouse will be authorized to travel in accordance with the provisions of this Rule unless the person authorizing the staff member's travel determines that operational and security considerations do not allow it.

Length of Stay

4.02 In order for any part of the costs and related incidental expenses of the spouse's travel to be borne by the Bank Group, the spouse must stay with the mission for not less than a total of seven days at one or more mission destinations, inclusive of the dates of arrival and departure. In the case of missions of seven days or less in total duration, the spouse must stay with the mission for its entire duration.

Class of Air Travel

4.03 When travelling in the same airplane as the staff member, the spouse may travel in the same class of travel authorized for the staff member. When travelling alone, the spouse may travel in business class, where available, or in economy class.

5. INSURANCE

5.01 Travel accident and accompanying baggage insurance for the spouse will be provided under the terms and conditions established in Personnel Manual Statement 3.25, "Travel Insurance," or Rule 6.10 "Travel Insurance," when it becomes effective. The spouse may complete a designation of beneficiary form prior to departure.

6. CANCELLATION OF POINTS

6.01 Unused points are cancelled without compensation upon termination of employment, change of type of appointment to one to which this Rule does not apply, death of the staff member's spouse, or divorce. Cancelled points are not reinstated upon subsequent reemployment or remarriage.

Obsolete