

Inter-Office Memorandum No. 027/2010
Field Office Memorandum No. 027/2010

To/à: All Staff Members at Headquarters and in the Field

From/de: Shelly Pitterman, Director, Division of Human Resources Management 

Ref./références: ADM-01-01

Date/date: 26 May 2010

Title/titre: **Submission of Education Grant Claim 2009/2010 and Request for Advance against Education Grant 2010/2011**

(This IOM/FOM replaces IOM/28-FOM/28/2009 of 11 June 2009 and should be inserted as Reference Document 3-355 in SAMM Chapter 3)

1. As we approach the end of the 2009/2010 school year, we would like to remind you that you will soon be able to submit your child(ren)'s education grant claim in connection with the current academic year for settlement of educational expenses. At the same time, you may request an advance against the 2010/2011 school year.
2. Education grant claim forms P45 and P41 should be submitted promptly upon completion of the school year and normally not later than 30 September 2010 for staff at Headquarters and 31 October 2010 for staff in the field.
3. In view of the complexity of education grant processing and the large number of requests during the summer period, delays in payments can be expected. However, to ensure timely processing of the claims, staff members are reminded of their obligation to ensure that education grant claim forms and supporting documentation include accurate data and correspondence (the name, E-mail address, telephone number and/or fax number of the contact/responsible person at the educational institution and any other information such as the Website of the school). We count on your co-operation in submitting carefully checked claims.
4. Staff members are also reminded of their duty under the UN Rules and Regulations and UNHCR's Code of Conduct to report accurate facts, and of their duty to inform the Division of Human Resources Management, without delay, of any change of the facts already reported, i.e. education grant advance received and child attending a different school, etc. Incorrect or falsified information will result not only in the rejection of the claim and/or recovery of overpayment/advance, but may also lead to disciplinary measures under the Staff Regulations and Rules.
5. The attached documentation will facilitate the submission of your claims to your respective Personnel Administrative Assistant in Personnel Administration and Payroll Section (PAPS), Global Service Centre Budapest. The related forms should be downloaded from the IntraNet as per the guidelines.
6. We hope that this information will enable you to submit your claim promptly and remain at your disposal for any queries that you may have. Staff members are advised to send all education grant related queries to the following mail box: HQPOSINP@unhcr.org

Thank you.