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September 26, 2025
OSG/402/25

To: Assistant Secretary General, Executive Director, Secretaries, and Executive Secretaries, Directors and all other Staff Members and Human Resources

From: Albert R. Ramdin, Secretary General *26/9/25*

Subject: Directive - Limiting the System to Control Expenses for travel-related expenses only

Considering:

That the Office of the Secretary General aims to streamline administrative processes in order to strengthen efficiency and allow the dependencies of the General Secretariat to carry out their missions without unnecessary steps or delays in the procurement and acquisition of goods and services;

That the Expenses Authorization Request System (EARS), established through Directive D-01/16 and Administrative Memorandum No. 128 Rev. 2, was originally designed to help reduce expenditures in a time of austerity, but in practice required prior authorizations for acquisitions above US\$1,000 in addition to existing procurement controls, thereby creating duplicative procedures that imposed additional burdens without providing proportional value in terms of oversight, transparency, or accountability; and

That the elimination of these overlapping requirements shall not be detrimental to the original objective of expenditure control, which continues to be safeguarded through the existing financial and procurement regulations and internal oversight mechanisms that ensure adequate control, efficiency, and compliance;

I hereby decide:

- 1) To revoke Directive D-01/16, "Control measures aimed at achieving greater austerity and alignment of expenditures with results-based management in the General Secretariat", which required prior approval for all acquisitions of goods and services exceeding US\$1,000, led to the creation of the EARS, and mandated its use.
- 2) All procurement processes shall continue to be governed by the General Standards, the Procurement Contract Rules, and all other applicable regulations and oversight mechanisms currently in force.
- 3) The use of EARS shall be required exclusively for the recording and approval of all travel-related expenses until a new automated system replaces the EARS for these purposes. Travel must be authorized in advance by the traveler's direct supervisor at the Director level and the Secretary General, through the applicable automated system. In urgent cases, travel may be authorized, through the applicable automated system, by the traveler's direct supervisor and the Office of the Executive Director. For the purposes of this Directive, "urgent travel" shall mean travel that could not have been reasonably foreseen in advance and that must take place within 10 days of authorization due to institutional needs.

- 4) The following categories of travel expenses are exempt from the approval process set forth in this Directive:
 - a) Travel by the Secretary General
 - b) Travel by the Assistant Secretary General
 - c) Travel arranged by the General Secretariat for the Office of the Inspector General, Audit Committee, Interamerican Human Rights Commissioners, the Office of the Ombudsperson and Fellows;
 - d) Travel expenses incurred by the OAS Administrative Tribunal;
 - e) Travel expenses incurred by the Inter-American Juridical Committee; and
 - f) Travel expenses related to staff statutory benefits, including home leave travel, repatriation benefits, recruitment and mobilization benefits, and education grants.
- 5) To instruct the office of the Executive Director to amend [Administrative Memorandum No. 122](#) and [Administrative Memorandum No. 79](#), as well as any other relevant procedures, to ensure alignment with the provisions of this Directive and consistency with [Chapter VIII](#) of the Staff Rules.
- 6) This Directive shall supersede any contrary provisions and practices of the General Secretariat, including Directive D-01/16 and [Administrative Memorandum 128, Rev. 2](#), "System to Control Expenses," in their entirety.
- 7) This Directive shall enter into force upon the date printed above.