



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE  
ADDRESSED TO THE **FINANCIAL SECRETARY** AND THE  
FOLLOWING REFERENCE NUMBER QUOTED.

Telephone No. 92 7850-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

**MINISTRY OF FINANCE AND PLANNING**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

October 29, 2004

Circular No. 23  
File No. 27/026  
Public Expenditure Policy Coordination Division

Permanent Secretaries:  
Heads of Departments:

**Re: Official Overseas Travel**

Permanent Secretaries and Heads of Departments are being asked to note Cabinet Decision No. 27/04 dated September 6, 2004 in respect of overseas travel in relation to invitations to speak at events in an official capacity.

Please ensure that the benefits which accrue to the country from these overseas visits exceed the cost of the related expenses of attending these engagements. The total cost of these trips must be within the approved budgetary allocation of the ministry, department or entity concerned.

This Circular is to be brought to the attention of all relevant persons.

Shirley Tyndall (Miss)  
Financial Secretary