



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

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MINISTRY OF FINANCE AND THE PUBLIC SERVICE
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KINGSTON
JAMAICA

2009 July 08

Circular No.16
File No.27/026 ^{VIII}
Public Expenditure Policy Co-ordination Division

Permanent Secretaries
Heads of Departments and Agencies
Chief Executive Officers of Public Bodies

Re: New Procedures for Official Overseas Travel

Permanent Secretaries, Heads of Departments, Agencies and Public Bodies, are being advised of the new procedures for official overseas travel. With effect from July 1, 2009 the following procedures must be implemented by all public entities travelling overseas on official business:

1. Application for approval of overseas travel involving members of the political directorate must be submitted by **Permanent Secretaries** to the Prime Minister through the **Cabinet Secretary**.
2. Application for approval of overseas travel by government officials (not involving any member of the political directorate) in respect of Ministries, Departments, Agencies and Public Bodies must be submitted by the relevant Permanent Secretary to the Cabinet Secretary for his approval;
3. The requirement for prior approval applies similarly to invitations to attend or speak at events overseas in relation to the official capacities of Ministers or other officials, and should be fulfilled before acceptance of such invitations.
4. In all cases, prior approval is required for official overseas travel and should be sought **at least seven (7) working days before** the intended date of departure.
5. Such applications should clearly indicate the following:
 - purpose of travel;
 - duration and dates of departure and return;
 - all other named members of the delegation;
 - total costs involved (including those for other participating entities);
 - in the case of Ministers of State and Parliamentary Secretaries, the concurrence of the portfolio Minister; and
 - in the case of the Members of Parliament, the outcome of consultations with the Leader of the House.