



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

Telephone No. 92-28600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON  
JAMAICA

February 9, 2009

Circular No. 5  
File No. 27/026  
Public Expenditure Policy Co-ordination Division

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

**Re: Official Visits Abroad - Guidelines for Cabinet Ministers,  
Ministers of State and Parliamentary Secretaries**

Permanent Secretaries and Heads of Departments are hereby reminded of the following procedures in respect to overseas travel for Cabinet Ministers, Ministers of State and Parliamentary Secretaries as provided by the Cabinet Office Re: Memorandum CS.12/008 –3 dated December 3, 2008.

- 1) Prior approval (not notification) of Overseas Travel should be sought from the **Prime Minister at least seven (7) days before intended departure.**
- 2) The request for approval should include the following information:-
  - **purpose** of travel
  - **duration** of travel
  - if official, other **named** members of the delegation;
  - also if official, the associated **costs** of the trip
- 3) Approval for Members of Parliament should be submitted by, or through the Leader of the House.
- 4) Ministers of State and Parliamentary Secretaries should submit their requests through the Portfolio Minister.