



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

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

February 13, 2012

Circular No.4
File No. 27/026 ^{VIX}
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 by Ministers

Permanent Secretaries, Heads of Departments, Agencies and Public Bodies are being advised of the new procedures for official overseas travel by Cabinet Ministers and Ministers of State as approved by Cabinet in January 2012.

Ministerial Travel

1. A Submission is to be made to Cabinet seeking approval for overseas travel involving Cabinet Ministers;
2. Ministers must seek the approval of the Prime Minister prior to the Submission being sent to Cabinet;
3. Submissions should adhere to the established timelines and format for Cabinet Submissions, including the provision of information on financial and policy implications.
4. The relevant "Application for Approval of Official Travel Overseas" for Ministers has been amended to reflect the approval of the Cabinet. See attachment at Appendix I;

Non-Ministerial Travel

5. Applications for overseas travel by government officials, not involving Ministers, should continue to be submitted by the relevant Permanent Secretary to the Cabinet Secretary using the prescribed form attached at Appendix II.
6. All other procedures remain in place, including those with respect to the release of foreign exchange as outlined in Ministry of Finance Circular No.10 dated March 27, 2009 and Circular No.16 dated July 08, 2009.

Permanent Secretaries, Heads of Department and Agencies and CEO's of Public Bodies are to ensure that these procedures are brought to the attention of all relevant officers .



Wesley Hughes, C.D.
Financial Secretary

Application for Approval of Official Travel Overseas - by Ministers

Name of Ministry

Name(s) and Position(s) of Persons/Delegation	Purpose of Travel (including place and duration of visit)	Dates of Departure and Return	Costs to be borne by GOJ Ministry/ Agency concerned	Costs to be borne by named sponsor, if any	Total Cost (\$)	Remarks

Recommended by:

Permanent Secretary

Date:

Approved by Cabinet:

Cabinet Secretary

Date:

Application for Approval of Official Travel Overseas

Name of Ministry

Name(s) and Position(s) of Persons/Delegation	Purpose of Travel (including place and duration of visit)	Dates of Departure and Return	Costs to be borne by GOJ Ministry/ Agency concerned	Costs to be borne by named sponsor, if any	Total Cost (J\$)	Remarks

Recommended by:

Permanent Secretary

Date:

Decision:

Cabinet Secretary

Date: