



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO
THE FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE
NUMBER QUOTED: **27/026**
Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

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

April 18, 2019

Circular No. 6
Public Expenditure Policy Coordination Division

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

Re: Amendment to Revised Procedures for Official Overseas Travel

Permanent Secretaries, Heads of Departments, Chief Executive Officers and Chairmen of Boards are hereby advised of the amendment to **Section 3, "Travel Authorization"** of the Revised Procedures for official Overseas Travel.

Section 3 has been amended to include a new subsection as follows:

Board Members

3.1A *"Application for approval of overseas travel by board members must have the written approval of the relevant portfolio Minister, prior to submission to the Cabinet Secretary, except in cases of inclusion in Ministerial delegations which require the approval of Cabinet and such support should be indicated in the application form (Remarks Column) by the Permanent Secretary recommending the travel."*

Conclusion

Permanent Secretaries, Chief Executive Officers and Heads of Departments are asked to ensure that this Circular is brought to the attention of all relevant officers.

Darlene Morrison (Miss)
Financial Secretary