



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
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

May 18, 2021

Circular No. 9

Cabinet Secretary
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 an amendment to **Section 3.2 “Travel Authorization”** of the *Revised Procedures for Official Overseas Travel* (Circular No. 21 dated December 22, 2014).

Section 3.2 is hereby deleted and replaced with the following.

Public Officials

3.2 The processing of applications for approval of overseas travel by government officials is to be done in keeping with the following guidelines:

- (i) Applications for approval of overseas travel by government officials (not involving any member of the political directorate or Public Bodies) in respect of Ministries, Departments, Agencies, and Local Authorities must be submitted through the relevant Permanent Secretary/Financial Secretary to the Cabinet Secretary for approval.
- (ii) Applications for approval of overseas travel by government officials in respect of Public Bodies (excluding Local Authorities) must be submitted by Chief Executive Officers of the relevant Public Body, through the respective Permanent Secretary, to the Cabinet Secretary for approval.
- (iii) Public Bodies must institute procedures for the good administration of the *Revised Procedures for Official Overseas Travel* by ensuring adequate administrative and audit systems are in place, to forge compliance and to ensure that assessments of expenditure are in line with policy and can be accommodated within existing budgets.

- (iv) Public Bodies are directly responsible and accountable for all expenses assessed and approved for government officials pursuant to the *Revised Procedures for Official Overseas Travel*. This includes but is not limited to all expenses approved for airfares, accommodation, per diem (which includes all allowances) and any advance payment.
- (v) The Chief Executive Officers of Public Bodies and Chairmen of Boards will be held accountable for breaches of *Revised Procedures for Official Overseas Travel* in respect of Public Bodies. It is therefore prudent that administrative and audit systems are instituted for the processing of applications for overseas travel, in accordance with the following:
- 1) Public Officials other than the Chief Executive Officer
The Human Resource Management Department of Public Bodies must establish a system for the assessment of applications for overseas travel by public officials of the public body. The Human Resource Management Department must liaise with the Finance and Accounts Department when reviewing the applications and conducting the requisite due diligence. The Human Resource Management Department must make a recommendation to the Chief Executive Officer, as to whether the application for overseas travel should be approved by the Chief Executive Officer. The approval by the Chief Executive Officer is for all financial expenses. The application must thereafter be forwarded by the Public Body, through the respective Permanent Secretary, to the Cabinet Secretary for approval for the government official to travel overseas.
 - 2) The Chief Executive Officer
The Human Resource Management Department of Public Bodies must establish a system for the assessment of applications for overseas travel by the Chief Executive Officer of the public body. The Human Resource Management Department must liaise with the Finance and Accounts Department when reviewing the applications and conducting the requisite due diligence. The Human Resource Management Department must make a recommendation to the Chairman of the Board, as to whether the application for overseas travel should be approved by the Chairman of the Board. The approval by the Chairman of the Board is for all financial expenses. The application must thereafter be forwarded by the Public Body, through the respective Permanent Secretary, to the Cabinet Secretary for approval for the government official to travel overseas.

These amended procedures and forms attached as Appendices I, II and II supersede the respective sections and forms in Circular No. 21 dated December 22, 2014.

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
Financial Secretary

APPENDIX I

Application for Approval of Official Travel Overseas

NAME OF MINISTRY, DEPARTMENT, PUBLIC BODY, etc.:

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

Permanent Secretary/Board Chairman/
Chief Executive Officer:

Name:.....

Signature:.....

Date:.....

Decision:

Cabinet Secretary:

Date:.....

APPENDIX II

FINANCIAL DATA

1. Allowances in terms of cash, services or other benefits to be received from sponsors and/ or other Governments) during the course of visit.

Name of Sponsor

Amount and Currency

Airfare _____

Accommodation _____

Meals _____

Stipend _____

Other _____

3. Amount of Foreign Exchange Requested (State per diem for each person)

Amount and Currency

Accommodation _____

Meals _____

Contingency _____

Incidentals _____

Registration Fee _____

Visa Fee _____

Warm Clothing _____

Other _____

4. Amount of Foreign Exchange Approved

Amount and Currency

Accommodation _____

Meals _____

Contingency _____

Incidentals _____

Registration Fee _____

Visa Fee _____

Warm Clothing _____

Other _____

2. Cost of Air Ticket

Ticket Class

.....

AUTHORIZATION

5. I certify that funds are available from the approved allocation J\$.....for official visits abroad to meet the cost at (2) and (4) if approved at those levels.

Financial Manager.....

Date.....

7. Minister of Finance..... Date.....
(Applicable to Parliamentarians)

8. Certifying Officer Date.....

6. Comments and Recommendation

.....

Permanent Secretary/Chief Executive Officer/Board Chairman: Name:.....

Date:.....

Signature:.....

APPENDIX III
QUARTERLY REPORT OF
OFFICIAL VISITS ABROAD

NAME OF MINISTRY, DEPARTMENT, PUBLIC BODY, etc.:

DELEGATION	DURATION OF TRIP	PLACE(S) VISITED	OBJECTIVES OF TRAVEL	COST ASSOCIATED WITH TRIP (\$) (Disaggregated) Specify Meals, Accommodation, airfare, other	CONTINGENCY (If Applicable)	OUTCOMES OF TRIPS/ TRAVEL

Permanent Secretary/Chief Executive Officer/Board Chairman: Name:.....

Signature:.....

Date:.....