

OFFICE OF THE PRESIDENT
PUBLIC SERVICE
MANAGEMENT

CIRCULAR NO. 15/1995

REFERENCE NO. PS: 20/11^{II}

FROM: Permanent Secretary,
Office of the President
Public Service Management

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT:

Revised Rates of Subsistence and related Allowance

DATE: 1995-08-15

Approval has been given for the rates of subsistence and related allowances payable to public servants who are required to be away from their base or headquarters in the course of their official duties to be revised with effect from 1st July, 1995, as shown below:-

<u>Allowances</u>	<u>New Rates</u>
(i) <u>Basic Subsistence</u>	
(a) Lodging	- \$1,000.00 per night
(b) Meals	- \$800.00 per day
(ii) <u>Out-of-Pocket</u>	- \$100.00 per day
(iii) <u>Camp</u>	- \$200.00 per day
(iv) <u>Field</u>	- \$100.00 per day

2. The conditions/circumstances under which the allowances are to be paid and the rate applicable in each case are as follows: -

<u>Circumstances/Conditions</u>	<u>Rate of Payment</u>
(i) Absence from base for one day (24 hrs) and over	\$1,000.00 (Lodging) <u>plus</u> \$800.00 (Meals) <u>plus</u> \$100.00 (Out-of-Pocket)

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| (ii) | Absence from base for over 12 and up to 24 hours <u>involving sleeping away from home.</u> | \$1,000.00 (Lodging) <u>plus</u>
\$800.00 (Meals) <u>plus</u>
\$100.00 (Out-of-Pocket); |
| (iii) | Absence from base for over 12 and up to 24 hours not <u>involving sleeping away from home</u> | \$800.00 (Meals); |
| (iv) | Absence from base for a minimum of 6 hours and up to 12 hours. | \$400.00 (Meals) |
| (v) | Temporary posting in terms of PSR J23 or transfer in accordance with PSR J24. | \$1,000.00 (Lodging) <u>plus</u> \$800.00 (Meals); |
| (vi) | Work carried out under camp conditions | \$800.00 (Meals) <u>plus</u>
\$100.00 (Out-of-pocket) <u>plus</u> \$200.00 (Camp); and |
| (vii) | Work carried out under field conditions. | \$800.00 (Meals) <u>plus</u> \$100.00 (Out-of-pocket) <u>plus</u> \$ 100.00 (Field). |

3. Permanent Secretaries, Heads of Departments and Regional Executive Officers have an important duty to ensure that officers falling under their control not only seek prior approval for each trip to be undertaken, but also that the mode of travel and places of accommodation are approved beforehand with a view to effecting economy in costs. In this regard, the facilities of Regional rest/guest houses must first be utilized by Public Servants. Only where these are unavailable, recourse may be had to hotels and/or private accommodation.
4. In the cases where the allowances provided for at sub-paragraphs (i) and (ii) of paragraph 2 may prove to be insufficient because of the locality involved, Permanent Secretaries/Heads of Departments/Regional Executive Officers may authorize payment of actual reasonable expenses to an officer to be supported by the presentation of proper and valid bills/receipts which must be certified by; a senior officer not lower than Senior Personnel Officer/Assistant Secretary (Finance) or equivalent status in the Region where the officer is staying when away from his/her base. Extreme Care must however be taken to ensure that this facility is not abused.
5. Please bring the contents of this Circular to the attention of all employees and particularly those officers in the Personnel and Accounting Division/Units.

(R. Sivanand A.A.)
Permanent Secretary
Office of the President
Public Service Management