



MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT
5th Floor, New Government Centre, Port Louis, Mauritius

Circular Letter No. 5 of 2023

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Date: 28 July 2023

From : Financial Secretary

To : Supervising Officers of Ministries/Departments

New Payment Procedures for Mission and Overseas Training Expenses

The purpose of this Circular Letter is to inform you of the new procedures being put in place for payment of expenses relating to missions/overseas trainings as from **Tuesday 01 August 2023**.

2. As you are aware, the provisions for overseas missions and overseas training are made under Vote Centrally Managed Expenses of Government. Currently, Ministries/Departments liaise with their Travel Agents for the issuance of air tickets and therefore request the Treasury to issue Departmental Warrants to enable them to effect payments.

3. With a view to streamlining the existing process, ensuring timely payment and tracking the expenses, a new framework, as per **Annex 1**, is being implemented as from 01 August 2023. The main highlights of this framework are as follows:

- (i) a unique Identification Code will be allocated to each mission/training for which financial clearance has been obtained. The Code should be quoted in all correspondences between Ministries, Travel Agents and any other related party regarding that mission/training;
- (ii) Ministries/Departments will continue to liaise with Travel Agents for the issuance of air tickets but would request them to submit their claims directly to the Treasury for effecting payment;
- (iii) the Treasury will effect payment to Travel Agents once confirmation on the correctness of the invoices is obtained from Ministries/Departments by return e-mail as per **Annex II**;
- (iv) the ABF 400 Form should bear the Unique Code of the mission/training;
- (v) Ministries/Departments should fill a form on the actual cost incurred for a mission/training and submit it to the Treasury; and
- (vi) the procedures to be followed in case of cancellation or postponement of a mission/training, have also been spelt out.

4. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all concerned officers under your purview.

B. F. Abdool Raman Ahmed (Mrs)
Permanent Secretary
for Financial Secretary

Copy to: Secretary to Cabinet and Head of the Civil Service
Accountant General
Director of Audit