



Circular No 3

## MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

MY REF.	: CF/50/50/50/V7
YOUR REF.	:

Date: 14 May 2015

From : **Financial Secretary**  
To : **Heads of Ministries and Department**

**SUBJECT : Overseas Mission/Training - Payment of Allowances**

Further to this Ministry's Circular letter No. 7 of 2004 and that of No. 7 of 2014, the payment of subsistence allowance (per diem) for officials proceeding on mission, workshop and training abroad as well as the grouping of countries of destinations have been reviewed as at Annex.

2. In addition to the above, the following changes will also apply:
  - i.) in view of the volatility of the Forex market, subsistence allowance will be paid in US dollars only;
  - ii.) subsistence allowance will be payable starting as from the day the official will board the plane including the day he is flying back, instead on a per night basis. Accordingly, no allowance will be paid for transits at airport and for early check-in and late check-out in hotels;
  - iii.) the rates of entertainment allowance to eligible officers have also been reviewed; and
  - iv.) officials who will proceed to Rodrigues on mission only will be entitled to a per diem to cover all costs in terms of board and lodging as well as other incidental costs. The amount payable will be in Mauritian Rupees and will not be applicable for officials who will be on attachment, tour of service, etc in Rodrigues.
3. All the above changes will be effective as from 15 May 2015. Except for sub-paragraphs (b)(i) and (d) of Circular Letter No. 7 of 2004, the policies listed therein still apply.
4. You are kindly requested to bring the contents of this memorandum to the attention of all officers concerned and the relevant institutions falling under the aegis of your Ministry.
5. You may contact the Mission Cell of this Ministry on 201 1821 or by mail on [ddavasgaium@govmu.org](mailto:ddavasgaium@govmu.org) or [pkissoon@govmu.org](mailto:pkissoon@govmu.org) for any clarification/additional information on the above changes.

  
**V. Lutchmeeparsad**  
*for Financial Secretary*

To: Addressees as per annex