



MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT
Government Centre, Port Louis, Republic of Mauritius

Circular Letter No. 5 of 2019

MY REF. : CF/50/50/50 V11

Date: 24 April 2019

YOUR REF. :

From : Financial Secretary

To : Supervising Officers of Ministries/Departments

Official Mission Abroad and Overseas Capacity-Building Programmes:

Payment of an allowance to meet out of pocket expenses

The purpose of this Circular is to inform you of the review of the policy with regard to payment of allowance to meet out of pocket expenses.

2. As you are aware, paragraph 22 of this Ministry's Circular Letter No. 10 of 14 September 2017 provides that "Where the costs of board and accommodation or part thereof are met by the organisers, no Per Diem is payable. However, to meet out-of-pocket expenses, all officials may be paid an allowance equivalent to 1/3 of the prevailing UN rate."

3. The out-of-pocket allowance is payable to officers proceeding on overseas capacity-building programmes, including training, seminars, workshops, symposiums, study tours/visits and similar events meant basically to enhance the skills/knowledge of individual officers.

4. You may wish to be informed that the policy in respect of payment of an allowance to meet out of pocket expenses is, **as from 10 April 2019**, as follows: -

- (i) where costs of board and accommodation are met by the organisers, an allowance equivalent to **one third (1/3) of prevailing UN rate** may be paid to **officers of the level of Deputy Permanent Secretary and above**, to meet out of pocket expenses, subject to a maximum of seven (7) days; and
- (ii) the out-of-pocket allowance may be paid subject to the participant submitting the quantum of the Daily Subsistence Allowance (DSA) or other facilities already provided to him/her by the organisers. The allowance is payable after deducting the quantum of DSA already provided by the organisers.

5. You are requested to bring the content of this circular to the attention of all officers concerned and the relevant public/statutory bodies falling under the aegis of your Ministry and to ensure compliance thereto.

M. S. Ayoob Saab
for Financial Secretary

Copy to: *Secretary to Cabinet and Head of the Civil Service (Attn: Mr S. Aujeet)*
Accountant General
Director of Audit