

PSC CIRCULAR

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PSC CIRCULAR NO. 33/2010

To: All Permanent Secretaries and
Heads of Departments

Ref: 29/74/7-2

Subject: CLARIFICATIONS ON PER DIEM
ALLOWANCE FOR OVERSEAS TRAVEL

Date: 05/07/2010

Further to PSC Circular No. 21/2010, issued on 17th June, 2010, it has become necessary to provide clarification on the 20% of per diem rate to be provided for incidentals when the duty travel is funded by host country or external agency. Please be advised that this is applicable only in instances when accommodation and meals only are provided by host country or external agency. In the event, the donors provide for allowances to cover for meals, accommodation and incidentals, this 20% is then not payable. The revised table therefore is as follows:

PER DIEM/DAILY SUBSISTENCE ALLOWANCE FOR OVERSEAS TRAVEL		
Aspect of Per diem	Old Rates	New Provisions/ Clarification
1. PS's Perdiem entitlement	10% top up on UN rate	Remain @ 10% top up
2. Fully funded trip (all expenses paid) from external sources	Nothing payable	Nothing payable
3. Partially funded trips [accommodation and meals provided by host country or external agency]	Nothing payable	20% per diem rate for incidentals
4. Host Country or External Agency pays for accommodation only	20% of the per diem rate	Percentage as per UN rates for meals and incidentals
5. Inclusion of Foreign Services	Yes	Yes
6. Departure tax, official telephone and in-country travel expenses	Unclear	On actual and reimbursable basis upon production of receipts.

This Circular therefore supercedes Circular No. 21/2010 issued on 17th June, 2010, and is effective immediately.



Parmesh Chand
Permanent Secretary for the Public Service