

PSC CIRCULAR

Public Service Commission, Berkeley Crescent, P.O. Box 2211
Government Buildings, Suva. Telephone 3314 588

PSC CIRCULAR NO. 21/2010

To: All Permanent Secretaries and
Heads of Departments

Ref: 29/74/7-2

Subject: CLARIFICATIONS ON PER DIEM
ALLOWANCE FOR OVERSEAS TRAVEL

Date: 17/06/2010

The Per Diem or Daily Subsistence Allowance payable at UN rates is meant to be sufficient for an Officer's sustenance in terms of accommodation, meals and incidentals while on overseas duty travel. The PSC has increasingly been receiving enquiries given the lack of clarity in previous instructions about particular circumstances and different aspects of per diem. Accordingly, the following clarifications are provided:

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

Please bring this circular to the attention of all officers who deal with Overseas Travel within your Ministries and Departments.

Payment of allowances should be within the approved budget and daily expenditure limit of each Ministry.

This policy is effective from 1st July, 2010.

For any clarifications, please do not hesitate to contact Ms Losalini Tamani on 3314588 ext 300 or email ltamani@govnet.gov.fj



Parmesh Chand
Permanent Secretary for the Public Service