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நிதி, திட்டமிடல் அமைச்சு
MINISTRY OF FINANCE AND PLANNING

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செயலகம், கொழும்பு 01.

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Your No. }

දිනය } 2010.10.11
திகதி }
Date }

Circular No MOFP 01/2010/01

All Secretaries to Ministries, Chief Secretaries of Provincial Councils,
Heads of Departments, District Secretaries,
Chairmen of Commissions, Heads of Local Govt. Institutions,
Heads of Government Corporations and Statutory Boards,
All Heads of State Banks including the Central Bank of Sri Lanka,
Vice Chancellors of Universities,
Heads of Higher Education Institutes,
Chairmen of Government owned Companies.

Entitled Allowances on Foreign Travels and Related Expenses

Introduction

This Circular is issued as a further amendment to the circular No. MF6/1/1/96 dated 20.04.1996 issued in respect of allowances related to foreign travels and subsequent Circulars issued as amendments to the aforesaid Circular, by giving due consideration to the following;

- Regularizing allowances
- Simplifying accounting
- Management of foreign travel expenses to obtain optimum productivity.

This Circular will be effective from 01.11.2010.

02. General

- Duty leave should have been duly approved to obtain foreign travel allowances and related expenses.
- If the tour is made under foreign funded projects/ programmes, the necessary provisions should have been provided for in the related agreements/ documents.
- An official delegation representing the Democratic Socialist Republic of Sri Lanka should include only the minimum number required.
- The allowances referred to herein are paid on the assumption that money is spent with good intentions. Hence, it is the duty of the recipient to refund any payment which he is not entitled to.

03. Foreign Travels on Studies or Training

- This implies an officer going abroad for the enhancement of his qualifications, knowledge and skills
- When an officer goes abroad to attend such a programme, he could be paid the part of the combined allowance and air fare, which the donor does not contribute.
- In the above instances, where the foreign government or the institute does not pay the incidental allowance referred to at para 5 (i), an officer could be paid at the rate of US \$ 30 per day up to a maximum of 30 days.

04. Attending Official Duties Overseas

- (i) This implies going abroad on duties coming under the scope of the institute which cannot be performed in the island.
- (ii) The incidental and combined allowances referred to at para 5 and 6 could be paid for attending these official duties.

05. Payment of Incidental Allowances

- (i) Incidental allowances are paid to cover the travelling expenses, airport taxes, visa fees, etc..incurred abroad.
- (ii) This allowance can be paid at the rate of US \$ 50 per day up to a maximum of 15 days.

06. Payment of Combined Allowances

- (i) Combined allowance could be paid to cover food and lodging expenses as follows ;

Combined allowance - In US dollars per full day (24 hours)

Category of Countries (in terms of schedule 01)	1 st Category US \$	2 nd Category US \$
1	150	120
2	200	160
3	250	200
4	300	240
5	400	320

- (ii) The first group of the table above includes;
 - (a) Governors of Provinces, Members of Parliament / Ministers of Provincial Councils and Chairmen/ Mayors of Municipal Councils, Chairmen of Urban Councils and Pradeshiya Sabhas.
 - (b) Public Officers drawing an initial salary of Rs. 36,755 /- per month or above, in terms of Public Administration Circular No 6 – 2006.
 - (c) Chairmen of Commissions, Presidential Advisors, Heads of Foreign Missions in the Foreign Service, Chairmen and Chief Executive Officers of Public Corporations, Statutory Bodies and Government Owned Companies, Governor, Deputy Governors, Assistant Governors of the Central Bank of Sri Lanka, Chairmen, General Managers and Chief Executive Officers of State Banks.
- (iii) All others, except those referred to under 6 (ii) (a) (b) and (c) above come under the second category.
- (iv) Allowances should be calculated according to the number of full days from the time of leaving the island until his return to the country. Any balance period, not less than 12 hours could be treated as a full day.
- (v) When the period of duty abroad exceed 15 days, the approval of the Deputy Secretary to the Treasury should be obtained for the payment of allowances.

- (vi) If the due allowances could not be obtained before leaving the country, the allowances could be obtained on return, according to the exchange rate prevailed at the date of leaving the island.

07. Entertainment Allowances.

An entertainment allowance up to US \$ 500 could be paid on the request of the Minister or the Secretary to the Ministry that leads the delegation.

08. Other Expenses which could be reimbursed.

Insurance fees for official travel not exceeding the limit of Rs. 2,000,000, could be reimbursed.

09. Accounting.

- (i) Payment of allowances should be accounted as an expenditure at the time of making the payment.
- (ii) When applying for allowances, the relevant approvals and the itinerary of the tour on which the allowances are calculated should be provided.
- (iii) Out of the allowances obtained, If there are any amounts which the officer is not entitled to, such money should be refunded immediately on return at the prevailing exchange rate.

10. Matters Not Covered.

- (i) Presidents Fund, Post Graduate Institute of Medicine (for training of doctors for specialized grades) and the Scholarships offered by the Parliamentary Scholarship Board.
- (ii) Studies or training fully supported by a foreign government or an agency.
- (iii) Leave obtained on account of personal matters.

11. Any clarification with regard to this circular may be referred to the Chief Accountant of this Ministry over Tel. No. 011 - 2484535.

Sgd / P. B. Jayasundara

Secretary to the Ministry of Finance & Planning
and Secretary to the Treasury.

- Copies - 1. Secretary to the President.
2. Secretary to the Prime Minister.
3. Secretary to the Cabinet of Ministers.
4. Auditor General.

Schedule 01

Category of Countries

Category No. and Rates	Countries					
1 US \$ 150	Afganistan	Burundi	Guam	Nambia	Tanzania	
	Albania	Cambodia	Kiribati	Nauru	Swaziland	
	Algeria	Canary Islands	Lao peoples Dem. Rep.	Netherlands Anti	Tajikistan	
	Azerbaijan	Capeverde	Lesotho	Nicaragua	Tunisia	
	Bahamas	Cooks Island	Liechtenstein	Palau	Uganda	
	Balarus	Domenica	Macedonia Rep.	Paraguay	Uzbekistan	
	Barbados	El Salvador	Malawi	Samoa		
	Belize	Etihiyopiya	Malta	Sao Tome & Prince		
	Bhutan	Equatorial	Mauritania	Serbia		
	Bolivia	Gabon	Mongolia	Sierra Leone		
	Bosnia	Gambia	Montenegro	Soloman Islands		
	Botswana	Gibraltar	Myanmar	Somalia		
	2 US \$ 200	Antigue Barbuda	Ecuador	Guinea Bissaw	Liberia	Yugoslavia
		Armenia	Fiji	Hawai	Mexico	Tahiti
Argentina		French Guiana	Haiti	Micronesia Fed.	Togna	
Bulgaria		Guyana	Honduras	Monaco	Vanuatu	
Bangladesh		Grenada	Ireland	Mozambique		
Brunei		Gerogia	Iraq	Papua new Guinea		
Cameroon		Guatemala	Jamaica	Suriname		
Coted Ivorie		Greenland	Korea Dem.Rep.	Yeman Rep.		
Costa Rica						
3 US \$ 250	Baharain	Kuwait	Pakistan	Slovenia	Venezuela	
	Chile	Lithuania	Panama	Sriyan Arab Rep.	Zaire	
	Cyprus	Madagascar	Peru	South Africa	Vietnam	
	Egypt Arab Rep.	Mauritius	Philippines	St. Lucia	Zambia	
	Estonia	Malayasia	Poland	Sudan	Zimbabwe	
	Guinea	Maldives	Quater	Thailand		
	Hungary	Morocco	Romania	Togo		
	Indonesia	Macedonia Rep.	Ruwanda	Trinidad & Tobago		
	Iran Islamic Rep.	Nepal	Saudi Arabia	Uruguay		
	Kenya	Oman		Ukrain		
4 US \$ 300	Belgium	Croatia	India	Mali	Turkey	
	Benin	Cuba	Ivory Coast	New Caledonia	United Arab Emirates	
	Burkina Faso	Czech Replibc	Jordan	Nigeria		
	Comoros	Dem.Rep.of Congo	Kazakhstan	Portugal		
	Central African Rep.	Djibouti	Latvia	Slovak Rep.		
	Colombia	Greece	Lebanon	Spain		
	Congo	Ice land	Luxemburg	Taiwan		
5 US \$ 400	Angola	China (Beijing)	Israel	Niger	Singapore	
	Australia	Denmark	Italy	Norway	South Korea	
	Austria	France	Japan	Russia	Switzerland	
	Brazil	Germany	Libiya	Senagal	United Kindom	
	Canada	Finland	Netherlands	Swedan	USA	
	Chad	Hongkong	New Zealand	Seychelles		