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நிதி அமைச்சு
MINISTRY OF FINANCE

මහලේකම් කාර්යාලය, කොළඹ 01,
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செயலகம், கொழும்பு 01.
இலங்கை

The Secretariat, Colombo 01.
Sri Lanka

කාර්යාලය } (94)-11-2484500
அலுவலகம் } (94)-11-2484600
Office } (94)-11-2484700

ෆැක්ස් }
பெக்ஸ் } (94)-11-2449823
Fax }

වෙබ් අඩවිය }
වෙබ් සයිට් } www.treasury.gov.lk
Website }

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எனது இல. } MF/6/1/1/2015
My No. }

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உமது இல. }
Your No. }

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திகதி } 2015.05.15
Date }

Circular No.M.F.01/2015/01

All Secretaries to Ministries, Chief Secretaries of Provincial Councils,
Heads of Departments, District Secretaries, Chairmen of Commissions,
Heads of Local Government 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 Educational Institutions,
Chairmen of Government owned companies,

Release of Foreign Exchange on official travels and related expenses

This circular instructions are issued incorporating the provisions related to the allowances payable to the officers who travel abroad for official purposes including discussions, conferences and training programs.

02. General Facts

- The duty leave should be formally approved in accordance with the requirements of the Establishments Code in order to obtain allowances on foreign travels and related expenses.
- If the tour is made under foreign funded project / program, the necessary provisions should have been provided 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 indicated in this circular are paid on the assumption that the relevant Officer would spend this money in good faith. Therefore where the person receives a payment he is not entitled to he/she should refund the same.

03. Payment of incidental allowances

- Payment of incidental allowances for travel abroad for the purposes of study, training, discussions and conferences related to expansion of qualifications, knowledge and skills.

In the absence of payments as incidental expenses by the foreign Government or Donor Agency covering expenses such as travelling, airport taxes and telephone incurred abroad when an officer travel abroad for participation in a program, an amount of US \$ 40 per day shall be paid for a maximum period of 30 days.

- (b) Payment of incidental allowances for travel abroad representing the Government in foreign mission or official purpose or duties related to the subject falling within the scope of the institute, which can't be performed within the Island.

In the absence of payments as incidental allowances by the foreign Government or Donor Agency covering expenses such on travelling, telephone and airport taxes incurred abroad for participating these duties, US \$ 75 per day could be paid as incidental allowances for a maximum period of 15 days.

04. Payment of Combined Allowances

- (a) When expenses related to accommodation and food are not borne by the foreign Government or, Donor Agency under the 3(a) and (b) above combined allowances can be paid as per the following table.

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

Category of countries (In terms of schedule no 01)	1 st category US \$	2 nd category US \$
1	200	170
2	260	230
3	330	280
4	400	340
5	530	420

- (1) The first category consists of,
- (i) Ministers, Governors of Provinces, Members of Parliament, Provincial Council Ministers and Chairman, Mayors of Municipal Councils and Chairmen of Urban Councils and Pradeshiya Sabahs.
 - (ii) The Government officers who draw an initial monthly salary of 36,755/-or above in terms of Public Administration Circular 6-2006(related to the amendments)
 - (iii) Judges of the Supreme Court and Courts of Appeal, Chairmen of Commissions, Heads of Foreign Missions in the Foreign service, Presidential Advisors, Governor, Deputy Governor and Assistant Governor of the Central Bank of Sri Lanka, Chairmen, General Managers and Chief Executive Officers of state banks, Vice Chancellors of Universities, Chairmen Chief Executive Officers of public Corporations, Statutory Bodies and Government owned companies.
- (2) All other officers except above (4) (a) (1) come under the second category.
- (b) When a part of combined allowance (only for accommodation or food) is paid by the Foreign Government or donor agency related to the study or official foreign travels.
- (1) When the facilities are provided only for accommodation by the Foreign Government or Donor Agency, 35% of combined allowance indicated in above 4(a) shall be paid for food.

- (2) When the facilities are provided by the foreign Government or Donor Agency only for food, 65% of combined allowance mentioned in above 4(a) shall be paid for accommodation.
- (c) The allowances should be calculated in accordance with the number of full days from the time of departure from Island and to the time of arrival. If the balance time is not less than 12 hours, it should be treated as a full day.
- (d) The approval of the Deputy Secretary to the Treasury should be obtained for the payment of combined allowances in instances where the period stay overseas for study, training, discussions and conferences exceeds 30 days as indicated in above 3(a) or the period stay overseas for official purposes representing the Government as mentioned in above 3(b) exceeds 15 days.
- (e) The combined allowances should not be paid when an officer travel abroad on full time scholarships offered by a foreign Government or Donor Agency covering all the expenses and on as full time scholarships offered by the President Fund, the Postgraduate Medical Institute (for training Doctors in special grades) and the Parliament Scholarship Board. However when incidental allowances are not paid by the foreign Government or Donor Agency for such scholarships, an incidental allowance of US \$ 40 per day shall be paid to officer who travels abroad for maximum 15 days.
- (f) When the due allowance could not be obtained before leaving the country, the allowances could be obtained on a later date according to the exchange rate prevailed on the date of leaving the Island.

05. Entertainment Allowances

An amount of us \$ 750 can be paid as an entertainment allowance at the request of a Minister or a Secretary to a Ministry that leads the delegation.

06. Reimbursable Expenses

Before leaving for official foreign travels, the following expenses which are incurred within the country by the officer travel abroad can be reimbursed from the Government.

- (a) Passport and visa fees for official foreign travels.
- (1) **Visa fees** - only in situation where visa fees are not paid by foreign Government or institute for official foreign travels, the visa fees incurred by the officers shall be reimbursed.
- (2) Passport charges-An expense for obtaining passport of the officer inclusive of only renewals shall be reimbursed. When a passport is obtained on one day service, only the charges for obtaining a passport in normal procedure shall be reimbursed.

(b) Insurance Charges

When an officer travel abroad for a official purpose indicated in Para 03 above is not provided an insurance cover by the foreign Government of Donor Agency for the period of foreign travel, an insurance cover not exceeding the limit of Rs.2,400,000 .00 shall be obtained through his/her Head of the Institute.

07. Accounting

- (a) When requesting any allowance or reimbursement of an expense under the above 03, 04,05 and 06, relevant approval, details of air travel which provide the basis for calculations of allowance/expense and all other related documents should be submitted and all calculated amounts should be accounted as an expense at the time of making such allowance.
- (b) Out of the allowances obtained by an officer, if there is any amount that the officer is not entitled to such money should be returned at the prevailing exchange rate on the date of arrival within one month.
- 08.** The circular No. MF6/1/96 dated 20/04/96 and circulars issued as amendments to that circular and the circular of the Ministry of Finance and Planning No. MF 01/2010/01 dated 11/10/2010 issued on this subject are hereby revoked
- 09.** You may contact the Chief Accountant of this Ministry (Telephone: 011 2484535) for any clarification on this circular

R.H.S. Samarathunga

Secretary to the Ministry of Finance and Secretary to the Treasury

Copies: - Secretary to the President
Secretary to the Prime Minister
Secretary to the Cabinet of Ministers
Auditor General

Schedule 01**Category of Countries**

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