

MF 201/92/A

MFEI Circular No 6/2009
Ministry of Finance, the
Economy and Investment
Valletta

30 March, 2009

Permanent Secretaries
Directors Generals
Directors
Heads of Public Entities
Mayors Local Councils

Overseas Travel

Further to MFIN Circular No 1/2008 and Letter Circular dated 9th December 2008, titled 'Travel Arrangements', your attention is being drawn to the following amendments in the regulations regarding official travel.

(i) Per diem rate. The per diem rate of Class B officers is being upgraded from 75% to 85% of the per diem rate for Class A officers.

(ii) Contingency money. Regulation 9 in Appendix 2 of the same circular is to be amended as follows:-

'Contingency money may be advanced to travelling officers largely to cover expenses related to airport/hotel transfers and local transportation to and from the airport. The contingency money advanced shall be calculated as 20% of the per diem allowance applicable to the visit, such advance shall not in any case be less than €90 and shall not exceed €230. Expenses actually incurred must be justified and supported by receipts.'

(iii) Early departure from Malta followed by a late arrival in Malta. Regulation 6(d) of the regulations is being amended as follows:-

In case of an early departure from Malta which is followed by a late arrival on return, an additional 20% of the per diem daily rate is allocated, covering an additional meal and half of the allocation for sundry expenses.

An early departure late arrival combination is determined as the difference between the time of departure from Malta and the time of departure from the country of destination being equal to 30 hours or more, irrespective of the number of days in between. In case of multiple flights on return, the time of departure on the last leg of the return trip is taken.

Attached with this Circular are the new per diem rates in appendix 1 and the new overseas training subsistence allowances in appendix 2.

The changes introduced by virtue of this circular shall apply with immediate effect. These do not apply in respect of visits abroad which already have been approved. However in case instance, if an officer expresses a preference to have his/her allowances computed

on the basis of the revised framework, this may be accepted provided this is accounted for in the computation of the final statement of expenses and closing of advance.

Alfred Camilleri
Permanent Secretary