

MINISTRY OF FINANCE CIRCULAR

MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS
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CIRCULAR NO: 02/2023-2024

From: Permanent Secretary for Finance

30 November 2023

To: All Permanent Secretaries
Heads of Departments
Heads of Agencies

FIN: 47/4

Subject: Revised Per Diem Rates and Allowances for Overseas Travel

- 1.0 This Circular sets out the criteria to be applied while calculating the per diem rates and allowances as per the revised per diem rates and allowances effective from **01 December 2023**.
- 2.0 This Circular supersedes all previous Circulars on per diem rates and allowances.
- 3.0 This Circular should be read in conjunction with **the Parliamentary Remunerations Act 2014** and the **Resolution of Parliament on 22 November 2023**.
- 4.0 The calculation of the daily allowance shall include all days of travel except the date of departure from Fiji and date of arrival into Fiji.
- 5.0 All officers travelling are responsible for their luggage therefore Ministries, Departments and Agencies will not be responsible for costs incurred related to luggage misplacement and no reimbursement will be made.
- 6.0 Attached in **Appendix 1** are the various scenarios for the application of the appropriate per diem rates and allowances.
- 7.0 The Ministry of Finance ('**Ministry**') is responsible for all matters pertaining to per diem allowances.
- 8.0 Ministries/Departments/Agencies are required to contact the **Administration Division** of the Ministry to obtain the latest per diem rates.
- 9.0 Permanent Secretaries and Heads of Departments must ensure that this circular is brought to the attention of all officers in their respective divisions and ample awareness is done on the same.

- 10.0 For further clarifications, please contact Head of Treasury, Mr Atin Chand, on 3221340 or atin.chand@finance.gov.fj; or Manager Financial Operations, Mr. Vinay Krishna, on 3221370 or vinay.krishna@finance.gov.fj; Manager Office Services, Mr. Jotame Yabakivitu, on 3221130 or jyabakivitu@finance.gov.fj, or Senior Training Officer, Mr. Ajnesh Karan, on 3221192 or ajnesh.karan@finance.gov.fj.

Thank you.



Shiri Gounder

Permanent Secretary for Finance, Strategic Planning, National Development and Statistics

APPENDIX 1

Per-diem and Allowance Calculations for Overseas Travel		
Section	Per diem and Allowance Payable	
1	HE President	UN per diem rate plus 50% top up plus a daily allowance of FJ\$300. (as per paragraph 3.0)
2	Hon. Prime Minister	UN per diem rate plus 100% top up. (as per paragraph 3.0)
3	Hon. Ministers	UN per diem rate plus 50% top up. (as per paragraph 3.0)
4	Hon. Assistant Ministers	UN per diem rate plus 25% top up. (as per paragraph 3.0)
5	Leader of the Opposition	UN per diem rate plus 50% top up. (as per paragraph 3.0)
6	Speaker	UN per diem rate plus 100% top up plus a daily allowance of FJ\$300. (as per paragraph 3.0)
7	Members of Parliament (including Deputy Speaker, Government/Opposition Whip and Leader of the Government in Parliament and excluding the Prime Minister, Ministers, Speaker and the Leader of Opposition)	UN per diem rate plus 25% top up. (as per paragraph 3.0)
8	Permanent Secretaries	UN per diem rate plus 15% top up.
Donor Funded Trips		
9	Fully funded trip (donor provides for air travel, accommodation, 3 meals and reasonable incidentals)	a) No per diem is applicable in this case.
		b) For HE the President and the Speaker, the daily allowance as per sections 1 and 6 above shall be payable respectively.
10	Fully funded trip (donor provides for air travel, accommodation and 3 meals)	20% of the UN per diem rate per day to cover incidentals
		a) For example, if the UN per diem rate is US\$200, then the calculation shall be: 20% of US\$200 = <u>US\$40.00 per day.</u>

		<p>b) For Permanent Secretaries, the 20% UN per diem rate shall apply on the the sum of the UN per diem rate plus the 15% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$30 (15% of the per diem rate) = US\$230 The amount payable is 20% of the US\$230 which is <u>US\$46.00 per day.</u></p>
		<p>c) For the Leader of the Opposition, the 20% UN per diem rate shall apply on the the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 20% of the US\$300 which is <u>US\$60.00 per day.</u></p>
		<p>d) For the Speaker of the House, the 20% UN per diem rate shall apply on the sum of the UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 The amount payable is 20% of the US\$400 which is <u>US\$80.00 per day.</u></p>
		<p>e) For the Members of Parliament (including Deputy Speaker, Government/Opposition Whip and Leader of the Government in Parliament and excluding the Prime Minister, Ministers, Speaker and the Leader of Opposition), the 20% UN per diem rate shall apply on the sum of the UN per diem rate plus the 25% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the per diem rate) = US\$250 The amount payable is 20% of the US\$250 which is <u>US\$50.00 per day.</u></p>

		<p>f) For Assistant Ministers, the 20% UN per diem rate shall apply on the sum of the UN per diem plus the 25% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the per diem rate) = US\$250 The amount payable is 20% of US\$250 which is <u>US\$50.00 per day.</u></p> <p>g) For Ministers, the 20% UN per diem rate shall apply on the sum of UN per diem plus the 50% top up.</p> <p>For example, if the UN rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 20% of the US\$300 which is <u>US\$60.00 per day.</u></p> <p>h) For Hon. PM the 20% UN per diem rate shall apply on the sum of UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 The amount payable is 20% of the US\$400 which is <u>US\$80.00 per day.</u></p> <p>i) For HE President, the 20% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 20% of the US\$300 which is <u>US\$60.00 per day.</u></p>
11	Partially funded trip (donor provides for air travel, accommodation and 2 meals only)	<p>25% of the UN per diem rate per day to cover 1 meal and incidentals</p> <p>a) For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>25% of US\$200 = <u>US\$50.00 per day.</u></p>

	<p>b) For Permanent Secretaries, the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 15% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$30 (15% of the per diem rate) = US\$230 The amount payable is 25% of US\$230 which is <u>US\$57.50 per day.</u></p>
	<p>c) For the Leader of the Opposition, the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 25% of US\$300 which is <u>US\$75.00 per day.</u></p>
	<p>d) For the Speaker the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 The amount payable is 25% of US\$400 which is <u>US\$100.00 per day.</u></p>
	<p>e) For the Members of Parliament (including Deputy Speaker, Government/Opposition Whip and Leader of the Government in Parliament and excluding the Prime Minister, Ministers, Speaker and the Leader of Opposition), the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 25% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the per diem rate) = US\$250 The amount payable is 25% of US\$250 which is <u>US\$62.50 per day.</u></p>

		<p>f) For Assistant Ministers, the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 25% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the UN per diem rate) = US\$250 The amount payable is 25% of the US\$250 which is <u>US\$62.50 per day.</u></p> <p>g) For Ministers, the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 25% of the US\$300, which is <u>US\$75.00 per day.</u></p> <p>h) For Hon. PM, the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 The amount payable is 25% of US\$400 which is <u>US\$100.00 per day.</u></p> <p>i) For HE President, the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 25% of the US\$300 which is <u>US\$75.00 per day.</u></p>
12	Partially funded trip (donor provides for air travel, accommodation and 1 meal only)	<p>35% of the UN per diem rate per day to cover 2 meals and incidentals</p> <p>a) For example, if the UN per diem rate is US\$200, then the calculation shall be: 35% of US\$200 = <u>US\$70.00 per day.</u></p>

		<p>b) For Permanent Secretaries, the 35% UN per diem rate shall apply on the sum of the UN per diem rate plus the 15% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$30 (15% of the per diem rate) = US\$230 The amount payable is 35% of US\$230 which is <u>US\$80.50 per day.</u></p> <hr/> <p>c) For the Leader of the Opposition the 35% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 35% of US\$300 which is <u>US\$105.00 per day.</u></p> <hr/> <p>d) For the Speaker, the 35% UN per diem rate shall apply on the sum of the UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 The amount payable is 35% of US\$400 which is <u>US\$140.00 per day.</u></p> <hr/> <p>e) For the Members of Parliament (including Deputy Speaker, Government/Opposition Whip and Leader of the Government in Parliament and excluding the Prime Minister, Ministers, Speaker and the Leader of Opposition the 35% UN per diem rate shall apply on the sum of the UN per diem rate plus the 25% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the per diem rate) = US\$250 The amount payable is 35% of US\$250 which is <u>US\$87.50 per day.</u></p> <hr/> <p>f) For Assistant Ministers, the 35% UN per diem rate shall apply on the sum of the UN per diem rate plus the 25% top up.</p>
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		<p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the per diem rate) = US\$250 The amount payable is 35% of US\$250 which is <u>US\$87.50 per day.</u></p> <p>g) For Ministers, the 35% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300.00 The amount payable is 35% of US\$300 which is <u>US\$105.00 per day.</u></p> <p>h) For Hon PM, the 35% UN per diem rate shall apply on the sum of the UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 The amount payable is 35% of US\$400 which is <u>US\$140.00 per day.</u></p> <p>i) For HE President, the 35% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 35% of US\$300 which is <u>US\$105.00 per day.</u></p>
13	Partially funded trip (donor provides for air travel and accommodation only)	<p>45% of the UN per diem rate to cover 3 meals and incidentals</p> <p>a) For example, if the UN per diem rate is US\$200, then calculation shall be:</p> <p>45% of the US\$200 = <u>US\$90.00 per day.</u></p>

	<p>b) For Permanent Secretaries, the 45% UN per diem rate shall apply on the sum of the UN per diem rate plus the 15% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$30 (15% of the per diem rate) = US\$230 The amount payable is 45% of the US\$230 which is <u>US\$103.50 per day.</u></p>
	<p>c) For the Leader of the Opposition, the 45% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 45% of the US\$300 which is <u>US\$135.00 per day.</u></p>
	<p>d) For the Speaker, the 45% UN per diem rate shall apply on the sum of the UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 The amount payable is 45% of the US\$400 which is <u>US\$180.00 per day.</u></p>
	<p>e) For the Members of Parliament (including Deputy Speaker, Government/Opposition Whip and Leader of the Government in Parliament and excluding the Prime Minister, Ministers, Speaker, and the Leader of Opposition), the 45% UN per diem rate shall apply on the sum of the UN per diem rate plus the 25% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the per diem rate) = US\$250 The amount payable is 45% of the US\$250 which is <u>US\$112.50 per day.</u></p>

		<p>f) For Assistant Ministers, the 45% UN per diem rate shall apply on the sum of the UN per diem rate plus the 25% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the per diem rate) = US\$250 The amount payable is 45% of the US\$250 which is <u>US\$112.50 per day.</u></p>
		<p>g) For Ministers, the 45% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 45% of the US\$300 which is <u>US\$135.00 per day.</u></p>
		<p>h) For Hon PM, the 45% UN per diem rate shall apply on the sum of the UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 The amount payable is 45% of the US\$400 which is <u>US\$180.00 per day.</u></p>
		<p>i) For HE President, the 45% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 45% of the US\$300 which is <u>US\$135.00 per day.</u></p>
	Government Funded Trips	
14	Fully funded trip (Government provides for air travel and per diems to cover accommodation, three meals and incidentals)	<p>a) Full UN per diem rate per day is applicable.</p> <p>b) For HE President / Hon. Prime Minister / Ministers / Assistant Ministers / Leader of the Opposition, Speaker, Members of Parliament (including Deputy Speaker, Government/Opposition Whip and Leader of the Government in Parliament and excluding the Prime</p>

		Minister, Ministers, Speaker, and the Leader of Opposition) and Permanent Secretaries, full UN per diem per day as set out in sections 1 – 8 are applicable, respectively.
15	Civil Servants who accompany and are required to reside at the same hotel as HE the President / Hon Prime Minister / Minister / Assistant Ministers	a) In addition to the applicable per diem, payment will be made to meet hotel / accommodation cost and any related expenses.
Official Hosting of Events / Functions whilst Overseas		
16	HE President / Hon Prime Minister	a) Reimbursement of all expenditure related to hosting of official events / functions shall be payable upon production of receipts.
17	Ministers / Assistant Ministers	b) Reimbursement of all expenditure related to hosting of official events / functions shall be payable upon production of receipts and following approval of the Hon. Prime Minister.
Transit		
Donor Funded Travel		
18	For donor funded travel and donor provides for transit allowance (to cover meals/incidental)	No per diem is applicable.
Government funded travel and donor funded travel where no transit allowance is provided		
19	Each transit point up to 3 hours	10% of the per diem rate of the transit point to be payable only for officers below the rank of Permanent Secretary. For example, if the UN per diem rate is US\$200, then the calculation shall be: 10% of US\$200 = <u>US\$20.00.</u>
20	Each transit point greater than 3 hours and up to 8 hours	a) 25% of the per diem rate of the transit point to be payable to cover meals and incidentals. For example, if the UN per diem rate is US\$200, then the calculation shall be: 25% of US\$200 which is <u>US\$50.00.</u>

		<p>b) For Permanent Secretaries, the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 15% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$30 (15% of the per diem rate) = US\$230 The amount payable is 25% of US\$230 which is <u>US\$57.50.</u></p>
		<p>c) For the Leader of the Opposition, the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 25% of US\$300 which is <u>US\$75.00.</u></p>
		<p>d) For the Speaker, the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 The amount payable is 25% of US\$400 which is <u>US\$100.00.</u></p>
		<p>e) For the Members of Parliament (including Deputy Speaker, Government/Opposition Whip and Leader of the Government in Parliament and excluding the Prime Minister, Ministers, Speaker, and the Leader of Opposition), the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 25% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the per diem rate) = US\$250 The amount payable is 25% of US\$250 which is <u>US\$62.50.</u></p>

		<p>f) For Assistant Ministers, the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 25% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the per diem rate) = US\$250 The amount payable is 25% of US\$250 which is <u>US\$62.50.</u></p> <p>g) For Ministers, the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 25% of US\$300 which is <u>US\$75.00.</u></p> <p>h) For Hon PM, the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 The amount payable is 25% of US\$400 which is <u>US\$100.00.</u></p> <p>i) For HE President, the 25% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 25% of US\$300 which is <u>US\$75.00.</u></p>
21	Each transit point is greater than 8 hours and up to 12 hours	<p>a) 50% of the per diem of the transit point to be payable to cover meals, incidentals, and / or accommodation.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>50% of US\$200 which is <u>US\$100.00.</u></p>

	<p>b) For Permanent Secretaries, the 50% UN per diem rate shall apply on the sum of the UN per diem rate plus the 15% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$30 (15% of the per diem rate) = US\$230 The amount payable is 50% of US\$230 which is <u>US\$115.00.</u></p> <p>c) For the Leader of the Opposition, the 50% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 50% of US\$300 which is <u>US\$150.00.</u></p> <p>d) For the Speaker, the 50% UN per diem rate shall apply on the sum of the UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 The amount payable is 50% of US\$400 which is <u>US\$200.00.</u></p> <p>e) For the Members of Parliament (including Deputy Speaker, Government/Opposition Whip and Leader of the Government in Parliament and excluding the Prime Minister, Ministers, Speaker and the Leader of Opposition), the 50% UN per diem rate shall apply on the sum of the UN per diem rate plus the 25% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the per diem rate) = US\$250 The amount payable is 50% of US\$250 which is <u>US\$125.00.</u></p>
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		<p>f) For Assistant Ministers, the 50% UN per diem rate shall apply on the sum of the UN per diem rate plus the 25% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the per diem rate) = US\$250 The amount payable is 50% of US\$250 which is <u>US\$125.00.</u></p>
		<p>g) For Ministers, the 50% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 50% of US\$300 which is <u>US\$150.00.</u></p>
		<p>h) For Hon PM, the 50% UN per diem rate shall apply on the sum of the UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 The amount payable is 50% of US\$400 which is <u>US\$200.00.</u></p>
		<p>i) For HE President, the 50% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 50% of US\$300 which is <u>US\$150.00.</u></p>
22	Each transit point greater than 12 hours	a) Full per diem rate of the transit point is applicable.
		b) For HE President / Hon. Prime Minister / Ministers / Assistant Ministers / Leader of the Opposition, Speaker, Members of Parliament (including Deputy Speaker, Government/Opposition Whip and Leader of the Government in Parliament and excluding the Prime Minister, Ministers, Speaker and the Leader of Opposition)

		and Permanent Secretaries, full UN per diem per day as set out in sections 1 – 8 are applicable, respectively.
		c) For the Civil Servants who accompany and are required to reside at the same hotel as HE President / Hon. Prime Minister / Ministers / Assistant Ministers, full UN per diem rate is applicable and any further payment as provided for in Section 15.
Government funded travel and donor funded travel where no per diem for early check-in and/or check-out is provided. The Standard Hotel Check-in time is 1400 hours, and the Standard Hotel Checkout time is 1200 hours.		
23	Arrival time at hotel at destination is up to 3 hours prior to standard hotel check-in time	a) No per diem is applicable.
		b) For HE President / Hon. Prime Minister / Ministers / Assistant Ministers / Leader of the Opposition, Speaker, Members of Parliament (including Deputy Speaker, Government/Opposition Whip and Leader of the Government in Parliament and excluding the Prime Minister, Ministers, Speaker and the Leader of Opposition) and Permanent Secretaries, full UN per diem per day as set out in sections 1 – 8 are applicable, respectively.
		c) For the Civil Servants who accompany and are required to reside at the same hotel as HE President / Hon. Prime Minister / Ministers / Assistant Ministers, full UN per diem rate is applicable and any further payment as provided for in Section 15.
24	Arrival time at hotel at destination is more than 3 hours prior to standard hotel check-in time	a) Full UN per diem is applicable.
		b) For HE President / Hon. Prime Minister / Ministers / Assistant Ministers / Leader of the Opposition, Speaker, Members of Parliament (including Deputy Speaker, Government/Opposition Whip and Leader of the Government in Parliament and excluding the Prime Minister, Ministers, Speaker and the Leader of Opposition) and Permanent Secretaries, full UN per diem per day as set out in sections 1 – 8 are applicable, respectively.
		c) For the Civil Servants who accompany and are required to reside at the same hotel as HE President / Hon. Prime Minister / Ministers / Assistant Ministers, full UN per diem rate is applicable and any further payment as provided for in Section 15 .
25	Standard hotel check-out time is less than 6 hours to flight departure time.	15% of the per diem rate per day is applicable a) For example, if the UN per diem rate is US\$200, then the calculation shall be:

		<p>15% of US\$200 which is <u>US\$30.00 per day.</u></p> <p>b) For Permanent Secretaries, the 15% UN per diem rate shall apply on the sum of the UN per diem rate plus the 15% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$30 (15% of the per diem rate) = US\$230 per day. The amount payable is 15% of US\$230 which is <u>US\$34.50 per day.</u></p>
		<p>c) For the Leader of the Opposition, the 15% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 per day. The amount payable is 15% of US\$300 which is <u>US\$45.00 per day.</u></p>
		<p>d) For the Speaker, the 15% UN per diem rate shall apply on the sum of the UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 per day. The amount payable is 15% of US\$400 which is <u>US\$60.00 per day.</u></p>
		<p>e) For the Members of Parliament (including Deputy Speaker, Government/Opposition Whip and Leader of the Government in Parliament and excluding the Prime Minister, Ministers, Speaker and the Leader of Opposition), the 15% UN per diem rate shall apply on the sum of the UN per diem rate plus the 25% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the per diem rate) = US\$250 per day. The amount payable is 15% of US\$250 which is <u>US\$37.50 per day.</u></p>

		<p>f) For Assistant Ministers, the 15% UN per diem rate shall apply on the sum of the UN per diem rate plus the 25% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$50 (25% of the per diem rate) = US\$250 The amount payable is 15% of US\$250 which is <u>US\$37.50 per day.</u></p>
		<p>g) For Ministers, the 15% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 15% of US\$300 which is <u>US\$45.00 per day.</u></p>
		<p>h) For Hon. PM, the 15% UN per diem rate shall apply on the sum of the UN per diem rate plus the 100% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$200 (100% of the per diem rate) = US\$400 The amount payable is 15% of US\$400 which is <u>US\$60.00 per day.</u></p>
		<p>i) For HE. President, the 15% UN per diem rate shall apply on the sum of the UN per diem rate plus the 50% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p>US\$200 + US\$100 (50% of the per diem rate) = US\$300 The amount payable is 15% of US\$300 which is <u>US\$45.00 per day.</u></p>
26	Standard hotel check-out time is greater than	a) Full UN per diem is applicable.

	6 hours to flight departure time	<p>b) For HE President / Hon. Prime Minister / Ministers / Assistant Ministers / Leader of the Opposition, Speaker, Members of Parliament (including Deputy Speaker, Government/Opposition Whip and Leader of the Government in Parliament and excluding the Prime Minister, Ministers, Speaker and the Leader of Opposition) and Permanent Secretaries, full UN per diem per day as set out in sections 1 – 8 are applicable, respectively.</p> <p>c) For the Civil Servants who accompany and are required to reside at the same hotel as HE President / Hon. Prime Minister / Ministers / Assistant Ministers, full UN per diem rate is applicable and any further payment as provided for in Section 15.</p>
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