

# MINISTRY OF ECONOMY CIRCULAR

MINISTRY OF ECONOMY

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## **CIRCULAR NO: 08/2017**

**FROM:** Permanent Secretary for Economy  
**TO:** All Ministries and Departments

**Date:** 25 October 2017

**File No:** Fin 47/4

**SUBJECT: PER DIEM RATES AND ALLOWANCES FOR OVERSEAS TRAVEL**

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- 1.0 This Circular sets out the criteria to be applied in the calculation of per diem rates and allowances for overseas travel.
- 1.1 This Circular is deemed to come into effect on 29 September 2016. Per diem rates and allowances for any official overseas travels made from 29 September 2016 must be calculated in accordance with this Circular. This also applies to any overseas official travels made during this period whereby the revised rates will apply from 29 September 2016.
- 1.2 This Circular replaces and supersedes all previous Circulars on per diem rates and allowances.
- 1.3 This Circular should be read in conjunction with the Parliamentary Remunerations Act 2014 and the Resolution of Parliament on 29 September 2016 ('Resolution').
- 1.4 The calculation of the daily allowance of HE the President, Hon. Prime Minister, Ministers and Assistant Ministers, shall include all days of travel excluding date of departure from Fiji and date of arrival into Fiji.
- 1.5 As stipulated in the Resolution, the Hon. Prime Minister who may be accompanied by spouse is eligible for travel insurance for overseas travels. Furthermore, Cabinet Ministers and Assistant Ministers are eligible for travel insurance for official meetings. Accordingly please note that the provision of overseas travel insurance will be coordinated through the Ministry of Economy.

- 1.6 Attached as Appendix 1 is the varying scenarios for the application of the appropriate per diem rates and allowances.
- 1.7 The Ministry of Economy is responsible for all matters pertaining to per diems.
- 1.8 Ministries and Departments are required to contact the Executive Support Group of the Ministry of Economy before travel to obtain the applicable per diem rates.
- 1.9 Permanent Secretaries must ensure that this Circular is brought to the attention of all officers in your Ministries and Departments that not only travel but also those that are responsible for calculating per diems and air travel.
- 1.10 For any further clarification on the content of this Circular, please contact Mrs Elina Lobendahn-Volavola on telephone 3221311 or email [elina.volavola@economy.gov.fj](mailto:elina.volavola@economy.gov.fj)



**Makereta Konrote**  
**Permanent Secretary for Economy**

*Attached.*

***As per distribution:***

*Official Secretary, Office of the President*  
*Permanent Secretary for the Office of the Prime Minister*  
*Solicitor General*  
*Permanent Secretary for I-Taukei Affairs*  
*Permanent Secretary for Defence & National Security*  
*Permanent Secretary for Employment, Productivity & Industrial Relations*  
*Permanent Secretary for Foreign Affairs*  
*The Auditor General*  
*Supervisor of Elections*  
*The Chief Registrar*

*Secretary General to Parliament*  
*Director Public Prosecutions*  
*Director Meteorological Services*  
*Acting Permanent Secretary for Justice*  
*Commissioner of Corrections Services*  
*Acting Permanent Secretary for Communications*  
*Permanent Secretary for the Civil Service*  
*Permanent Secretary for Rural & Maritime Development*  
*Commander, Republic of Fiji Military Forces*  
*Commissioner of Police*  
*Permanent Secretary for Education, Heritage & Arts*  
*Permanent Secretary for Health & Medical Services*  
*Permanent Secretary for Women, Children & Poverty Alleviation*  
*Permanent Secretary for Youth & Sports*  
*Permanent Secretary for Agriculture*  
*Permanent Secretary for Fisheries*  
*Acting Permanent Secretary for Forests*  
*Permanent Secretary for Lands & Mineral Resources*  
*Director Mineral Resources*  
*Permanent Secretary for Industry, Trade & Tourism*  
*Director Sugar*  
*Permanent Secretary for Public Enterprises*  
*Permanent Secretary for Local Government, Housing & Environment*  
*Permanent Secretary for Infrastructure & Transport*  
*Acting Permanent Secretary for Waterways*  
*Manager, Information Technology & Computing Services*  
*Government Printer*  
*Government Statistician*  
*Director Immigration*