

REGULATIONS RELATING TO OFFICIAL TRAVELLING

GUIDELINES FOR APPLICATION

REGULATORY AREA	SOURCE
<p>1 Definition of Official Travelling</p> <p>Official travelling incorporates all travel abroad on official duty such as conferences and includes also attendance at selection boards. Conferences include also congresses, meetings of experts and symposia organised by international or national bodies</p>	<p>PSMC 8.6.1.1. & 8.5.1.1.1.</p>
<p>2 Permanent Secretaries' Responsibilities and Duties</p> <p>(a) Permanent Secretaries are to request their Heads of Department to prepare at the beginning of each year a programme of duty visits abroad, with a contingency for unforeseen visits. The size of the programme should of course be linked to the funds actually available to the Department for duty travel overseas. Such programmes would provide the Permanent Secretary with the basis on which to approve requests for official travelling.</p> <p>(b) All official travelling, including EU-related travel requires the prior approval of the Permanent Secretary of the Ministry concerned. In the Permanent Secretary's immediate absence, the Director Corporate Services within the Ministry concerned is to authorise such travel. Before seeking approval from their Permanent Secretary, Heads of Department are to ensure that requests for official travel are clearly justified and that the number of delegates is kept down to the barest minimum.</p> <p>(c) Proposals for official travelling submitted to the Permanent Secretary should state the following:</p> <ul style="list-style-type: none"> (i) whether the invitation to participate arises because of Malta's membership of the organisation holding the conference; (ii) whether attendance is at the expense of the Government or not. Where Government expense is involved, the anticipated cost should be given along with due information as to whether funds are available or otherwise; (iii) whether the conference agenda includes items which directly or indirectly affect the interests of the country; (iv) whether, in the case of international professional conferences, the attendance will help to diffuse new knowledge and techniques of value to the administration. 	<p>PSMC 8.5.1.2.</p> <p>PSMC 8.5.1.3 & 8.8.2.4.</p> <p>PSMC 8.5.1.4.</p>

<p>(d) Permanent Secretaries and Directors Corporate Services are to request the official literature relating to the visit and which may include the conditions and any amenities made available by the hosting organisation.</p> <p>(e) All expenditure which is to be incurred on official travelling requires the prior approval of the Permanent Secretary of the Ministry concerned. Thus forms GA 27 and GA 27A are to be both endorsed by the Permanent Secretary before any expenditure related to such travel can be incurred.</p> <p>(f) Permanent Secretaries are to appoint a signatory for requests to Air Malta for the 50% concession of the air fare. Air Malta is to be updated about any changes in any such signatories, thus being furnished with the specimen signatures of the new officials.</p> <p>(g) Extra Budgetary Units (EBUs) and other Government Entities should also abide by the prevailing travel rules and regulations and any reference to the Permanent Secretary in such rules and regulations should be taken to mean the Chief Executive of EBUs and Government Entities.</p>	<p>MF Circular No. 2/98</p> <p>PSMC 8.9.1.1.</p> <p>PSMC 8.7.1.4.</p> <p>FMMU Letter Circular dated 17 March 2005 (MF/35/05/4)</p>
<p>3 Ministerial Delegations</p> <p>(a) Ministerial delegations or delegations which include Parliamentary Secretaries and/or Members of Parliament should be notified to the Secretary to the Cabinet for clearance by the Prime Minister prior to the issue of an advance. The request should be made on Form GA27A. In addition, a plan of the cheapest travel to and from the intended destinations, and the relative cost involved, together with a detailed statement of all expenses involved are to be provided by the accounting officers.</p> <p>(b) The endorsement of form GA27A by the Private Secretary of the respective Minister serves as a confirmation that the Prime Minister's approval has been obtained for the visit and that authority from the Permanent Secretary is being requested for the issue of the necessary funds.</p> <p>(c) All expenses incurred by Ministerial delegations are met out of public funds against the production of detailed statements of expenditure, accompanied, where possible, by receipted bills.</p>	<p>PSMC 8.9.1.3.</p> <p>PSMC 8.9.1.3.</p> <p>PSMC 8.10.1.3.</p>
<p>4 Officer Classification and Class of Travel</p> <p>(a) Public Officials travelling abroad fall into two classes:</p> <p style="padding-left: 40px;">Class A – Officers in salary scales 1 to 5 Class B – All other officers</p> <p>(b) If, for proper performance of an official duty, it is necessary for junior officers to travel with senior</p>	<p>PSMC 8.5.1.5.(a)</p> <p>PSMC 8.5.1.5.(b)</p>

<p>officers and to stay at the same hotel, they may receive the same per diem allowance as their senior if prior approval is obtained. Departments should be in a position to certify that it is in the public interest for the two officers to travel and stay together. In such cases the approval of the Permanent Secretary has to be obtained.</p> <p>(c) The appropriate class of travel is as follows:</p> <table border="1" data-bbox="240 504 1031 692"> <thead> <tr> <th></th> <th style="text-align: center;">Air</th> <th style="text-align: center;">Sea and rail</th> </tr> </thead> <tbody> <tr> <td>Class 'A' Officers</td> <td>Economy or tourist class</td> <td>1st class</td> </tr> <tr> <td>Class 'B' Officers</td> <td>Economy or tourist class</td> <td>2nd class</td> </tr> </tbody> </table> <p>(d) With regards to EBUs and Government Entities, Scales 1 to 3 include only the Chairmen and Chief Executive Officers, whereas Scales 4 to 5 refer to top management, Heads of Directorates, Directors and Senior Managers.</p> <p>(e) Only Ministers, Parliamentary Secretaries, Members of Parliament and public officers in salary scales 1 to 3 and one accompanying member of their delegation are entitled to travel on Business Class basis.</p>		Air	Sea and rail	Class 'A' Officers	Economy or tourist class	1 st class	Class 'B' Officers	Economy or tourist class	2 nd class	<p>PSMC 8.5.1.6.</p> <p>FMMU Letter Circular dated 17 March 2005 (MF/35/05/4).</p> <p>PSMC 8.7.1.2.</p>
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<p>5 Air Travel</p> <p>(a) Bookings for air travel are to be made in good time, even provisionally, so that the proper class of travel is obtained for the delegates and for officers posted abroad.</p> <p>(b) All air travel arrangements are to be made through Air Malta. However, where the use of an Air Malta flight results in excessive delay abroad or in an overnight stay, use may be made of an another airline for that particular flight, but the arrangements should be made through Air Malta. The fifty per cent flight discount for public officials proceeding abroad on duty offered by Air Malta is to be availed of.</p> <p>(c) When it is not possible to make the necessary air travel arrangements through Air Malta, or it is not economically feasible to do so, quotations should invariably be procured. Three quotations, one of which must always be from Air Malta, must be obtained.</p> <p>(d) E-tickets to Air Malta destinations can be purchased. The 50% rebate Letter of Authority covering flights for e-ticket destinations should be sent to Air Malta either via e-mail on govt@airmalta.com.mt, or by fax. E-tickets and invoices will be sent to the respective</p>	<p>PSMC 8.7.1.1.</p> <p>PSMC 8.7.1.3. as subsequently amended by MF Circular No 1/2008</p> <p>PSMC 8.7.1.5. as subsequently amended by MF Circular No 1/2008</p> <p>PSMC 8.7.1.6.</p>									

<p>departments via e-mail. Letters of Authority in respect of tickets not issued under the e-ticking system should be presented at the Air Malta office in Valletta at the time of collection of the ticket.</p> <p>(e) Public officers posted abroad are entitled to reimbursement of 50% of Air Malta and non-Air Malta flight expenses against receipts for travel to Malta to sit for examinations which pertain to their career stream.</p>	<p>PSMC 8.7.2.1.</p>
<p>6 Per Diem Allowance (Subsistence Allowance)</p> <p>(a) The standard daily rates of subsistence allowances (per diem allowances) are calculated to cover complete periods of 24 hours and are fixed for countries to which civil servants may be sent for duty visits. The per diem allowance covers accommodation costs and subsistence allowance in respect of breakfast (60%); two main meals (30%); and taxis and public transport, telecommunications and all other incidental and sundry expenses (10%). The applicable per diem allowances are those quoted in circulars issued from time to time by Ministry of Finance.</p> <p>(b) Travelling officers shall only be entitled to the per diem allowance and no alternative options shall be available, except in the case of Public Officers who are members of Ministerial delegations.</p> <p>(c) The per diem allowance is divided into two categories, category A which is applicable to class A officers and category B which is applicable to class B officers. The allowance applicable to class B officers is equivalent to 75% of the relative amount payable at class A level.</p> <p>(d) The total per diem allowance entitlement for travel abroad is calculated on the number of nights spent abroad multiplied by the per diem allowance, irrespective of the time of departure from Malta. However, an additional portion of the per diem allowance in respect of extra meal/s taken on the last day due to a late arrival in Malta may be allowed, taking into consideration that such claim can be counterbalanced by the meal/s that the delegate was only notionally entitled to on the day of departure due to the fact that he/she left Malta late during the day. Thus an additional 15% of the per diem allowance (i.e. equivalent to an extra meal) is allowed when, by way of example, time of departure from Malta is very early in the morning say 8.00a.m and time of arrival in Malta is late in the evening say after 6.00 p.m.</p> <p>(e) The per diem allowance is all-inclusive except for hospitality expenses, where applicable, and, in certain circumstances, expenses relating to hotel/airport transfers and local transportation to/from airport. In the</p>	<p>PSMC 8.6.2.1. as amended by MF Circular No 1/2008</p> <p>MF Circular No 1/2008</p> <p>MF Circular No 1/2008</p> <p>PSMC 8.6.2.2(d).as subsequently amended by MF Circular No 1/2008</p> <p>MF Circular No 1/2008</p>

<p>case of such expenses, use of taxis should be justified and no effort is to be spared to ensure that the most economic means of transportation available is utilised. All claims for reimbursement of such expenses should invariably be supported by relative receipts.</p> <p>(f) Public Officers who are members of Ministerial delegations are allowed to opt for 40% of the normal per diem allowance. However, the appropriate deductions as provided in Section 7 of these regulations are to be made in respect of official lunches and dinners.</p>	<p>PSMC 8.6.3.1. as subsequently amended by MF Circular No 1/2008</p>
<p>7 Provisions of the Per Diem Allowance</p> <p>(a) Officers are obliged to avail themselves of any facilities being provided free.</p> <p>(b) When accommodation and breakfast is provided, the per diem allowance shall be reduced by 60%. However, if breakfast is against payment the reduction shall be only 50%.</p> <p>(c) A reduction of 15% shall be made in respect of every meal provided free of charge: as part of a participation fee; or claimed as hospitality.</p> <p>(d) The per diem allowance is not paid for ocean voyages or air journeys during which officers are provided with meals.</p> <p>(e) The per diem allowance is to be paid in respect of periods of duty not exceeding three months. In cases of periods exceeding three months, Departments are to seek the approval of MPO and the Ministry of Finance for the payment of appropriate rate of expatriation allowance.</p>	<p>Directives a, b, c & d as per PSMC 8.6.1.4 & 8.6.3.as subsequently amended by MF Circular No 1/2008</p> <p>PSMC 8.6.4.1.</p>
<p>8 Hospitality Expenses</p> <p>(a) Such expenses may be incurred by Ministers, Parliamentary Secretaries and Officers in Grades 1 to 4. These expenses shall be considered for reimbursement subject to the standard eligibility requirements applicable to hospitality expenses being duly met.</p>	<p>Circular PS/6/94</p>
<p>9 Contingency Money</p> <p>(a) 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. When granted, contingency money so advanced should not exceed 20% of the full allowance due, and should in any case be capped at €230. Expenses actually incurred must be justified and supported by receipts.</p>	<p>MF Circular No 1/2008</p>
<p>10 Offers of Attendance at Meeting Abroad</p> <p>Public Officers should advise embassies, international or other institutions or organisations, that would like to offer attendance at meetings abroad, to approach the Government through the</p>	<p>PSMC 8.5.2.1 & 8.5.2.2.</p>

<p>established channels and not to indicate any specific nominee. It is up to the Government to decide on the most suitable nomination. Any individual so referred to by name will automatically be disqualified from nomination by Government.</p>											
<p>11 Travel Insurance Coverage</p> <p>(a) Travel insurance coverage is provided by the chosen insurance company for officers proceeding abroad on short-term duty visits. The benefits provided under the Open Cover Policy are as follows:</p> <table border="1" data-bbox="240 629 1062 819"> <thead> <tr> <th>Item</th> <th>Benefit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Personal accident</td> </tr> <tr> <td>2</td> <td>Medical expenses</td> </tr> <tr> <td>3</td> <td>Baggage</td> </tr> <tr> <td>4</td> <td>Public liability</td> </tr> </tbody> </table> <p>(b) Departments are requested to submit to the chosen Insurance Company monthly returns showing the number of duty visits abroad, on the declaration forms supplied by the Company. Nil returns should also be submitted.</p>	Item	Benefit	1	Personal accident	2	Medical expenses	3	Baggage	4	Public liability	<p>PSMC 8.6.8.1.</p> <p>PSMC 8.6.8.2.</p>
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<p>12 Travel on EU-related Business</p> <p>(a) EU-related travel essentially falls under two categories namely (i) participation at Council meetings and (ii) participation at Commission meetings.</p> <p>(b) Participation at these meetings is to be approved by the Permanent Secretary in the respective line Ministry who shall, moreover be responsible to ensure that the arrangements specified hereunder are observed in their entirety.</p> <p>(c) Participation is to be kept to a minimum, not least because reimbursement at some of the meetings is applicable only to one participant per member state. All travel that is reimbursable is to be in economy class.</p> <p>(d) When reimbursement applies, participants at Council meetings will be refunded their respective travel costs, whereas officers attending for Commission meetings may be entitled to refunds also in respect of subsistence and incidental expenses. However, in the latter case, eligibility to reimbursement is determined on a case by case basis in accordance with preset criteria.</p> <p>(e) Reimbursement of funds in respect of both Council and Commission meetings shall ultimately only take effect provided the required documentation is forwarded to the EU Paying Authority in a timely and complete manner as per details laid down in MF Letter Circular dated 5 November 2004</p>	<p>PSMC 8.8.1.1.</p> <p>PSMC 8.8.2.1.</p> <p>PSMC 8.8.2.2.</p> <p>MF Circular No. 2/2005</p> <p>MF Circular 2/2005</p>										

<p>(f) Air Malta is the only airline that currently operates direct to Brussels; therefore its services should be utilized invariably. The government official can also utilise the hotel reservation services offered by Air Malta in this city.</p> <p>(g) Where reservations are requested for travel for Council/Commission meetings for which costs are reimbursable, the respective Ministry/Department should invariably quote code number DM75GI on the letter of authority for the issue of tickets. This applies also in the case of non-public officers (including both public sector officials and private sector officials) travelling on EU-related matters, to the extent that costs are certified as reimbursable by the Ministry responsible for the core area of activities to be discussed at the Council/Commission meeting. In their case, too, the current procedures of advancement of funds shall apply and shall be administered by the respective accounting officers in that line Department/Ministry.</p> <p>(h) The code number MFIN021 should invariably be quoted on the letter of authority for the issue of tickets for those travelling officers entitled to upgrading to business class.</p>	<p>PSMC 8.8.2.4.</p> <p>MF Letter Circular dated 5 November 2004</p> <p>MF Circular No 1/2008</p>
<p>13 Advancement of Funds related to EU-travel</p> <p>(a) The procedure for the advancement of funds to government officials travelling on EU-related business is the same as that applicable to all other travelling officers.</p> <p>(b) Subsistence allowance is likewise similar and applicable by category according to the grade/position held by the recipient.</p> <p>(c) Advances shall be accounted for by the beneficiary officers within 15 calendar days from their return to Malta. The statement of expenses, which is to be submitted to the Accounting Officer of the Ministry concerned, must be supplemented with the following documentation:</p> <ul style="list-style-type: none"> - air ticket/air ticket back copy and/or train tickets; - boarding card stubs; - hotel bills; - reimbursement Form A (in the case of Council Meetings) and Form B (in the case of Commission meetings); - a copy of the agenda meeting. <p>(d) The Accounting Officers in each Ministry/Department shall, within seven (7) working days from the receipt of the returning official's submissions, forward to the Director (EU Paying Authority) within the Ministry of Finance the following documentation:</p> <ul style="list-style-type: none"> - original air ticket invoice (or certified true copy of same); - statement of expenses; - air ticket receipts/air ticket back copy/train tickets; - boarding card stubs; - reimbursement claim Forms A and B aforementioned; - GA27 original form (or certified true copy of same). 	<p>PSMC 8.8.3.1.</p> <p>PSMC 8.8.3.1.</p> <p>PSMC 8.8.3.2.</p> <p>PSMC 8.8.3.3.</p>

<p>(e) Participating officers at Commission meetings will be required by the organisers to furnish a copy of their Personal and Financial Identification Form, as reimbursement will be made by the Commission by direct credit to an appropriate account at the Central Bank of Malta. These details are standard and should therefore be quoted clearly by all participants.</p> <p>(f) Participants in meetings are to ensure that any forms or attendance sheets circulated in the course of the meetings are duly filled in as it is these documents which the EU institutions use as an audit check against subsequent reimbursement.</p> <p>(g) When, after the lapse of six months, reimbursement in respect of a Commission meeting is still pending, Accounting Officers shall raise a query with the EU Paying Authority Directorate. When no progress is made, Accounting Officers shall contact the host organiser of the meeting in question to enquire whether reimbursement has been effected and to request the relative payment reference details for onward transmission to the EU Paying Authority.</p>	<p>PSMC 8.8.3.4. & MF Letter Circular of 5 November 2004</p> <p>PSMC 8.8.3.5.</p> <p>MF Circular No 1/2008</p>
<p>14 Accounting Arrangements Prior to the Visit</p> <p>(a) In seeking their respective Permanent Secretary's approval of official travelling on form GA27, Accounting Officers are to ensure that the details of the nature of the visit and the expenditure to be incurred are provided by the officer proceeding abroad. Such details are to be submitted through the Head of Department and the Director, Corporate Services who has to confirm the correctness of the officer's declaration (where applicable). The details, clearance/authority in respect of which should be obtained at least one week before the intended date of departure, are to include the following:</p> <ul style="list-style-type: none"> - (i) full reasons as to why the visit is necessary, indicating also whether the visit is EU-related business or otherwise. In the case of EU-related business, one should clearly specify whether participation is in Council/Commission or other meetings. The Budget Line, Group Reference, Sector Title and Code is to be quoted; - (ii) details of tangible benefits which are expected to be achieved; - (iii) a detailed programme of the work which is expected to be done abroad by the delegation as a whole and the duties which each member is expected to perform during the duration of the entire visit; - (iv) the actual dates; 	<p>PSMC 8.9.1.1. & 8.9.1.4.</p>

<ul style="list-style-type: none"> - (v) names of all Officers forming part of the delegation and their status and scale (according to Financial Estimates); - (vi) a detailed breakdown of all estimated costs. <p>(b) Officers proceeding abroad on official business have to declare on the form GA27 that they have no pending statement of expenses to submit in connection with any advances which may have been received in respect of previous visits abroad dating back more than one month. The Head of Department/Director Corporate Services is to confirm such statement and endorse the form accordingly. It is to be pointed out that officials travelling abroad who do not account for the advances made to them within one month from their return, by way of submitting the necessary forms and statement of expenses, should not be issued with a new advance before they comply.</p> <p>(c) Officials who persistently fail to account for travel advances within such specified deadlines should be precluded from going abroad.</p> <p>(d) In order for Heads/Directors Corporate Services to be in a better position to confirm that the officer seeking travel authority does not have any outstanding travel funds relating to previous visits, Ministries and Departments are to maintain a simple updated database to ensure that a record of outstanding travel advances is readily available.</p> <p>(e) Accounting officers should not process, and are to withhold blank or incomplete declaration forms (GA27 and GA 27A). Accounting Officers and/or Heads of Department are to ensure that all documentation reaches the Bank Transactions Unit at the Treasury Division, three working days prior to the visit and to present the complete declaration forms GA27 and GA27A forms (as applicable). Original Debit Advice (x2 copies), DAS commitment and a copy of the agenda/programme of the visit. If the agenda/programme is not available, the officer travelling abroad is to certify this in writing.</p> <p>(f) Where an additional Debit Advice is raised for the same visit, Accounting Officers are requested to indicate the Payment Voucher number already issued.</p> <p>(g) Non-convertible Currencies : Prior to the departure, the advice of the Foreign Exchange of the Central Bank of Malta should be sought in order to ascertain whether the currency of the country being visited is convertible in Malta or not. All officers embarking on official duties abroad should be instructed to change unutilized cash balances in non-convertible currencies into convertible currency prior to the delegation's departure from the country concerned. When inconvertible currency is brought back from abroad and a</p>	<p>PSMC 8.9.1.2; 8.10.1.1.</p> <p>PSMC 8.9.1.6.</p> <p>MF Circular No 1/2008</p> <p>PSMC 8.9.1.7.</p> <p>PSMC 8.9.1.8.</p> <p>PSMC 8.11.1.1.</p>
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<p>loss is incurred in conversion, such loss will have to be made good by the officer responsible for the money.</p> <p>(h) Treasury is to be informed of all cancelled visits prior to the intended date that any such visit was scheduled.</p>	<p>Updated version of PSMC 8.9.1.10.</p>
<p>15. Accounting Arrangements for Expenditure Incurred</p> <p>(a) Officials travelling abroad on non EU-related business are to account for the advance made by not later than one month after their return to Malta. With regard to EU-related travel officials are to account for the advance made by not later than 15 calendar days from their return to Malta. A statement of expenses is to be drawn up and presented for vetting and approval on form GA27B. Members of Ministerial delegations are also required to fill in GA27B.</p> <p>(b) Unused balances are to be repaid immediately. The expenses are to be calculated at the rate of exchange used for the issue of the foreign currency and the differences in rates of exchange are to be supported by local and foreign bank exchange chits.</p> <p>(c) The accounting officer responsible for travel is to inform the Bank Transactions Unit of the Treasury that the GA27 and GA27A forms have been satisfactorily completed by submitting a detailed return as per template that is to be circulated shortly under cover of a Treasury Circular. This return is to be sent via email to the generic email account Post-Travel-Docs@gov.mt keeping the respective DCS in copy by way of his/her endorsement in fulfilment of his/her obligations under PSMC 8.10.1.7. The submission of the return is to be effected at the earliest possible and, in any case, not later than two months from the date of the visit abroad. All documentation, that hitherto was submitted to Treasury, shall be retained by Departments/Ministries and shall be readily available for inspection as and when requested by Treasury for the purposes of due verification. Original documentation is to be made available, except in cases involving EU-related travel, whereas photostat copies may be acceptable.</p> <p>(d) Accounting Officers should not process and are to withhold blank or incomplete declaration forms (GA27, 27A and 27B). The DCS of the Ministry concerned shall approve each completed declaration form prior to forwarding to the Treasury.</p> <p>(e) A detailed progress report, drawn up on a bi-monthly basis, listing all outstanding and processed travel advances, including those settled advances that are still to be forwarded to the Treasury Division, shall be submitted by Accounting Officers to their respective Heads of Department/Directors Corporate Services.</p>	<p>PSMC 8.10.1.1. & PSMC 8.8.3.2.</p> <p>PSMC 8.10.1.5.</p> <p>PSMC 8.10.1.6. as amended by MF Circular No 1/2008</p> <p>PSMC 8.10.1.7.</p> <p>MF Circular No 1/2008</p>