

SECTION F TRAINING, DEVELOPMENT & DUTY VISITS**CHAPTER F2 Undertaking of Overseas Work-related Activities**

F2.1 Purpose

F2.1.1 Employees may be required to undertake work-related activities outside Hong Kong such as overseas duty visits, conferences, seminars, courses and meetings, or take part in attachment programme in equal opportunities bodies or human rights bodies in other countries. EOC Members may also be required to conduct overseas duty visits related to the work of the EOC.

F2.1.2 All work-related activities undertaken by employees, the Chairperson and EOC Members outside Hong Kong must be approved by the EOC Board beforehand. The EOC Board will be provided with full details of the trip including the purpose, benefits, employees or Members representing the EOC, duration of the trip and budget before such trip commences.

(a)

F2.2 Types of Work-Related Activities Outside Hong Kong

F2.2.1 There are generally four different types of work-related activities undertaken outside Hong Kong :

(a) Duty visits to overseas equal opportunities bodies or human rights bodies to obtain information on their operations.

(b) Conferences, seminars and courses held overseas on subjects of human rights and discrimination.

(c) Overseas meetings, such as those organized by the United Nations and human rights bodies.

(d) Staff Attachment Programmes, where employees are seconded to work in overseas equal opportunities bodies or human rights bodies to gain practical experience.

PART II

F2.3 Rates of Subsistence Allowance for Employees outside Hong Kong

F2.3.1 In line with the Government's policy, the overseas duty expenses for employees will be borne by the EOC as follows :

- (a) a subsistence allowance to cover hotel accommodation charges;
- (b) a non-refundable subsistence allowance to cover meals, laundry charges, travelling expenses within town and casual entertainment in connection with his / her duties outside Hong Kong; and
- (c) airfare, airport tax, travel visa fee, and directorate staff's official entertainment, etc. on an actual expenditure basis.

F2.3.2 In line with Government's policy, the entitled subsistence allowance mentioned in paragraphs F2.3.1 (a) and (b) is made up of :

- (a) 60% for hotel accommodation; and
- (b) 40% for meals, travelling expenses within towns, laundry charges and all minor incidental out-of-pocket expenses.

F2.3.3 The scale of subsistence allowance applicable to employees is stated in the Annex.

F2.3.4 All rates of subsistence allowance will be reduced by 10% for stay in any one city after the first 28 nights.

F2.4 Hotel Accommodation Charges

F2.4.1 In line with Government's policy to ensure prudent use of funds, wherever circumstances permit, employees should make hotel reservations at the rate cheaper than 60% of the relevant rate of subsistence allowance per night, as set out at the Annex, and should notify Accounts Office to settle the bill directly.

F2.4.2 The 60% of the entitled subsistence allowance can be exceeded in circumstances such as :

PART II

- (a) When the conference is held at that hotel and the conference organizer arranges its booking and admission application for conference at the same time.
- (b) Cheaper hotel accommodation is not available nearby.
- (c) Other justifiable reasons as approved by the Chairperson.

F2.5 Non-Refundable Subsistence Allowance

F2.5.1 Employees who undertake overseas duties will be granted a non-refundable subsistence allowance in advance to cover meals, laundry charges, travelling expenses within town and casual entertainment in connection with his / her duties outside Hong Kong. In line with Government's policy, the entitled amount per night equals to 40% of the relevant rate of subsistence allowance, as set out at the Annex.

F2.6 Reduced Rates

F2.6.1 The subsistence allowance payable to employee will be abated by the amount paid as subsistence allowance to him / her by other organizations.

F2.6.2 If hotel accommodation is covered by sponsorship or separately paid for, the allowance payable will be reduced to 40% of the relevant rate of subsistence allowance per night, as set out at the Annex.

F2.6.3 If the employee, instead of staying in a hotel, is provided with free accommodation by a friend, relative, or another employee, or lives in his / her own house, the allowance payable will be reduced to 60% of the relevant rate of subsistence allowance per night, as set out at the Annex.

F2.7 Granting of Non-Refundable Subsistence Allowance

F2.7.1 The Accounts Office will base on the destination of the overseas duties and number of nights of the employee's stay to calculate the amount of non-refundable subsistence allowance as mentioned in paragraphs F2.5.1. Employees may use the specified form as per *Form F2-F2.7.1 (Part II)* to inform the Accounts Office in what currency and change they want.

PART II

The Accountant will then arrange the required currency notes and coins to be given to the employees.

F2.8 Class of Duty Passages

F2.8.1 Employees who travel by air on work-related activities outside Hong Kong will be provided with passages of the following grading –

<u>Office</u>	<u>Grading</u>
D4 and above	Business Class on all occasions (see F2.8.2 below)
D3 and below	Economy Class for all destinations

F2.8.2 Employees above D3 are normally provided with duty passages at Business Class. To take lead in fostering a greater sense of financial prudence, employees above D3 are encouraged to travel on Economy Class for short flights where the flying time is less than 4 hours. Flying time (including transit time) refers to the normal flying time of the route for the work-related activities outside Hong Kong.

F2.8.3 Please refer to policy on Procurement of Air Passages for purchasing air passages for undertaking overseas duties. Settlement of airfare is laid down in F2.9 below.

F2.9 Settlement of Other Expenses

F2.9.1 Apart from the non-refundable subsistence allowance, all other expenses, such as airfare, hotel accommodation charges, airport tax, travel visa fee, official entertainment expenses (for directorate staff only), official telephone charges and inoculation fee, if applicable, will be settled separately by :

- (a) direct payment from the Accounts Office; or
- (b) payment by the employees on overseas duties first. On their return, they have to submit supporting documents to substantiate

PART II

any such expenditures incurred. Accounts Office will then reimburse the claimed amount to the employees.

F2.10 Duty Expenses for the Chairperson and EOC Members

F2.10.1 For the purpose of overseas visits and conferences in relation to EOC's business, the Chairperson and EOC Members will be :

- (a) provided with air passages of business class to travel outside Hong Kong; and
- (b) provided with reasonable expenses incurred on an actual expenditure basis. Reasonable expenses may cover hotel accommodation charges, meals (including occasional meals with representatives of other participating authorities and hosting authorities), transportation and all minor incidental expenses. The expenses should be supported by invoices or bills.

F2.11 Mileage Points Earned from Duty Travel by Employees

F2.11.1 Employees may claim and accept flight awards arising from duty travel but the **first** call on the use of such awards must be for subsequent duty travel which may include upgrading of passages. The Personnel Office should be notified for record of such claims having been made and the amounts concerned.

F2.11.2 If the award is not expected to be used for future duty travel prior to the expiry date of the award, the employee concerned could apply for the Chairperson's approval for his / her personal use. Such application should be made within 3 months of the expiry date of the award.

F2.11.3 Upon cessation of employment, the employee concerned may retain any outstanding mileage points for his / her own use.

Revised in November 2005

Rates of subsistence allowance outside Hong Kong
(w.e.f. 24.3.2003)

Country (City)	Currency	First 28 nights (Per night)	Thereafter
I. <u>Asia</u>			
China (Beijing)	RMB	1,659	All rates to be reduced by 10% for stay in any one city
China (Guangzhou)	RMB	1,751	
China (Shanghai)	RMB	1,875	
China (Shenzhen)	RMB	1,178	
China (Other cities)	RMB	1,220	
India	INR	7,129	
Indonesia	Rupiah	425,659	
Japan	JPY	34,316	
Malaysia	MYR	377	
Philippines	PHP	4,413	
Singapore	SGD	321	
South Korea	Won	229,489	
Thailand	THB	4,180	
Vietnam	Dong	2,843,477	
II. <u>Middle East</u>			
Bahrain	Dinar	68	
Turkey	Lira	28,638,140	
III. <u>Europe</u>			
Austria	EUR	185	
Belgium	EUR	226	
Czech Rep	Koruna	7,178	
Denmark	DKK	1,242	
Finland	EUR	137	

Rates of subsistence allowance outside Hong Kong
(w.e.f. 24.3.2003)

Country (City)	Currency	First 28 nights (Per night)	Thereafter
III. <u>Europe</u>			
(Cont'd)			
France (Paris)	EUR	242	All rates to be reduced by 10% for stay in any one city
France (Other than Paris)	EUR	194	
Germany	EUR	180	
Greece	EUR	148	
Hungary	Forint	29,534	
Ireland	EUR	184	
Italy	EUR	189	
Luxembourg	EUR	196	
Netherlands	EUR	167	
Norway	NOK	1,869	
Poland	Zloty	673	
Portugal	EUR	167	
Spain	EUR	185	
Sweden	SEK	1,976	
Switzerland	CHF	391	
U.K. (London)	GBP	171	
U.K. (Other than London)	GBP	149	
IV. <u>North America</u>			
Canada	CAD	211	
U.S.A.	USD	229	
V. <u>Central America</u>			
Mexico	Peso	1,527	

Rates of subsistence allowance outside Hong Kong
(w.e.f. 24.3.2003)

		First 28 nights	Thereafter
Country (City)	Currency	(Per night)	
VI. <u>Australasia</u>			
Australia	AUD	268	All rates to be reduced by 10% for stay in any one city
New Zealand	NZD	290	
Papua New Guinea	Kina	299	
VII. <u>Everywhere Else</u>		HK	1,224

EQUAL OPPORTUNITIES COMMISSION

To : Accountant
From : _____

Requisition on Granting of Subsistence Allowance for Overseas Duties

Please advance to the undermentioned payee on or before _____ and forward the advancement to our _____ for further action.

Name of Payee : _____

Currency : _____

Amount : _____

In Form of : * Cash / crossed cheque / bank draft

Details of * Overseas Duty Visit / Conference / Seminar / Course / Meeting / Attachment Programme :

Period : _____

Country : _____

Description : _____

Attachment : _____

(e.g. supporting documents for the approval of the overseas duties)

Requested by : _____

Name : _____

Post : _____

Date : _____

* Please delete whichever inappropriate.