

政府總部  
公務員事務局  
香港中環雪廠街11號  
中區政府合署西座



**CIVIL SERVICE BUREAU  
GOVERNMENT SECRETARIAT**  
WEST WING  
CENTRAL GOVERNMENT OFFICES  
11 ICE HOUSE STREET  
HONG KONG

本函檔號 Our Ref.: (80) in CP 36/37 VII  
來函檔號 Your Ref.: CB(3)/PAC/R49

電話號碼 Tel. No.: 2810 2142  
傳真號碼 Fax No.: 2868 5069  
電郵地址 E-mail Address: csbts@csb.gov.hk  
網址 Homepage Address: <http://www.csb.gov.hk>

18 January 2008

Clerk to Public Accounts Committee  
Legislative Council Building  
8 Jackson Road, Central  
Hong Kong  
(Attn. Ms Serena CHU)

Dear Ms CHU,

**The Director of Audit's Report on the  
Results of value for money audits (Report No. 49)**

**Chapter 5 : Hong Kong Tourism Board (HKTB)  
Corporate governance and administrative issues**


Thank you for your letter of 15 January 2008 requesting the Administration to provide information regarding the civil service policy on whether a civil servant may combine his overseas duty trip with his personal trip by taking vacation leave and if so, whether the civil servant concerned is required to bear part of the travelling expenses for the duty trip.

Vacation leave is provided to civil servants for the purposes of recuperation from the pressure of work and attending to personal matters etc. A civil servant may take his earned vacation leave provided that approval has been given by the relevant authority.

Duty visits may only be undertaken by civil servants with approval from officers of specified ranks. Air passages in connection with an overseas duty trip are arranged by the bureau or department concerned in accordance with relevant Government regulations, rather than the officer himself. A civil servant who wishes to modify the passage(s) of his official visit for personal reasons, say for spending his approved leave in the place of visit and deferring his return schedule, has to seek approval from his Head of Department or the Permanent

Secretary (if the officer travelling is a Head of Department). As stipulated under the Civil Service Regulations, such approval may only be given if the modification would not undermine the original justifications for the passage arranged; any additional expenses resulting from the modification must be met by the officer; and any savings would not be used to subsidise the officer's personal travel. As such, where a civil servant is permitted to modify the passage(s) for his overseas duty trip for personal purposes and such modification results in a higher passage cost, the civil servant concerned is required to bear the additional expenses so incurred.

Yours sincerely,



(K S SO)  
for Secretary for the Civil Service

c.c. Secretary for Financial Services and the Treasury  
Secretary for Commerce and Economic Development  
Commissioner for Tourism  
Executive Director of the Hong Kong Tourism Board  
Director of Audit  
Hon Mrs Selina CHOW, GBS, JP  
Mr Stanley KO, BBS, JP  
Ms Clara CHONG  
Mrs Grace LEE