



29 June 2012

Ms Yue Tin Po
Chief Council Secretary (1)3
Legislative Council Complex
1 Legislative Council Road
Central
Hong Kong

Dear Ms Yue,

**Panel on Commerce and Industry and
Panel on Economic Development
Joint Meeting on 28 June 2012
Hotel Accommodation Arrangements for the Chief Executive's
Duty Visits outside Hong Kong**

Supplementary Information

In response to Members' requests raised at the captioned meeting, I enclose in Annex the supplementary information on the use of credit cards and flight awards earned in official duties by government officials.

Yours sincerely,

(Ms Vivien Li)

for Director, Chief Executive's Office

Use of Credit Cards and Flight Awards Earned in Official Duties by Government Officials

Flight awards

The Government does not require civil servants on duty visits to claim flight awards. If, however, such awards are claimed and are credited to an officer's personal mileage account, the officer concerned is required to report the awards to his department so that these awards may be used for subsequent duty trips or for redeeming suitable items for use in the office. Where it is expected that the flight awards cannot be used before their expiry, the department concerned may at its discretion permit the officer to use such awards for private purposes.

The use of credit cards to facilitate payments

2. A civil servant who is on duty outside Hong Kong is entitled under the Civil Service Regulations (CSRs) to claim a subsistence allowance at specified rates. The allowance is intended to cover the cost of accommodation and meals, laundry charges, entertainment, gratuities, travelling expenses within towns and all minor incidental out-of-pocket expenses.

3. Where circumstances permit, the department may book and pay the cost of accommodation on behalf of the civil servant who is on duty outside Hong Kong. Otherwise, the costs covered in the specified rates are generally paid by the officer concerned. The Government has not issued any guidelines specifying the payment method, and officers may choose to make payments with personal credit cards. Also, the Government has not issued any guidelines with regard to the use of personal credit cards to facilitate payments.