

Criteria for Civil Servants to Undertake Duty Visits outside Hong Kong and the Associated Subsistence Allowance

Criteria for Duty Visits outside Hong Kong

All duty visits undertaken by civil servants outside Hong Kong should be well justified. Proper prior approval is necessary and non-official elements should be avoided.

2. To ensure that applications of civil servants for duty visits are prudently handled, applications from officers below Head of Department (HoD) level should be approved personally by Permanent Secretaries/HoDs or by senior officers not below Assistant Director level. As for duty visits undertaken by HoDs, approval should be obtained from their respective Permanent Secretary, supervising officer or Director of Bureau. In considering such applications, the approving officers should consider factors including the objectives, duration, number and frequency of such visits, and the appropriateness of the ranking and number of the officers involved, etc.

3. In making an application, an officer should provide all necessary information in respect of the proposed duty visit as far as practicable. Where subsequent changes become necessary, an officer should as soon as practicable inform the approving officer who should assess the need to consider the application afresh.

Overseas Subsistence Allowance

4. Civil servants on a duty visit longer than one day outside Hong Kong are entitled to draw an overseas subsistence allowance provided under the Civil Service Regulations (CSRs). Rates of the allowance are set out in the CSRs on a per night basis. While the rates vary depending on the place of the visit, they are applicable to all civil servants, irrespective of rank and post. The allowance is intended to cover the reasonable cost of accommodation and meals, travelling expenses within towns, other minor incidental out-of-pocket expenses, etc.

5. As for one-day duty visits outside Hong Kong, civil servants may claim reimbursement of reasonable meals and other duty-related out-of-pocket expenses incurred during the visits as provided under the CSRs.

Civil Service Bureau
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