

CHAPTER IV - SALARIES AND ALLOWANCES

SUBSISTENCE ALLOWANCES AND TRAVELLING EXPENSES

(a) General

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| Apr 2010 710 | (1) | Necessary subsistence and travelling expenses incurred by an officer in connection with his duties either within or outside Hong Kong will be reimbursed by Government, subject to the provisions of CSRs 710-749. |
| Feb 2007 | (2) | A claim for subsistence allowance must be supported by a certificate from the Head of Department stating that it was necessary for the officer to be away from his place of residence, or from Hong Kong, as the case may be, that the officer was on duty throughout the period in question, that board and lodging were not provided at Government expense and that no allowance has previously been claimed for the period in question (except for expenses on items covered under CSR 713(1) other than those on hotel accommodation, which are separately paid for). For the purpose of this regulation, staff who are conditioned to work 45 hours (net) per week (i.e. excluding one hour for lunch) may count the one hour lunch break as part of a continuous period of duty. |
| Apr 2010 | (3) | Before paying or certifying an officer's claim for travelling expenses the officer paying or certifying the claim must satisfy himself that the expenses arose directly from the officer's duties and that the most appropriate form of transport was used having regard to operational needs and cost-effectiveness. |
| Dec. 97 | (4) | Claims for reimbursement (other than those payable from departmental imprests) should be sent to the Director of Accounting Services through the officer's Head of Department. |
| Feb 2007 | (5) | It is not necessary to produce bills in support of claims within the normal rates of allowance prescribed in CSRs 712 - 713, but see CSR 715. |

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Rates outside Hong Kong

- Aug 94 713 (1) An officer who is on duty outside Hong Kong may be granted a subsistence allowance at the rates set out at Annex 4.10. The allowance is intended to cover the cost of the appropriate standard of accommodation and meals, laundry charges, casual entertainment, gratuities, travelling expenses within towns and all minor incidental out-of-pocket expenses. A claim for expenses in excess of the standard rates set out at Annex 4.10 will be considered under CSR 715 but only to the extent which the Secretary for the Civil Service considers reasonable. Other reimbursable items are specified in CSR 714.
- Mar 96
- Feb 2007 (2) The subsistence allowance is payable from the night following arrival in the first place of duty up to and including the night before departure from the last place of duty. The allowance specified under this regulation does not apply to officers on study leave or training outside Hong Kong.

Reduced rates

- (3) (a) The allowance payable to an officer will be abated by the amount paid as subsistence allowance to him by other organizations.
- Aug 2001 (b) If hotel accommodation is covered by sponsorship or separately paid for, the allowance payable will be reduced to 40% of the subsistence allowance under CSR 713(1).
- (c) If the officer, instead of staying in a hotel, is provided with free accommodation by a friend, relative, or another officer, or lives in his own house, the allowance payable will be reduced to 60% of the subsistence allowance under CSR 713(1).

Enhanced rates

- Feb 90 (4) With the approval of the Head of Department, an officer may draw an allowance made up of the actual cost of hotel accommodation (excluding meals and sundries) plus 40% of the subsistence allowance under CSR 713(1) under the following circumstances :-
- (a) it is necessary to stay in a particular hotel for operational reasons; or
- (b) cheaper hotel accommodation is not available.

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- May 93 713 (5) With the approval of the Head of Department, an officer may draw
(Cont'd) an allowance made up of the actual cost of in-town travelling expenses plus 95% of the subsistence allowance under CSR 713(1).
Mar 96 The approval should be subject to the following conditions :-
- (a) the journeys made are essential;
 - (b) the most economical or practical mode of transport is used for the particular journey. As a general rule taxis or hired cars may be used where the visit programme is tight and/or where public transport facilities in the country concerned are inadequate;
 - (c) all officers sharing the taxi or the hired car are each subject to a 5% deduction of the subsistence allowance referred in CSR 713(1);
 - (d) the provisions set out in CSR 734(2)-(6) are observed; and
- Mar 96 (6) An officer who is granted allowance under paragraph (4) and (5) concurrently will draw an allowance made up of the actual cost of hotel accommodation and in-town travelling plus 35% of the allowance under CSR 713(1).

Special day subsistence allowance

- Nov 86 (7) If an officer, while on leave outside Hong Kong, is required to be on duty for the day (e.g. as member of an interview board), but is not required to spend the night away from his place of residence, he may be granted special day subsistence allowance at the following rates :-
- (a) 15% of the rates under CSR 713(1) for duty up to 8 hours a day;
 - (b) 25% of the rates under CSR 713(1) for duty more than 8 hours a day;
 - (c) The higher rate under paragraph (b) above is also payable to an officer who, in order to be on duty for less than 8 hours, is absent from his place of residence for a continuous period of not less than 12 hours, including travelling time.
- (8) If an officer posted overseas is required to be on duty for the day for 8 hours or more (inclusive of travelling time) in a location which is of a distance not less than 100 km from his office and is not his city of residence, he may be permitted to draw a special day subsistence allowance at 15% of the subsistence allowance under CSR 713(1).

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- 713 (9) An officer who is permitted to draw an allowance under paragraph
(Cont'd) (4), (5), (6), (7) and (8) cannot lodge a further claim under CSR 715.
- Nov 2002 (10) The approving officer under CSR 713(4) and (5) should not be below the rank of Deputy Director. Claims from Heads of Department should be forwarded to the relevant Permanent Secretary for approval personally. For cases of Permanent Secretaries themselves or Heads of Department without a policy bureau, Secretary for the Civil Service is the approving authority.
- (11) The Secretary for the Civil Service may exceptionally approve a subsistence allowance to cover other circumstances.

Other reimbursable expenses

- Feb 2007 714 (1) Heads of Department may approve reimbursement of reasonable expenses, other than those covered by CSR 713(1), that are incurred directly as a result of an officer's performance of duty outside Hong Kong.
- (2) Heads of Department may approve reimbursement of reasonable meals and other duty-related out-of-pocket expenses incurred during one-day duty trip outside Hong Kong.
- (3) Heads of Department may authorize an officer not lower than the rank of Assistant Director or equivalent to give approval under CSR 714(1) and (2). Claims from a Head of Department should be forwarded to the relevant Permanent Secretary for approval personally. For cases of Permanent Secretaries themselves or Heads of Department without a policy bureau, Secretary for the Civil Service is the approving authority.
- (4) Officers wishing to claim reimbursement under this Regulation must maintain detailed records of each expenditure item. Their claims for reimbursement must be supported by receipted bills and other relevant documents duly certified by themselves.

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Reimbursement in excess of standard rates

- Feb 2007 715 (1) Where the rates of allowances laid down in CSR 712 or 713 are not adequate to cover actual expenses, the Secretary for the Civil Service may authorize reimbursement of such portion of the actual expenses incurred as he considers reasonably economical, having regard to special circumstances of the cases.
- (2) If an officer wishes to claim under paragraph (1) above he must maintain careful and detailed records of each item of his expenditure throughout his absence on duty, and must submit one claim only in respect of the whole of that period, supported by receipted bills, vouchers, scales of charges or other documents duly certified by himself and covering his total expenditure.

Advance of subsistence allowance

- Feb 2007 716 If an officer is granted subsistence allowance under CSR 712 or 713, the Director of Accounting Services may advance him a sum not exceeding the estimated total of such allowance, subject to the following limitations:
- (a) For officers on duty in Hong Kong or Macau, no advance will be issued unless the subsistence allowance will be payable for more than 7 consecutive days and not more than one advance will be granted for any period during which it is payable;
- (b) an advance of subsistence allowance under CSR 713 must be cleared by the officer within 30 days of the end of the period for which it is issued or the date the officer returns to his normal place of work, whichever is the later. An advance under CSR 712 must, however, be cleared by the officer within 14 days.