

Civil Service Regulation**CHAPTER IX - PASSAGES AND BAGGAGE ALLOWANCES**

- May 2001 G. **When travelling on duty outside Hong Kong**
(This section applies to all officers. Also see CSR 1384 on airport tax.)
- Apr 2009 1365 (1) Except as provided in (2) and (3) below, an officer travelling by air on duty outside Hong Kong will normally be provided with passages of the following class -
- | Office | Class of Air Travel |
|----------------------------|--|
| D4 to D8 or equivalent | Business Class (see <i>Note</i> below) |
| D3 and below or equivalent | Economy Class |
- Note :*
- Officers are encouraged to travel on Economy Class for short flights where the flying time is less than 4 hours.*
- Apr 2009 (2) (a) The passage for an officer travelling in the capacity of D3 and below or equivalent may be upgraded from Economy Class to Business Class under the following circumstances -
- (i) where the flying time exceeds 9 hours (referring to the normal flying time, including transit time, according to the original route approved by the relevant Permanent Secretary/Head of Department for the duty visit); or
 - (ii) where the officer has to travel again within 7 calendar days from his last return from duty outside Hong Kong or where the officer is subject to a tight flight schedule of no less than 3 flights within 5 days; or
 - (iii) where the appropriate class of travel is not available on the route concerned and choice of other flights is not appropriate for the purpose of the visit; or
 - (iv) where the officer is required on duty to travel in the same class with another person or group of persons taking a higher class of passage than that normally provided to the officer.
- (b) (Deleted)
- May 2001 (3) Notwithstanding (1) and (2) above, no upgrading will be allowed -
- (a) for the outward journey to the duty place, if an officer takes leave outside Hong Kong before duty is performed; or
 - (b) for the return journey to Hong Kong, if an officer takes leave or is granted authorised absence under CSR 1111(4) after performance of duty outside Hong Kong or upon arrival in Hong Kong.

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1365 (4) Approval may be given for an officer to vary his duty passage
(Cont'd) arrangements for personal reasons subject to the following -

- (a) the modification would not undermine the original justifications for the passage arranged by the Department;
- (b) additional expenses, if any, must be met by the officer; and
- (c) savings, if any, should not be used to subsidise the officer's personal travel.

Where the modified passage is at a class of travel or fare level (e.g. Economy Class fare contains various fare levels such as Advanced Purchase Excursion (APEX), Point-to-Point, Excursion etc.) lower than the original unmodified passage, a fare level commensurate with that of the modified passage should be used for determining the cost to be borne by the Government.

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- (5) The authority for upgrading/modification of passage rests with Heads of Department, or the relevant Permanent Secretary (or supervising officer if there is no relevant Permanent Secretary) if the officer travelling is a Head of Department. For cases concerning officers at the rank of Permanent Secretary or equivalent, the authority rests with the Secretary for the Civil Service.