

MANUAL ON TRANSPORT AND TRAVEL POLICIES AND PROCEDURES

MINISTRY FOR FINANCE



OFFICE OF THE PRINCIPAL PERMANENT SECRETARY
OFFICE OF THE PRIME MINISTER

CONTENTS

Acronyms	4
List of Appendices	4
Subsistence - General	5
Responsibility	5
Payments	5
Section I - Transport Policies and Procedures	6
Definitions – Transport Policies and Procedures	8
Glossary – Transport Policies and Procedures	9
Transport	
01. General Provisions	11
02. Green Travel	12
03. Controlled Vehicular Access in Valletta	12
04. Vehicle Deployment and Disposal	12
4.1 Acquisition of Government-Owned Vehicles	13
4.2 Registration of Government-Owned Vehicles	13
4.3 Disposal of Government-Owned Vehicles	13
05. Use of Government-Owned Vehicles	14
5.1 Exclusive Use	15
5.2 Liability of Government Drivers	15
5.3 Damage to Government-Owned Vehicles	16
5.4 Use of Privately-Owned Vehicles	17
5.5 Purchase of Fully-Expensed Vehicles by Retired Officers	17
Section II - Travel Policies and Procedures	18
Definitions – Travel Policies and Procedures	20
Travel and Subsistence	22
06. Local Allowance	22
07. Hospitality	24

08. Travelling and Subsistence Overseas	25
8.1 General Principles	25
8.2 Rates and Per Diem Allowances	27
8.3 Provisions of Subsistence Allowance	28
8.4 Travel Insurance	30
8.5 General Provisions and Procedures	30
8.6 Air Travel to sit for Local Official Examinations	31
8.7 Offers to Attend Meetings	31
09. Travelling on EU Related Business	32
9.1 Categories	32
9.2 Conditions	32
9.3 Advancement of Funds related to EU-Travel	33
10. Accounting Arrangements for Visits Abroad	34
10.1 Authority	34
10.2 Arrangements for expenditure incurred	37
11. Overseas External Training	39
12. Conditions of Service for Officers Serving Overseas	39
13. Contact Details	40

ACRONYMS

CVA	Controlled Vehicular Access
DCS	Director, Corporate Services
EUPA	EU Paying Authority
FMS	Fleet Management System
MFIN	Ministry for Finance
PS	Permanent Secretary
PSPE	Public Sector Performance and Evaluation Directorate

LIST OF APPENDICES

Appendix I:	Vehicle Acquisition Request Form
Appendix II:	Logbook
Appendix III:	Logbook Certificate
Appendix IV:	Affidavit
Appendix V:	Logbook for use of privately-owned vehicles on official business
Appendix VI:	Guidelines for Extending Hospitality
Appendix VII:	GA27-Visits abroad on official duties
Appendix VIII:	Credit Transfer Form
Appendix IX:	GA27A - Visits abroad on official duties (Ministerial delegations)
Appendix X:	GA27B - Statement of expenses for visits abroad on official duty
Appendix XI:	Post-Travel Submission Form
Appendix XII:	Report of Visit

SUBSISTENCE - GENERAL

Responsibility

Directors and Directors responsible for Corporate Services are to ensure accuracy of every detail in travelling, transport and subsistence vouchers.

Payments

All accounts of both local and foreign travelling, transport and subsistence expenses are to be made out in detail on the appropriate forms. See section I for transport expenses and Section II for travel related expenses.

The payment of bills for travelling, transport and subsistence expenses is not to be unduly delayed and all claims should, as far as may be practicable, be presented for payment monthly.

01

Definitions

Acquisition	How the vehicle is being obtained.
Acquisition Type	Mode in which a vehicle is procured.
Category or Owners' Role	This refers to the category of the Government-owned vehicle.
Date of request	Date when the requesting officer made the request to be issued fuel.
Expenses	Costs related to any given vehicle that needs to be recorded in the FMS.
Fleet Web Portal	The Fleet Web Portal is a web interface which is integrated with the Fleet Management System (FMS manual)
Fuel requisition	A form which needs to be filled in a priori in order to issue fuel.
Government Vehicle	A vehicle procured, leased, impressed, rented, received in donation or loaned to the Government of Malta.
Layoff	When a vehicle is no longer required by government and therefore is disposed of.
Make and Model	Brand name of the vehicle and the respective name.
Public Officer	The holder of any public office or a person appointed to act in any such office.
Reconciliation	Process of matching the fuel chits issued from the fleet managements system to the records in the same system.
Replacement vehicle	A vehicle which is hired/leased for a short period of time until the official vehicle is repaired.
Supply date	Date when the fuel is actually taken.
Vehicle Registration Number	This refers to the number plate of the respective vehicle.

Glossary

Acquisition type	<p>Acquisition types include:</p> <ol style="list-style-type: none"> 1. Purchased or procured; 2. Leased; 3. On loan; 4. Hired; 5. Transferred; 6. Donated; 7. Seized; 8. Impressed.
Category or Owners' Role:	<p>Category or owners' role include:</p> <ol style="list-style-type: none"> 1. General use: These are department vehicles not assigned with a particular officer but rather used as pool cars. General use vehicles can also include machinery, boats, generators, cherry pickers etc. The DCS or equivalent can specify a fuel quota, although this is not mandatory. Either a <i>Monthly Quota</i> or a <i>Weekly Quota</i> can be applied (FMS Manual); 2. Fully expensed vehicles: These vehicles are assigned to a particular role within Government. <p>The owner's role has to be chosen from the list. The fuel allowance will be filled automatically for fully expensed vehicles according to the role.</p>
Collision:	<p>In instances where a vehicle is involved in an accident, the collision details are to be recorded through the collisions screen. (FMS manual)</p>
DCSs or equivalent:	<p>Director Corporate Services or equivalent roles in Ministries. Financial Controllers or equivalent roles in Public Entities.</p>
Layoff:	<p>When a vehicle is no longer required by government, it needs to be laid off (FMS manual). A vehicle can be laid off in one of the following manners:</p> <ol style="list-style-type: none"> 1. Sold to retiring officer; 2. Sold to general public; 3. Donated to third party; 4. Owner no longer employed and therefore vehicle is no longer accountable to Government; 5. Owner changing vehicle when his/her vehicle was not originally procured by Government. <p>When disposing a vehicle, rules as laid down in Section J of the Financial Regulations have to be followed. (FMS manual)</p>

4.1 Acquisition of Government-Owned Vehicles

The acquisition of a Government-owned vehicle needs to invariably be endorsed by the Ministry for Finance³ and requests have to be made via the Vehicle Acquisition Form (Specimen at Appendix I). It is to be emphasized that new or replacement vehicles should be purchased rather than leased. Leasing of new vehicles will only be permitted in exceptional circumstances and when the entity furnishes adequate workings, based on appropriate discounted cash flow techniques which prove that the economic benefit associated with leasing the vehicle outweigh those associated with purchasing that particular vehicle.⁴

Leasing and hiring would be considered in the case of official cars used by Ministers, Parliamentary Secretaries, Secretariats, Chairpersons and persons of trust (who would be entitled to such benefit). Other categories, entitled to fully-expensed vehicles, are to procure vehicles as established by the governing finance provisions and as listed in MFIN Circular 6/13.

Permanent Secretaries are required to approve the procurement of fully-expensed vehicles and such procurement needs to be sanctioned by the Ministry for Finance.

4.2 Registration of Government-Owned Vehicles

All Government vehicles, except for fully-expensed cars which emanate from a performance agreement or otherwise, are required to carry a GVN number plate and the department's name on both sides of the car.⁵ AFM and Police vehicles are to continue carrying GVA and GVP plates, respectively.

Once a Permanent Secretary and the Ministry for Finance have endorsed the procurement of a fully-expensed vehicle, no further approval is required in order to register a fully-expensed vehicle with civilian number plates.⁶

In cases where security is an issue or a general use vehicle is required to be used in under-cover operations, it is acknowledged that civilian plates would be a better option. This especially applies to the Police, the Malta Security Services, the Office of the President and other departments that are engaged in sensitive work duties and protection of officers, as listed under article 2(2) of the Public Administration Act (Cap. 497). Requests for approval in such cases should be made to the Ministry for Finance.

4.3 Disposal of Government-Owned Vehicles

Government-owned vehicles are to be disposed of according to Section J of the Financial Regulations.⁷ Once a vehicle is disposed, the Transport Unit within the Public Sector Performance and Evaluation Directorate needs to be informed immediately by marking the vehicle as 'laid off' in the Fleet Management System.

³ MF Circular 4/2005

⁴ Art72/MFIN/DIR/02/2006 & MF Circular 4/2005

⁵ MEAF Circular 2/97, OPM 12/05 & MFIN Circular 5/15

⁶ MFIN Circular 5/15

⁷ Subsidiary Legislation 174.01

- ix. All notices of **traffic fines** are invariably investigated and where it is evident that there are no exceptional circumstances which justify the traffic contravention, the officer (driver) concerned should pay the relative fine. In cases where the Ministry/department/division/directorate has already settled the fine, the paid amount is to be refunded by the officer (driver) concerned. Appropriate disciplinary action should be considered where drivers repeatedly contravene traffic regulations. This procedure is to be sustained so that drivers of Government-owned or hired vehicles do not contravene traffic regulations and thereby incur related fines. This applies to **all** drivers of Government-owned or hired vehicles and includes those enjoying access to fully-expensed vehicle facilities.

5.1 Exclusive Use

The allotment of a vehicle for the exclusive use of any individual officer should not be allowed unless the duties of such officer consist almost entirely of field work. This does not apply to Permanent Secretaries, Directors General, Directors and other officers on performance agreement.

5.2 Liability of Government Drivers

It is the duty of the drivers of Government-owned vehicles involved in an accident with third parties to observe criteria (i) to (viii) below in all instances involving Government-owned vehicles, without prejudice:

- i. to immediately report the accident to the Police for any necessary investigation except in cases of front-to-rear collisions not involving personal injury where Rule 141 of the Highway Code Part VII (Front-to-Rear Collisions) may be applied. In such cases the procedure set in Rules 1-6 of Appendix IV of the Highway Code under subheadings *At the Scene of the Accident and 1-2 When you return home*, shall apply;
- ii. not to move damaged vehicles unless authorised by a police officer, unless the front-to-rear procedure as outlined in point (i) is being followed;
- iii. to obtain names, Identity Card numbers and addresses of any available witnesses;
- iv. not to make any statements except to a police officer, unless the front-to-rear procedure as outlined in point 1 is being followed;
- v. to notify the officer-in-charge transport of their Ministry/department/division/directorate so that an immediate inspection of the damages arising out of the accident may be made at once;
- vi. to report the accident to their head of section as early as possible;
- vii. not to accept any liability whatsoever on behalf of Government for any damages arising out of the accident;

- viii. to have (in the absence of a Police report) an Affidavit (Specimen at Appendix IV) signed by the public service official and attached to documents related to the incident in question when filing the claim.

5.3 Damage to Government-Owned Vehicles

Any involuntary damage to Government-owned vehicles, as well as damages caused to third parties is to be made good out of public funds. The claims should be processed by the DCS, or equivalent and authorised by the respective Permanent Secretary, whose approval should be based on the following conditions:

- i. the Government-owned vehicle was being driven by an authorised driver;
- ii. the Government-owned vehicle was being used on official business at the actual time of the accident;
- iii. the accident was involuntary;
- iv. the authorised driver took all measures, as specified in paragraphs 5.2 (i) to (viii) above;
- v. the necessary repairs are carried out in the shortest possible time;
- vi. the bills for repairs carried out are certified to be fair and reasonable; and
- vii. funds are available under the respective Ministry/Department/Division/Directorate's Recurrent Vote.

If no adequate technical section exists in the same Ministry/department/division/directorate, repairs are not to be carried out under any circumstances before damages are inspected by the officer detailed by the Works Division.

DCSs or equivalent are to use the utmost caution in accepting any claim for cost of damages. Furthermore, approval from the respective Permanent Secretary is invariably to be obtained prior to making payments. Failure to comply with the instructions laid down in the criteria (i) to (vii) above, may result in the nonacceptance of claims for the payment of the cost of damages. Furthermore, nothing precludes the Ministry/department/division/directorate from taking appropriate disciplinary action against the driver, in cases which involve criminal proceedings and those which show gross negligence from the driver's behalf.¹¹

DCSs or equivalent should provide a Front-To-Rear Collision Form for each of these Government-owned vehicles. This form can be downloaded from:
<http://www.doi-archived.gov.mt/EN/archive/Highwaycodemalt/append4.asp>.

¹¹ OPM Circular 46/63

5.4 Use of Privately-Owned Vehicles

Officers may, subject to the provisions of section 1, be authorised by their Director to use their own means of transport for travelling on official business. The rate of reimbursement for the use of privately owned vehicles on official business is €0.32 per km and the rate of reimbursement for the use of privately-owned motorcycles on official business is €0.12 per km.¹²

The respective Director, in conjunction with the officers concerned, should establish a maximum allotment of mileage to each officer for a given period, having regard to the duties assigned to the officer. Periodic reviews of all approvals for the use of private vehicles should be carried out with a view to withdrawing any concession considered superfluous or which could be replaced by recourse to existing Departmental transport.

A logbook (Specimen at Appendix V) is to be kept by each officer and each journey completed is to be recorded therein. In order to maintain an accountable process, logbooks are to be inspected and countersigned monthly by a senior officer not below the grade of Principal.¹³

Directors, DCSs or equivalent should personally scrutinise regularly the vouchers for payment submitted so as to ensure that the allotted mileage allowance is not exceeded. If it appears that officers are exceeding their allotment without sufficient cause, permission to use the private vehicle should be withheld and disciplinary action should be taken if necessary.

5.5 Purchase of Fully-Expensed Vehicles by Retired Officers

Officers entitled to a fully-expensed vehicle are allowed to purchase such a vehicle on retirement, at the point when they start availing themselves of their pre-retirement leave. The parameters for such purchase are listed in MFEI Circular 8/2009.

¹² MFIN Circular 2/15

¹³ Secretariat Circular 71/61

02

TRAVEL POLICIES AND PROCEDURES

Public Officer (or officer)	The holder of any public office or a person appointed to act in any such office. The appointment of a public officer in a substantive post or contractual position is endorsed by the Public Service Commission (Glossary of Organisational and Management Terms).
Subsistence Allowance	A monetary allowance which is provided to an officer travelling outside his/her workplace for accommodation, breakfast, lunch, dinner and sundry.
Sundry Expenses	Miscellaneous, small or infrequent costs such as internal travelling, communication and personal needs.

TRAVEL AND SUBSISTENCE

06. LOCAL ALLOWANCE

6.1 Actual board and lodging expenses incurred by public officers proceeding on official business to Malta and Gozo shall be remunerated as follows:

		Low season	Mid-season	High season
		Nov. - Mar.	Apr. - May	Jun. - Oct.
a)	Breakfast	€3.49	€3.49	€3.49
b)	Lunch	€8.15	€8.15	€8.15
a)	Bed & Breakfast	€13.98	€21.55	€29.70
a)	Half-board	€22.13	€29.70	€37.85
a)	Full board	€31.45	€39.02	€47.17

6.2 Permanent Secretaries, Directors General, Directors and Members of the Judiciary shall benefit from the following subsistence allowance rates:¹⁴

Lunch	(departure in the morning & afternoon return)	€27.95
Bed & Breakfast	(overnight stay & morning return)	€60.56
Half-board	(overnight stay & afternoon return)	€83.86
Full board	(full day and overnight stay)	€107.15

6.3 The above rates shall apply as follows:

- a. officers required to travel from Malta to Gozo or vice versa for a single day visit by taking the first morning trip and returning by an afternoon boat-trip are entitled to breakfast and lunch at the rates stipulated at (a) and (b) of paragraph 6.1., above;
- b. officers required to travel from Malta to Gozo or vice versa by an afternoon boat trip and return on the following day will be entitled to half-pension rates stipulated at (d) of paragraph 6.1. Full board at the rates stipulated at (e) of paragraph 6.1. above will apply if the officer is required to return to base by an afternoon boat trip the following day; and

¹⁴ MF Circular 7/2001

- c. officers required to travel from Malta to Gozo or vice versa for a stay which is longer than one night and day will be entitled to full board rates as at (e) of paragraph 6.1 above for each complete night and day and to supplementary amounts for each uncompleted day of such a stay in accordance with (a), (b), (c) and (d) of paragraph 6.1.

6.4 The rates at paragraph 6.1 apply subject to the conditions enumerated below:

- a. all claims for reimbursement of expenses incurred must be supported by receipted bills;
- b. under no circumstances should the applicable rates stipulated respectively for “low”, “mid” and “high” season be exceeded during the applicable period;
- c. subject to the limit at (b) above, no reimbursement of board and lodging expenses will be effected without a prior check on the grades of the hotel/establishment appearing on related bills and that the rate charged conforms to the maximum charges laid down for that particular category of hotel/restaurant. Reference to the Hotels and Catering Establishments Board should be made in case of any difficulty; and
- d. the subsistence allowance in terms of paragraph 6.1 is allowed up to a maximum of thirty (30) days. Reimbursement for a maximum period of thirty (30) days may also be allowed for second and subsequent tours of duty provided that these duties are required in the interests of the relevant directorate and should preferably be carried out by different officers.

6.5 When an officer is entitled to board and lodging expenses but does not incur any, he/she shall be entitled to an allowance at the rate of €3.38 for each full day and night.

6.6 A subsistence allowance at the rate of €1.98 per day is payable when:

- a. An officer is required to travel on duty outside a radius of 5km from his/her normal place of work;
- b. the period of the necessary absence from the normal place of work exceeds five (5) hours; and
- c. there are no facilities for quick and cheap transport

6.7 Refund of actual board and lodging expenses, in accordance with paragraphs 6.1 and 6.4, may be made to officers permanently resident in Malta or Gozo who are transferred or posted on first appointment to Gozo or Malta respectively, for a period of thirty (30) days, or till they find accommodation, whichever occurs the earlier. For the purpose of this paragraph, permanent residence is taken to mean continued residence in either island for a period of not less than one year before the appointment or transfer.

- 6.8 The provisions of paragraph 6.6 do not apply:
- a. in the case of first appointment to a post the location of which is specifically advertised; and
 - b. in the case of transfer at the request of the officer himself, on arrangement between officers, or on disciplinary grounds.

07. HOSPITALITY

- 7.1 In incurring expenditure on hospitality out of public funds, public officers are to abide by the norms in the Code of Ethics at the First Schedule of the Public Administration Act, as follows:
- a. In terms of Section D, “Personal and Professional Behaviour”, paragraph 16(f), “public officers should strive to obtain value for public money spent, and avoid waste and extravagance in the use of public resources”.
 - b. In terms of Section G, “Use of Official Facilities and Equipment”, paragraph 25(a), “it is expected that public officers shall be efficient and economical in the use and management of public resources”.
- 7.2 Authority for the disbursement of public funds in connection with Government hospitality must be sought from the Permanent Secretary of the Ministry concerned.
- 7.3 Requests for expenditure under this item include the donation of gifts and entertainment to lunches, dinners etc., given to guests of the Maltese government and requests for the purchase of spirits/refreshments for entertainment of VIPs and official guests of Ministers and officers in headship positions.
- 7.4 Hospitality expenses may be incurred by Ministers, Parliamentary Secretaries and Officers in Grades 1 to 4. The details justifying the expenditure are to be provided. These expenses shall be considered for reimbursement subject to standard eligibility requirements applicable to hospitality expenses being duly met.
- 7.5 Authority for expenditure on hospitality is obtained as follows:
- a. the request must be personally endorsed by the Permanent Secretary before the expenditure is incurred;
 - b. full reasons are to be given beforehand as to why hospitality is necessary.

- 7.6 In incurring expenses on hospitality, officers in headship positions must consult the Guidelines on Government Hospitality at Appendix VI.

08. TRAVELLING AND SUBSISTENCE OVERSEAS

8.1 General Principles

- 8.1.1 Official travelling incorporates all travel abroad on official duty such as conferences, attendance at selection boards, and overseas external training (of a duration not exceeding fifteen (15) consecutive days),¹⁵ including weekends and public holidays.
- 8.1.2 Officials travelling abroad are to be made aware of their entitlements; this will avoid difficulties when accounting for the advancement of allowances for travelling.
- 8.1.3 Officers are obliged to avail themselves of any facilities being provided free.
- 8.1.4 Permanent Secretaries are to request individual Directors General/Directors to prepare at the beginning of each year, a tentative programme of duty visits abroad, with a contingency for unforeseen visits. The size of the programme should be linked to the funds actually available to the Department/Directorate for duty travel overseas. The estimated expenditure for the visit is to be well-calculated and any contingent amount advanced is to be kept to a minimum. Such programmes would provide the Permanent Secretary with the basis on which to approve requests.
- 8.1.5 Permanent Secretaries must ensure that participation in Council meetings and Commission Working Groups are given precedence over other travel. In those instances where funds are deemed to be insufficient to meet all travel commitments, priority is to be given to participation in Council and Commission Working Groups. Therefore, in these instances, attendance at other meetings, mainly those outside the EU framework, would have to be reduced. Participation in non-EU training courses or seminars and conferences is to be authorised only after the necessary funds to participate in Council meetings and Commission Working Groups would have been allocated.¹⁶
- 8.1.6 All official travel, including EU-related travel by Government employees requires prior approval of the Permanent Secretary of the Ministry concerned. In the Permanent Secretary's immediate absence, the Director responsible for Corporate Services within the Ministry concerned is to authorise such travel. Before seeking approval from their Permanent Secretary, Directors General/Directors are to ensure that requests for official travel must be clearly justified and that the number of delegates is kept down to the barest minimum. After having been cleared by the respective Directors General/Directors, requests for the attendance of public officials for conferences abroad shall be considered by the Permanent Secretary.¹⁷

¹⁵ MFIN Circular 1/2008

¹⁶ MFEI Circular 4/2010

¹⁷ MFIN Circular 1/2008

- 8.1.7 Proposals for official travel submitted for consideration before the Permanent Secretary should state the following:
- a. whether the invitation to participate arises because of Malta's membership of the organisation holding the conference;
 - b. whether attendance is at the expense of the Government or not: where attendance is at Government expense the anticipated cost should be given and a declaration as to whether funds are available should be made;
 - c. whether the conference agenda includes items which directly or indirectly affect the interests of the country; or
 - d. whether, in the case of international professional conferences, the attendance will help to diffuse new knowledge and techniques of value to the Administration.
- 8.1.8 Public officials travelling abroad fall into two classes:
Class A - Officers in salary scales 1 to 5;
Class B - All other officers.
- 8.1.9 If, for proper performance of official duty, it is necessary for junior officers to travel with senior officers and to stay at the same hotel, they may receive the same subsistence allowance as their senior if prior approval is obtained. Directors General/Directors should be in a position to certify that it is in the public interest for the two officers to travel and stay together. In such cases the approval of the Permanent Secretary has to be obtained.

8.1.10 The appropriate class of travel overseas is as follows:

	Air	Sea and rail
Class "A" Officers	Economy or tourist class	1st class
Class "B" Officers	Economy or tourist class	2nd class

8.1.11 Ministers, Parliamentary Secretaries, Members of Parliament and public officials in Scales 1 to 3¹⁸, together with one accompanying member of their delegation, are entitled to travel on Business/Club Class basis.

¹⁸ With regard to EBUs (Extra Budgetary Units) and Government Entities, scales 1 to 3 include only the Chairmen and Chief Executive Officers, whereas scales 4 and 5 refer to top management, heads of directorates, directors and senior managers.

8.2 Rates and Per Diem Allowances

8.2.1 The standard daily rates of subsistence allowances (per diem allowances) are calculated to cover complete periods of twenty-four (24) hours and are fixed for countries to which public officers may be sent for duty visits. The per diem allowance covers accommodation costs and subsistence allowance in respect of breakfast and two main meals, local travel, telecommunications and all other incidental and sundry expenses.

8.2.2 Per diem allowances payable to Class B officers are equivalent to 90% of the relative amount payable at Class A level.¹⁹ The applicable per diem allowances are those quoted in circulars issued from time to time by the Ministry for Finance. The Ministry for Finance shall monitor the movement of EU subsistence rates and shall periodically realign the local rates as and when appropriate.

8.2.3 The per diem allowance²⁰ is all-inclusive, except for:

- a. hospitality expenses;
- b. expenses relating to hotel/airport transfers and local transportation to/from airport, although, in such cases use of taxis should be justified and, where practical, no effort should be spared to utilise the most economic means of transportation available;
- c. expenses relating to the administration of obligatory vaccines for the immunisation of officers in correspondence with the country being visited;

All claims for re-imbusement of such expenses should invariably be supported by relative receipts.

8.2.4 The relative components of the subsistence allowance²¹ are:

Accommodation	50%
Breakfast	10%
Lunch	10%
Dinner	10%
Sundry expenses	20%

8.2.5 No alternative options are available except in cases of public officers who are members of Ministerial delegations as provided for in paragraph 8.3.8.

¹⁹ MFIN Circular 12/2010

²⁰ MFIN Circular 5/2012

²¹ MFIN Circular 5/2012

- 8.2.6 The total per diem allowance entitlement for travel abroad is calculated on the number of nights spent abroad multiplied by the per diem allowance, irrespective of the time of departure from Malta.²²
- 8.2.7 In instances where officers may be required to attend consecutive meetings abroad, the extension of an additional overnight stay abroad, where it proves to be more economically feasible than returning back to Malta after the first meeting is allowed. When such is the case, and the Ministry/Department/Public Sector Entity concerned opts to adopt such a measure, prior approval from the Ministry for Finance through the Public Sector Performance and Evaluation Directorate would need to be sought. An e-mail justifying such an option is to be sent to pspe.mfin@gov.mt. Such an extended stay would be considered as part of the duty abroad.
- 8.2.8 In cases of periods of duty exceeding three (3) months, the Department is to contact the Director Corporate Services, Ministry for Foreign Affairs and Trade Promotion and provide all details necessary to determine the appropriate expatriation allowance payable²³. Subsequently the Department is to seek final approval of the People and Standards Division at OPM and the Ministry for Finance.
- 8.2.9 Upon a delegate's request for a travel contingency, the Permanent Secretary, or a person with designated authority, may consider issuing a contingency allowance in advance. Contingency money issued shall be calculated on 20% of the per diem allowance which should not be less than €100 and shall not exceed €230. Expenses actually incurred must be justified and supported by receipts.
- 8.2.10 Accounting officers should not issue contingency money, in advance or otherwise, to any delegate that has any outstanding amount in connection with any previous advance which has been received in respect of previous visits abroad dating back to more than one month. Only when all such pending statement of expenses are settled/closed is such a delegate to be advanced or credited with any contingency money. In all circumstances all settlements are to be effected via credit transfer.²⁴

8.3 Provisions of Subsistence Allowance

- 8.3.1 When accommodation and breakfast are provided for free, the per diem allowance shall be reduced by 60%, provided that, if breakfast is against payment, the reduction shall be 50%.²⁵

²² MFIN Circular 6/2009

²³ Referring to the general details of the project, details of the personnel in question, their respective salary scale, their status (married/single), length of stay and the country of destination.

²⁴ MFEI Circular 12/2010

²⁵ MFIN Circular 1/2008 & MFEI Circular 5/2012

8.4 Travel Insurance

- 8.4.1 Travel insurance coverage, for officers proceeding abroad on short-term duty visits, is to be provided by the insurance company chosen by the respective Ministry/Department/Public Sector Entity concerned. The choice of an insurance company is to be made within the parameters of the Public Procurement Regulations. The benefits provided under the Open Cover Policy are as follows:²⁷

Item	Benefit
1	Personal accident
2	Medical expenses
3	Baggage
4	Public liability

- 8.4.2 Department are requested to submit to the chosen insurance company monthly returns showing the number of duty visits abroad, on the declaration forms supplied by the company. Nil returns should also be submitted.

8.5 General Provisions and Procedures

- 8.5.1 Bookings for air travel are to be made in good time, even provisionally, so that the cheapest class for flights of comparable quality and convenience is obtained for the delegates and for officers posted abroad.
- 8.5.2 Bookings for accommodation should include the 'cancellation option' and the cancellation option should be availed of immediately if the trip abroad is cancelled. The 'non-cancellation' option is only to be used when it is the only option within the permissible per diem rates. If the difference between the non-cancellation option and a more expensive cancellation option is less than 10%, then one is to still seek prior clearance from the Ministry for Finance to avail of the cancellable option. A claim for refund for a non-cancellable accommodation will only be considered if the necessary proof that the most economically feasible option was selected at the time of the booking.
- 8.5.3 Only Ministers, Parliamentary Secretaries, Members of Parliament and Public Officials in Scales 1 to 3,²⁸ and one accompanying member of their delegation, are entitled to travel on Business/Club Class basis. However in the case of non-stop transcontinental flights involving durations of at least ten (10) hours flights, officials who are entitled to travel on economy class basis will be allowed to travel on Business/Club Class basis.

²⁷ MFEI Circular 5/2012

²⁸ With regard to Public Sector Entities, scales 1 to 3 include only the Chairmen and Chief Executive Officers, whereas scales 4 and 5 refer to top management, heads of directorates, directors and senior managers.

8.5.4 Air travel arrangements are to be normally made through Air Malta, via Call Centre telephone number 22999888 (dedicated line for Government bookings) or by sending an e-mail to govres.airmalta@airmalta.com.

8.5.5 When other flight arrangements apart from Air Malta exist, and when the flight arrangements are of comparable quality and convenience, one is to ideally request three quotations (one of which must be from Air Malta). Notwithstanding in cases of urgency, and when the estimated value of the flights does not exceed five thousand euro (€5,000), the flights may be procured departmentally through a direct contract at the discretion of the Head of the Contracting Authority, taking into consideration the amount involved, the urgency attached to the procurement or restrictions of choice and availability.²⁹

8.5.6 The Letter of Authority covering flight purchases is to be sent to Air Malta, by sending an e-mail to govres.airmalta@airmalta.com. E-tickets and invoices will be sent to the respective Ministries, Departments and Public Sector Organisations via e-mail by Air Malta Call Centre, once tickets are issued. Letters of Authority in respect of tickets not issued under the e-ticketing system should be presented at the Air Malta office at the time of collection of the ticket. Permanent Secretaries are to appoint a signatory or signatories for requests to Air Malta regarding air fares. Air Malta is to be provided with an updated list of Government officials who are authorised to sign the travel authorisation forms. Any changes in this list are also to be notified.

8.5.7 When an itinerary involves other airlines besides Air Malta and the whole itinerary is covered by one ticket, Air Malta will seek to apply the lowest applicable through fare.

8.6 Air Travel to sit for Local Official Examinations

Public officers posted abroad are entitled to re-imburement of 50% of Air Malta and non-Air Malta flight expenses against receipts for travel to Malta to sit for examinations which pertain to their career stream.

8.7 Offers to Attend Meetings

8.7.1 Public officers should be advised that when approached by any embassy or any international or other (local or foreign) institution or organisation in connection with attendance at meetings abroad, the officer concerned should advise the embassy, institution or organisation that such approach should be made to Government through the established channels.

8.7.2 The embassy, institution or organisation should also be advised at the same time that any such offer should be made without indicating any specific nominee and that it is up to the Government to decide on the most suitable nomination. Any individual so referred to by name will automatically be disqualified from nomination by Government.

²⁹ Article 100 of the Public Procurement Regulations, 2016 (LN352/16)

09. TRAVELLING ON EU RELATED BUSINESS

9.1 Categories

EU-related travel essentially falls under two (2) categories:

- a) Participation at Council meetings; and
- b) Participation at Commission meetings.

9.2 Conditions

9.2.1 Participation at these meetings is to be approved by the Permanent Secretary in the respective line Ministry who shall, moreover, be responsible to ensure that the arrangements specified hereunder are observed in their entirety. However in order to eliminate continuous requests for travel approval from Permanent Secretaries, officers who are appointed to represent Malta in a particular and specific Council or Commission meeting, will only require a onetime travel approval from their respective Permanent Secretary to attend the particular and specific Council or Commission meeting. Subsequent travel to the approved particular and specific Council or Commission meeting will only require the presentation of the copy of the first approval of the respective Permanent Secretary, to the relative Ministry travel officers. When and if there is a change in appointment of the officer who is appointed to represent Malta in the particular and specific Council or Commission meeting, Permanent Secretary's approval will be warranted once again. Similarly, approvals for ad-hoc meetings will still require the endorsement of the respective Permanent Secretary.³⁰

9.2.2 Participation is to be kept at a minimum, not least because reimbursement at some of the meetings is applicable only to one participant per member state. As a general rule, all travel that is reimbursable is to be in economy class. In the case of persons entitled to travel on business class basis, as stipulated in paragraph 8.5.2, who attend for Commission meetings, where the Commission might not reimburse the full amount, the difference in expenses between the economy and business class is to be then settled from the National Funds.³¹

9.2.3 When reimbursement applies, participants at Council meetings will be refunded their respective travel costs, whereas officers attending for Commission meetings may be entitled to refunds also in respect of subsistence and incidental expenses. However, in the latter case, eligibility to reimbursement is determined on a case to case basis in accordance with preset criteria.³²

9.2.4 Reimbursement of funds in respect of both Council and Commission meetings shall ultimately only take effect provided the required documentation is forwarded to the EU Paying Authority in a timely and complete manner as per sub-section 9.3.

³⁰ MFIN Circular 3/2015

³¹ MFEI Circular 12/2010

³² MFIN Circular 1/2008

9.2.5 In all instances, the Permanent Secretary, and in his/her immediate absence, the Director responsible for Corporate Services within the Ministry shall authorize travel abroad whether EU-related or not. Requests for approval that do not conform to the standing travel regulations must be approved by the Ministry for Finance before such travel is to be affected. These requests must be submitted at least three (3) working days prior to travel subject to urgency and should be addressed to the Public Sector Performance and Evaluation Directorate, by sending an e-mail to pspe.mfin@gov.mt.³³

9.3 Advancement of Funds related to EU-Travel

9.3.1 The procedure for advancement of funds to government officials travelling on EU-related business is the same as that related to all other travelling officers, as outlined in section 8.3. Subsistence allowance is likewise similar and applicable by category according to the grade/position held by the recipient.

9.3.2 Advances shall be accounted for by beneficiary officers within fifteen (15) calendar days from their return to Malta. Returning officials shall invariably attach the following documentation to their statement of expenses to be submitted to the Accounting Officer in their Ministry or Directorate:

- Air ticket/air ticket back copy and/or train tickets;
- Boarding card stubs;
- Hotel Bills;
- Reimbursement Form A (in the case of Council Meetings) and Form B (in the case of Commission meetings);
- A copy of the agenda of the meeting.

9.3.3 The Accounting Officers in each Ministry/Directorate shall, within fifteen (15) working days from receipt of the returning official's submissions, forward to the Director (EU Paying Authority) within the Ministry for Finance the following documentation:³⁴

- Original air ticket invoice (or certified true copy of same);
- Statement of expenses;
- Air ticket receipts/air ticket back copy/train tickets;
- Boarding card stubs;
- Hotel bills;
- Reimbursement Claim Forms 'A' and 'B' aforementioned;
- GA27 original form (or certified true copy of same).

9.3.4 Officers participating at Commission meetings will be required by the organisers to furnish a copy of their Personal and Financial Identification Form, as reimbursement will be made by the Commission by direct credit to an appropriate account at the Central Bank of Malta. These details are standard and should therefore be quoted clearly by all participants.³⁵

³³ MFEI Circular 12/2010

³⁴ MFIN Circular 6/2014

³⁵ MFIN Circular 1/2008

- 9.3.5 It is vital that participants in meetings ensure that any forms or attendance sheets circulated in the course of the meetings are duly filled in as it is these documents which the EU institutions use as an audit check against subsequent reimbursement.
- 9.3.6 When, after the lapse of six (6) months, reimbursement in respect of a Commission meeting is still pending, Accounting Officers shall raise a query with the EU Paying Authority Directorate. When no progress is made, Accounting Officers shall contact the host organiser of the meeting in question to enquire whether reimbursement has been effected and to request the relative payment reference details for onward transmission to the EU Paying Authority.

10. ACCOUNTING ARRANGEMENTS FOR VISITS ABROAD

10.1 Authority

- 10.1.1 No accounting officer may incur expenditure on visits abroad, without the prior approval of the respective Permanent Secretary on form GA 27 (Specimen at Appendix Appendix VII). Form GA27 is also to be filled in cases involving travel abroad for training purposes of a duration not exceeding fifteen consecutive days. The Form is to be duly signed by the Permanent Secretary of the respective Ministry approving the visit. All signatures are to be accompanied by a rubber stamp or full name written in block letters. The Permanent Secretary may delegate this authority to the Director General Support Services or Director Corporate Services or Director Financial Management of the Ministry concerned. The Accountant General (Attention: Bank Transactions Unit) is to be informed accordingly in writing and supplied with a specimen signature.³⁶ In seeking authority accounting officers should be provided by the officer proceeding abroad, with details of the nature of the visit, the expenditure to be incurred and the bank account in which funds are to be credited, clearly indicating the respective IBAN and BIC codes,³⁷ which must invariably be shown on the Credit Transfer Form (Specimen at Appendix VIII).
- 10.1.2 It is to be noted that incorrect or incomplete data may result in bank charges and in a delay in processing the transaction. Accounting Officers are requested to validate the data as provided by the delegates and in order to facilitate the process further data can be checked against IBAN checker CDs, made available by the Treasury (as approved by CBM). These CDs may be collected from the Verifications Unit of the Government Accounts Directorate.
- 10.1.3 These details are to be submitted through the Director General/Director and the Director responsible for Corporate Services who has to confirm the correctness of the officer's declaration (where applicable). The details should include the following:

³⁶ MFEI Circular 12/2010

³⁷ The IBAN is available on the personal bank statement and the BIC is as follows:

APS Bank Ltd : APSBMTMT

Bank of Valletta plc: VALLMTMT

HSBC Bank Malta plc: MEBMTMT

Lombard Bank Malta plc: LBMAMTMT

Volksbank Malta Ltd : VBMAMTM3

Banif Bank (Malta) plc: BNIFMTMT

- a. Purpose of Visit: Full reasons as to why the visit is necessary, indicating also whether the visit is EU-related business or otherwise. In the case of EU-related business, one should clearly specify whether participation is in Council/Commission or other meetings. The Budget Line, Group Reference, Sector Title and Code is to be quoted;
 - b. Details of the tangible benefits which are expected to be achieved;
 - c. A detailed programme of the work which is expected to be done abroad by the delegation as a whole and the duties which each member is expected to perform during the duration of the entire visit;
 - d. Duration Abroad: The actual dates of the full visit are to be provided;
 - e. Names and status of Government Officers/Delegates: All Officers' names forming part of the delegation and their status and scale (according to Financial Estimates) are to be enlisted;
 - f. Breakdown of Estimated Expenditure: A detailed breakdown of all estimated costs is also to be drawn up.
- 10.1.4 Permanent Secretaries and Directors responsible for Corporate Services should invariably request the official literature relating to the visit and which may include the conditions and any amenities available, such as free accommodation and/or free meals, as may be offered by the hosting organization.³⁸
- 10.1.5 Officers proceeding abroad on official business have to declare that they have no pending statement of expenses to submit in connection with any advances which may have been received in respect of previous visits abroad dating back more than one (1) month. The Director responsible for Corporate Services is to confirm such statement and endorse the form accordingly.
- 10.1.6 Ministerial delegations or delegations which include Parliamentary Secretaries and/or Members of Parliament should be notified to the Secretary to the Cabinet for clearance by the Prime Minister, prior to the issue of an advance. Subsequently the Private Secretary of the respective Minister is required to endorse Form GA27A (Specimen at Appendix IX), as a confirmation that the Prime Minister's approval has been obtained for the visit and that authority from the respective Permanent Secretary is requested for the issue of necessary funds. The Ministry concerned is exempt from seeking approval from the Ministry for Finance for travel arrangements and expenditure that does not conform to the standing travel regulations. Other members of staff, both locally based and based abroad, who will make part or accompany Ministerial Delegations, should seek authority from their respective Permanent Secretary for the issue of necessary funds.
- 10.1.7 In addition accounting officers should provide:
- a. A plan of cheapest travel to and from the intended destinations, and the relative cost involved; and
 - b. A detailed statement of the cost involved.

³⁸ MFIN Circular 1/2008

- 10.1.8 The Private Secretary of the respective Minister is required to endorse Form GA27A as a confirmation that the Prime Minister's approval has been obtained for the visit and that authority from the Permanent Secretary is requested for the issue of the necessary funds.
- 10.1.9 The necessary clearance embodying the above details should be obtained at least 1 week before the intended date of departure.
- 10.1.10 Officers proceeding abroad are requested to delete the contents of the first paragraph of Form GA27, as applicable, i.e. whether they are in receipt or otherwise of compensation in kind/disbursement for accommodation/meals, transport, air tickets, subsistence from the host organisation or any other entity.
- 10.1.11 The Director responsible for Corporate Services is to confirm the contents of the second paragraph and endorse the form accordingly.
- 10.1.12 Requests for travel by officials with outstanding incomplete declaration forms and outstanding accounts, and who persistently fail to meet the set deadlines for the filling of the said forms and the settling of the said accounts are to be precluded from going abroad.
- 10.1.13 Accounting officers should not process, and are to withhold blank or incomplete declaration forms (GA27 and GA27A). Accounting Officers are to ensure that all documentation reaches the Bank Transactions Unit at the Treasury four working days prior to the visit and to present GA27 and 27A Forms (as applicable), Original Credit Transfer Form (x2 copies), DAS commitment and a copy of the agenda/programme of the visit. If the agenda/programme is not available the officer travelling abroad is to certify this in writing.
- 10.1.14 In view paragraph 10.1.1, the attention of Accounting Officers and/or Officers in charge of travel is drawn to the following:
- a. The usual DAS routine is to be followed;
 - b. The charges box on the Credit Transfer Form must NOT be ticked;
 - c. No CBM order form is to be prepared for cash requirements as there will be no cash handling;
 - d. Section C of the GA27/GA27A is to be endorsed by the delegate as proof of receipt of funds. CBM Advice issued in favour of the delegate is to be available with the GA27/27A for post-verification purposes. As per established procedures, the Credit Advices will be forwarded by Treasury upon receipt from CBM;
 - e. Attention is drawn to the fact that only one GA27 is to be raised per visit irrespective of the number of delegates;
 - f. The Credit Transfer Form is to be used for any refunds to which the delegate may be entitled;

- g. Directorates must present travel documentation for Treasury's endorsement four (4) working days prior to the delegate's departure to allow ample time for the funds to be credited; and
 - h. It must be clearly indicated to delegates that local withdrawals are presently not subject to bank charges; however overseas withdrawals will unavoidably attract a charge.
- 10.1.15 In cases where an additional Credit Transfer Form is raised for the same visit, Accounting Officers are also to indicate the Payment Voucher Number already issued.
- 10.1.16 The Treasury Department is to be informed of all cancelled visits prior to the intended date when any such visit was scheduled. In those instances where funds have already been credited into the corresponding officer's bank account, a copy of the receipt, showing that these funds have been refunded by the officer, is to be forwarded to the Treasury Department. Furthermore, the charges box on the Credit Transfer Form must not be ticked.
- 10.1.17 Public Sector Entities should also adhere to the prevailing travel rules and regulations. Any reference to the Permanent Secretary in such rules and regulations should be taken to mean the Chief Executive of Public Sector Entities.³⁹

10.2 Arrangements for expenditure incurred

- 10.2.1 A report on each visit (Specimen at Appendix XII) is to be submitted by the delegate to the Director responsible for Corporate Services by not later than one (1) month after the visit. The report shall include a short explanation about the purpose of the visit, including the aims/goals of the visit, the benefits achieved from such a visit, the delegate's personal remarks, the officials to be alerted about the outcome of the visit and the issues to be followed up in Malta.⁴⁰
- 10.2.2 Officials travelling abroad who, within one (1) month from their return, fail to account for the advance made to them by way of submitting the necessary forms and statement of expenses, should not be issued with a new advance before they regularise their position.
- 10.2.3 In order that Directors responsible for Corporate Services are in a better position to confirm that the officer seeking travel authority does not have any outstanding travel funds relating to previous visits, Ministries and Directorates responsible for Corporate Services are to maintain a simple updated database to ensure that a record of outstanding travel advances is readily available.
- 10.2.4 Delegates and officials should be told that, if they are in doubt about their entitlements, they should seek written advice before committing themselves to particular expenditure.

³⁹ MFIN Circular 1/2008

⁴⁰ MFEI Circular 5/2012

- 10.2.5 All expenses incurred by ministerial delegations are met out of public funds against production of detailed statements of expenditure, accompanied, where possible, by receipted bills.
- 10.2.6 Officials travelling abroad on non-EU related business are to account for the advance made by not later than one month after their return to Malta. With regard to EU-related travel, officials are to account for the advance made by not later than 15 calendar days from their return to Malta. A statement of expenses is to be drawn up and presented for vetting and approval on form GA27B (Specimen at Appendix X). Members of Ministerial delegations are also required to fill in GA27B.
- 10.2.7 Unused contingency money is to be repaid immediately - The per diem allowance, including the contingency money, is always payable in Euro, irrespective of the currency of the country of destination. Unused contingency money is to be repaid immediately and is always to be refunded in Euro, irrespective whether the country visited is in the Euro zone or otherwise. When inconvertible currency is brought back from abroad and a loss is incurred in conversion, such loss will have to be made good by the officer responsible for the money.
- 10.2.8 Accounting officers responsible for travel are to inform the Bank Transactions Unit of the Treasury that the GA27 and GA27A forms have been satisfactorily completed by submitting a detailed return as per template at Appendix XI. This return is to be sent via e-mail to the generic email account Post-Travel-Docs@gov.mt, keeping respective Directors responsible for Corporate Services in copy by way of their endorsement in fulfillment of their obligations under paragraph 7.2.7 of the PSMC. The submission of the template is to be effected at the earliest possible and, in any case, not later than two months from the date of the visit abroad. All documentation, that hitherto was submitted to Treasury, shall be retained by directorates/ministries and shall be readily for inspection as and when requested by Treasury for the purposes of due verification. Original documentation is to be made available, except in cases involving EU-related travel, where photostat copies are acceptable.⁴¹
- 10.2.9 Accounting officers should not process and are to withhold blank or incomplete declaration forms (GA 27, 27A and 27 B). The Director responsible for Corporate Services of the Ministry concerned shall prior to forwarding to the Treasury approve each completed declaration form.
- 10.2.10 A detailed progress report, drawn up on a bi-monthly basis, listing all outstanding and processed travel advances, including those unsettled advances that have yet to be forwarded to the Treasury, is to be submitted by Accounting Officers to their respective Permanent Secretaries/Directors responsible for Corporate Service.⁴²

⁴¹ MFEI Circular 5/2012
⁴² MFIN Circular 1/2008

11. OVERSEAS EXTERNAL TRAINING

- 11.1 The travel rate of the training rate was abrogated with immediate effect as from the 10 December 2010⁴³ and instead only one rate that of the resident is to apply as from this effective date. The resident rate is to be applied in cases where the duration of the overseas training lasts longer than fifteen (15) consecutive days, including weekends and public holidays.
- 11.2 In cases of overseas training of a duration not exceeding fifteen working days, the duty travel per diem allowance is to be applied. Moreover both the Office of the Prime Minister, through the Institute for the Public Services, and the Ministry for Finance are to be kept informed of such training as stipulated in Section 6.2.2.1 of the Manual of the Staff Development in Public Administration. In the case of overseas training of a duration exceeding fifteen (15) working days, the guidelines of Chapter 6 of the Manual on Staff Development in the Public Sector are to be adhered to.
- 11.3 Accounting officers and officials going abroad are to note that in those cases involving training of a duration period of not longer than fifteen (15) days account for such travel expenses is to be made by filling and processing the GA 27 form on similar lines as that applicable for duty travel abroad.

12. CONDITIONS OF SERVICE FOR OFFICERS SERVING OVERSEAS

- 12.1 Details of the various conditions of service for officers posted abroad are given in the manual on “Conditions of Service for Officers serving Overseas”, issued by the Ministry for Foreign Affairs and Trade Promotion.
- 12.2 Details of the conditions of service of Government employees undergoing courses of study abroad can be found in the Manual on Staff Development published by the Institute for Public Services.

⁴³ MFEI Circular 12/2010

13. CONTACT DETAILS

The coordination of transport and travel policy matters is entrusted to the Ministry for Finance through the Public Sector Performance and Evaluation Directorate, therefore queries are to be forwarded as follows:

- For any transport related matters, queries are to be sent to: govtransport.mfin@gov.mt.
- For any travel related matters, queries are to be sent to: pspe.mfin@gov.mt

APPENDIX 1.

Vehicle acquisition request form

PSPE - Government Transport - Fleet Management System

SECTION A: THIS SECTION IS TO INDICATE THE BENEFICIARY OF THIS REQUESTED VEHICLE(S)

Ministry::	
Department:	
Division:	
Section:	

SECTION B: THIS SECTION IS TO INDICATE WHETHER THE VEHICLE IS A REPLACEMENT OR ADDITIONAL VEHICLE

ADDITIONAL (WITHOUT REPLACEMENT)			REPLACEMENT (ENTER DETAILS IN SECTION D)		
TOTAL QUANTITY:			TOTAL QUANTITY:		
ADDITIONAL	ACQUISITION TYPE	QUANTITY	ADDITIONAL	ACQUISITION TYPE	QUANTITY
	PURCHASE/ PROCUREMENT			PURCHASE/ PROCUREMENT	
	LEASE			LEASE	
	HIRE			HIRE	
	DONATION			DONATION	
	SEIZED			SEIZED	
	IMPRESSED			IMPRESSED	
	TRANSFERRED			TRANSFERRED	

SECTION C: JUSTIFICATION FOR VEHICLE(S):

GENERAL USE OR FULLY EXPENSED VEHICLE(S):

CATEOGRY	QUANTITY	CATEGORY	QUANTITY
GENERAL-USE		FULLY-EXPENSED	

SECTION C: JUSTIFICATION FOR VEHICLE(S):

IF AN UNDERUTILIZED VEHICLE IS AVAILABLE, PLEASE INDICATE WHY THIS VEHICLE CANNOT FULFILL THIS REQUEST:

SECTION D: VEHICLE(S) TO BE REPLACED (To be completed only in case of Replacements)

REGISTRATION NUMBER	ACQUISITION TYPE (Purchased or Procured; Leased; On loan; Hired; Transferred; Donated; Seized; Impressed)	REASON FOR REPLACEMENT	VEHICLE YEAR OF MANUFACTURE	CATEGORY OR OWNER'S ROLE (Fully Expensed / General Use)	ORIGINAL MFIN APPROVAL DATE (of previously acquired vehicle)	INSERT APPROVING MFIN OFFICIAL NAME (of previously acquired vehicle)

SECTION E: DECLARATION

I AM HEREBY DECLARING THAT ALL THE INFORMATION CONTAINED ABOVE IS TRUE AND CONFORMS WITH GOVERNMENT REGULATIONS, POLICIES AND CIRCULARS, AND WILL BE USED AS STIPULATED IN THE JUSTIFICATIONS PROVIDED.

I HEREBY CERTIFY THAT THIS IS THE MOST COST EFFECTIVE ACQUISITION TO MEET OUT TRANSPORTATION NEEDS, AND THAT OUR MINISTRY/DEPARTMENT/ ENTITY HAS SOUGHT EACH AND EVERY POSSIBLE WAY IN ORDER TO CONTAIN GOVERNMENT EXPENDITURE. IT IS ALSO BEING DECLARED, THAT THE PUBLIC SECTOR PERFORMANCE AND EVALUATION DIRECTORATE WILL BE INFORMED IF THE NEEDS OF THE MINISTRY/DEPARTMENT/ ENTITY CONCERNED CHANGE, AND THUS THE JUSTIFICATION IS BEING ALTERED.

Signature of Head of Department

Date

APPENDIX II.
(Para 5vi)

LOG BOOK

Date	Details of Journey		Kms Covered	Duration	Purpose of Journey	Issues of Petrol	Signature of Officer making the journey
	From	To					

APPENDIX III

(Para 5vii)

LOG BOOK CERTIFICATE

I certify that, with the exception of trips marked (a) all the journeys recorded above have been on official business. Trips marked (a) were for my / his _____ personal travel between house and office or for my / his attendance at functions or receptions in, or because of my / his official capacity. Payment in respect of these trips at the approved rate of _____ a km was duly effected on the _____ .

Signature _____ Date _____

Name in Block letters _____

APPENDIX IV

(Para 5.2viii)

AFFIDAVIT

I verify that the statement produced herewith, is accurate and complete. I understand that the intentional furnishing of incorrect information may be fraudulent and violates the Laws of Malta.

Name: _____

Date: _____

ID No: _____

APPENDIX V

(Para 5.4)

LOG BOOK FOR USE OF PRIVATELY-OWNED VEHICLES ON OFFICIAL BUSINESS

Date	Time of Departure	Locality		Kms Covered	Reason for trip	Signature of	
		From	To			Driver	Checking Officer

APPENDIX VI

(Para 7.6)

GUIDELINES FOR EXTENDING HOSPITALITY

Definition of Hospitality

Hospitality is the complementary provision of refreshments (beverages and light snacks) meals and sometimes entertainment, to guests of the Government, and where appropriate, to public officers, and accompanying persons at public expense.

Hospitality may exceptionally consist of one or more of the following:

- tickets to cultural or sporting events
- tours of places of interest
- transportation
- room rental
- incidentals such as flowers

Hospitality function

A hospitality function is an event or occasion where one or more forms of hospitality are provided. An event or occasion may cover a single meal or, such as in the case of a conference, may include various forms of hospitality over a number of days.

Occasions for extending hospitality

Hospitality may be extended on behalf of the Government when:

- discussions on official matters are held with persons who are not public officers, including interviews with members of other governments, industry, public interest groups, unions, seminars, or during special events such as public openings
- persons visiting Malta as member of national or international organisations are involved in activities relating to those of the government, or wish to obtain an understanding and an appreciation of Maltese life and development or an understanding of the work of the Government
- the government sponsors formal conferences, and other governments or business groups are represented
- a prestigious ceremony takes place, attended by foreign dignitaries distinguished persons from the private sector, or both.

Location

Government-owned facilities shall be used when available and appropriate. Hospitality held in private residences and hospitality in less formal or recreational settings must have the prior approval of the Permanent Secretary who may clear the matter with the Minister, if considered necessary.

Costs

The cost of hospitality functions should be minimized, but be consistent with the following:

- the status or rank of the guest(s)
- the number of persons attending
- the circumstances

Proposals for hospitality should, where possible, identify the anticipated cost.

Public officers

Provision of hospitality to public officers is subject to the following direction:

- Public officers are not considered to be guests. They are entitled to hospitality only when attending a function in their official capacity together with other guests
- Non-alcoholic beverages and snacks may be offered to public officers when without prior notice they are required to work through “breaks” when this is justified by anagement. Such hospitality should be restricted to occasions of a formal nature where the dispersal of participants during a break period is not desirable.
- Managerial discretion and due regard for economy should be used in identifying such occasions and in ensuring that hospitality is not offered during meetings of close colleagues working together on a regular basis
- When public officers attend functions at public expense at which there are guests who are not public officers, the number of public officers must not exceed the number needed to conduct government business.

Accompanying persons

An accompanying person of a public officer involved in an official capacity may only receive hospitality where:

- their presence enhances the conduct of the hospitality
- associated costs are pre-authorized.

Exceptions

Hospitality functions that are exceptions to these hospitality guidelines must have the prior approval of the Permanent Secretary.

APPENDIX VII

(Para 10.1.1)

VISITS ABROAD ON OFFICIAL DUTIES

A.

PERMANENT SECRETARY

Authority is requested for the visit quoted hereunder.

Date: _____ Director General/Director: _____

(i) PURPOSE OF VISIT			
(ii) DURATION ABROAD	FROM:	TO:	(iii) DESTINATION
(iv) NAMES & STATUS OF GOVERNMENT OFFICERS/DELEGATES			
(v) BREAKDOWN OF ESTIMATED EXPENDITURE			

I declare that I/ and other member/s of my delegation am/are/am not/are not receiving compensation in kind/ disbursement for accommodation/meals/transport/subsistence, from the host organisation or any other entity. This excludes free meals and free lodging offered by friends, relatives and the lodging in one's own residence. I further declare that I/ and other member/s of my delegation, have no pending statement of expenses to submit in connection with any advances which may have been received in respect of previous visits abroad dating back more than one month.

Date: _____ Officer: _____

It is hereby confirmed that none of the above officers have yet to submit statements of expenses in respect of visits abroad dating back more than one month. This notwithstanding, there may still be advances pending due to reasons beyond their control, such as reimbursement of expenses from foreign sources.

Director responsible for Corporate Services

VISIT APPROVED

Date: _____ Permanent Secretary: _____

B.
ACCOUNTANT GENERAL

You are requested to note that the amount of €_____ as detailed overleaf, has been charged to the Travel provision under Recurrent Vote _____. I certify that the expenses incurred and detailed on the statement attached are in accordance with current regulations and conform to PSMC 8.5 & 8.6.

Date: _____ Permanent Secretary: _____

C.
SPECIAL ADVANCE (To be completed before departure of delegation)

1. Travellers Cheques/Currency issued to delegation

(a) Travellers Cheques		
_____ @ _____		= € _____
_____ @ _____		= € _____
_____ @ _____		= € _____
_____ @ _____		= € _____
_____ @ _____		= € _____
(b) Foreign Currency		
_____ @ _____		= € _____
_____ @ _____		= € _____

Total amount (a) and (b) at disposal of delegation = € _____

2. Bank charges, commission, stamps, etc = € _____

3. Central Bank Credit Noted dated _____ (if any) = € _____

Total advance as approved overleaf = € _____

4. Received the above Travellers Cheques/Currency

Date: _____ Signature: _____

D.

BREAKDOWN OF EXPENDITURE

(To be completed in conjunction with Section B overleaf)

5. Expenses incurred by delegation (use separate sheet if necessary)		€	€
_____ @ _____	= €		
_____ @ _____	= €		
_____ @ _____	= €		
_____ @ _____	= €		

Total expenses	= €	€	€
6. Travellers Cheques/Currencies refunded			
_____ @ _____	= €		
_____ @ _____	= €		
_____ @ _____	= €		

Total as per attached Central Bank Slip	= €	€	€
Difference in Exchange Rate			
Total as per para. C 1 above		€	_____
7. Bank Charges, Commission and Stamps (as at para. C 2 above)		_____	€
8. Insurance - Stg30,000 (Life), Stg4,000 (Medical) and Stg500 (Baggage)			€
9. Travelling Expenses (Air/Sea fares)			€
Total expenses to be charged to Departmental Vote.			_____
			€ _____

APPENDIX IX

(Para 10.1.6)

VISITS ABROAD ON OFFICIAL DUTIES (MINISTERIAL DELEGATIONS)

Ref. No. _____ Ministry _____

A.

PERMANENT SECRETARY

The approval of the Prime Minister has been obtained for the visit quoted hereunder. Authority is requested for the issue of the necessary funds. This excludes free meals and free lodging offered by friends, relatives and the lodging in one's own residence.

Date: _____ Private Secretary: _____

(i) PURPOSE OF VISIT			
(ii) DURATION ABROAD	FROM:	TO:	(iii) DESTINATION
(iv) NAMES & STATUS OF GOVERNMENT OFFICERS/DELEGATES			
(v) BREAKDOWN OF ESTIMATED EXPENDITURE			

Private Secretary: _____

APPROVED

Date: _____ Permanent Secretary: _____

GA 27A (Ministerial Delegations Only)

B.
ACCOUNTANT GENERAL

You are requested to note that the amount of €..... as detailed overleaf, has been charged to the Travel provision under Vote I certify that the expenses incurred and detailed on the statement attached are in accordance with current regulations and conform to PSMC 8.5.

Date: _____ Permanent Secretary: _____

C.
SPECIAL ADVANCE (To be completed before departure of delegation)

1. Travellers Cheques/Currency issued to delegation

(a) Travellers Cheques

_____ @ _____	= € _____
_____ @ _____	= € _____
_____ @ _____	= € _____
_____ @ _____	= € _____
_____ @ _____	= € _____

(b) Foreign Currency

_____ @ _____	= € _____
_____ @ _____	= € _____

Total amount (a) and (b) at disposal of delegation = € _____

2. Bank charges, commission, stamps, etc = € _____

3. Central Bank Credit Noted dated _____ (if any) = € _____

Total advance as approved overleaf = € _____

4. Received the above Travellers Cheques/Currency

Date: _____ Signature: _____

D.

BREAKDOWN OF EXPENDITURE

(To be completed in conjunction with Section B overleaf)

5. Expenses incurred by delegation (use separate sheet if necessary)		€	€
_____ @ _____	= €		
_____ @ _____	= €		
_____ @ _____	= €		
_____ @ _____	= €		

Total expenses	= €	€	€
6. Travellers Cheques/Currencies refunded			
_____ @ _____	= €		
_____ @ _____	= €		
_____ @ _____	= €		

Total as per attached Central Bank Slip	= €	€	€
Difference in Exchange Rate			
Total as per para. C 1 above		€	_____
7. Bank Charges, Commission and Stamps (as at para. C 2 above)		_____	€
8. Insurance - Stg30,000 (Life), Stg4,000 (Medical) and Stg500 (Baggage)			€
9. Travelling Expenses (Air/Sea fares)			€
Total expenses to be charged to Departmental Vote.			_____
			€ _____

APPENDIX XI

(Para 10.2.8)

POST-TRAVEL SUBMISSION FORM

Year _____ Directorate/Ministry _____

Vch. No. _____

Dept. Ref. _____

Visit relating to:

EU Commission	<input type="checkbox"/>
EU Council	<input type="checkbox"/>
EU Other	<input type="checkbox"/>
Non EU	<input type="checkbox"/>

Country of Destination _____

Departure Date _____ Arrival Date _____

Officer (full name) _____

Scale _____

Actual amount given to officer (before visit) _____ euro (as per Central

Bank Debit Advice)

Total cost of visit _____ (as per GA27/GA27A Sec. D)

Date of submission by delegate _____

Officer i/c _____ Tel No _____

All fields are required to be completed

Incomplete forms will not be accepted

Reference to MFIN Circular 1/2008 and Treasury Circular 2/2008.

APPENDIX XII

(Para 10.2.1)

NAME OF UNIT

Report of the (Title of Meeting) held on (Date)

Purpose of the Meeting: Short explanation about the purpose of the meeting.

Times New Roman 11pt (Body)

Participant/s: Name/s of participant/s and Title. (If person who normally attends could not attend, state reason for non-attendance).

Times New Roman 11pt (Body)

Report drawn up by: Name of author and Title.

Times New Roman 11pt (Body)

Time: Meeting commenced at 0000hrs and ended at 0000hrs.

Times New Roman 11pt (Body)

Abbreviations used: AT – Austria; BE – Belgium; BG – Bulgaria; CZ – Czech Republic; CY – Cyprus; DK – Denmark; EE – Estonia; FI – Finland; FR – France; DE – Germany; EL – Greece; IE – Ireland; HU – Hungary; IT – Italy; LV – Latvia; LT – Lithuania; LU – Luxemburg; MT – Malta; NL – Netherlands; PL – Poland; PT – Portugal; RO – Romania; ES – Spain; SI – Slovenia; SK – Slovakia; SE – Sweden; UK – United Kingdom; CION – Commission

Introduction

Body text begins here. Times New Roman 11pt (Body)

Agenda Item number and Agenda Item title (*Heading3 TimesNewRoman 12pt Bold*)

Body text begins here Times New Roman 11pt(Body).

Heading4TimesNewRoman11ptItalic

Body text in Times New Roman 11pt.

Only one style of bullet (Bullet) should be used. You have to manually insert the bullet. Where a second level is required use a dash (Bullet2).

Personal Remarks

Body text in Times New Roman 11pt

Officials to be alerted immediately

Body text in Times New Roman 11pt

Issues to be followed up in Malta

Body text begins here Time New Roman 11pt Body

Date of Next Meeting

Body text in Times New Roman 11pt



OFFICE OF THE PRINCIPAL PERMANENT SECRETARY
OFFICE OF THE PRIME MINISTER