

#### 04. Attending Official Duties Overseas

- (i) This implies going abroad on duties coming under the scope of the institute which cannot be performed in the island.
- (ii) The incidental and combined allowances referred to at para 5 and 6 could be paid for attending these official duties.

#### 05. Payment of Incidental Allowances

- (i) Incidental allowances are paid to cover the travelling expenses, airport taxes, visa fees, etc. incurred abroad.
- (ii) This allowance can be paid at the rate of US \$ 50 per day up to a maximum of 15 days.

#### 06. Payment of Combined Allowances

- (i) Combined allowance could be paid to cover food and lodging expenses as follows ;

Combined allowance - In US dollars per full day (24 hours)

Category of Countries (in terms of schedule 01)	1 <sup>st</sup> Category US \$	2 <sup>nd</sup> Category US \$
1	150	120
2	200	160
3	250	200
4	300	240
5	400	320

- (ii) The first group of the table above includes;
  - (a) Governors of Provinces, Members of Parliament / Ministers of Provincial Councils and Chairmen/ Mayors of Municipal Councils, Chairmen of Urban Councils and Pradeshiya Sabhas.
  - (b) Public Officers drawing an initial salary of Rs. 36,755 /- per month or above, in terms of Public Administration Circular No 6 – 2006.
  - (c) Chairmen of Commissions, Presidential Advisors, Heads of Foreign Missions in the Foreign Service, Chairmen and Chief Executive Officers of Public Corporations, Statutory Bodies and Government Owned Companies, Governor, Deputy Governors, Assistant Governors of the Central Bank of Sri Lanka, Chairmen, General Managers and Chief Executive Officers of State Banks.
- (iii) All others, except those referred to under 6 (ii) (a) (b) and (c) above come under the second category.
- (iv) Allowances should be calculated according to the number of full days from the time of leaving the island until his return to the country. Any balance period, not less than 12 hours could be treated as a full day.
- (v) When the period of duty abroad exceed 15 days, the approval of the Deputy Secretary to the Treasury should be obtained for the payment of allowances.