

(vi) If the due allowances could not be obtained before leaving the country, the allowances could be obtained on return, according to the exchange rate prevailed at the date of leaving the island.

**07. Entertainment Allowances.**

An entertainment allowance up to US \$ 500 could be paid on the request of the Minister or the Secretary to the Ministry that leads the delegation.

**08. Other Expenses which could be reimbursed.**

Insurance fees for official travel not exceeding the limit of Rs. 2,000,000, could be reimbursed.

**09. Accounting.**

- (i) Payment of allowances should be accounted as an expenditure at the time of making the payment.
- (ii) When applying for allowances, the relevant approvals and the itinerary of the tour on which the allowances are calculated should be provided.
- (iii) Out of the allowances obtained, If there are any amounts which the officer is not entitled to, such money should be refunded immediately on return at the prevailing exchange rate.

**10. Matters Not Covered.**

- (i) Presidents Fund, Post Graduate Institute of Medicine (for training of doctors for specialized grades) and the Scholarships offered by the Parliamentary Scholarship Board.
- (ii) Studies or training fully supported by a foreign government or an agency.
- (iii) Leave obtained on account of personal matters.

**11.** Any clarification with regard to this circular may be referred to the Chief Accountant of this Ministry over Tel. No. 011 - 2484535.

Sgd / P. B. Jayasundara  
Secretary to the Ministry of Finance & Planning  
and Secretary to the Treasury.

- Copies - 1. Secretary to the President.  
2. Secretary to the Prime Minister.  
3. Secretary to the Cabinet of Ministers.  
4. Auditor General.