



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO  
THE FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE  
NUMBER QUOTED: **27/026**  
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**MINISTRY OF FINANCE AND THE PUBLIC SERVICE**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

April 18, 2019

Circular No. 6  
Public Expenditure Policy Coordination Division

Permanent Secretaries  
Heads of Departments and Agencies  
Chief Executive Officers of Public Bodies  
Chairmen of Boards

**Re: Amendment to Revised Procedures for Official Overseas Travel**

Permanent Secretaries, Heads of Departments, Chief Executive Officers and Chairmen of Boards are hereby advised of the amendment to **Section 3, "Travel Authorization"** of the Revised Procedures for official Overseas Travel.

Section 3 has been amended to include a new subsection as follows:

**Board Members**

3.1A *"Application for approval of overseas travel by board members must have the written approval of the relevant portfolio Minister, prior to submission to the Cabinet Secretary, except in cases of inclusion in Ministerial delegations which require the approval of Cabinet and such support should be indicated in the application form (Remarks Column) by the Permanent Secretary recommending the travel."*

**Conclusion**

Permanent Secretaries, Chief Executive Officers and Heads of Departments are asked to ensure that this Circular is brought to the attention of all relevant officers.

Darlene Morrison (Miss)  
Financial Secretary