



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

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**MINISTRY OF FINANCE AND THE PUBLIC SERVICE**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

October 6, 2021

**Circular No. 17**

Cabinet Secretary  
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 an amendment to Section 11.2 of the Revised Procedures for Official Overseas Travel (Circular No. 21 dated December 22, 2014), to include expenses related to COVID-19 testing.

Section 11.2 is hereby deleted and replaced with the following.

**11. Reimbursement/Refund of Expenses**

11.2 The Government will reimburse public officers the cost for one entry visa and other prerequisites for entering a country including: travel insurance; vaccinations; and medical expenses, including those associated with COVID-19 tests. The Government will also cover the cost of conference registration fees associated with training programs; and baggage cost where it is not included as part of the airfare, that is, the cost for one (1) piece of baggage except where the travel period exceeds three weeks and the travel warrants more than one piece of baggage

This amendment is effective October 1, 2021, and supersedes the respective section in Circular No.21 dated December 22, 2014.

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  
Financial Secretary