

Correspondence should not be addressed to individuals



ZIMBABWE

PUBLIC SERVICE COMMISSION  
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REF: C/209

21 March 2011

CIRCULAR NO 1 OF 2011

TO ALL HEADS OF MINISTRIES

SUBSISTENCE RATES

The Public Service Commission has approved with Treasury concurrence, new Travel and Subsistence allowances. These should be implemented with effect from 01 March 2011.

1. Allowances when absent over night

- |   |            |
|---|------------|
| a) Maximum proved Bed and Breakfast per day | Hotel rate |
| b) Unproved Bed and Breakfast per day       | US\$30.00  |
| c) <u>Unproved meals</u>                    |            |
| Breakfast                                   | US\$5.00   |
| Lunch                                       | US\$10.00  |
| Dinner                                      | US\$15.00  |

2. Allowances when not absent overnight

Members of the Public Service may be paid unproved expenses for meals at rates specified in Part I (c) above on the following conditions.

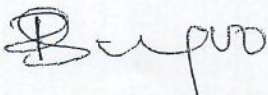
- Breakfast - when members departs from home station before 6.00am and where a member produces receipts for proved accommodation/bed only.



- Lunch - when a member departs from home station before 12.00pm provided the member has been away for more than four (4) hours.
- Dinner - when a member arrives at home station after 8.00pm.

### 3. GENERAL

- a. A member should produce proof of expenses incurred in respect of Part I on return to the home station and monies unaccounted for should be returned at the end of the month when a trip is made.
  - b. Any excess on proved expenses shall be met by the member himself/herself from his/her own resources.
  - c. Unproved Supplementary allowance shall be US\$5.00 per day where:-
    - 1) Proved expenses in respect of Bed and Breakfast have been claimed.
    - 2) Government and/or another organization has paid for board and lodging in respect of a member.
  - d. **Heads of Departments and Accounting Officers are reminded to approve critical trips only, consider the size of the delegation and duration of the trip.**
4. The additional expenditure as a result of the review should be met from within the allocations already communicated to Ministries.
  5. This Circular cancels and replaces Circular No. 5 of 2009.
  6. The interpretation of this Circular rests with the Public Service Commission.



P. SUNGURO [MRS]  
SECRETARY  
PUBLIC SERVICE COMMISSION

