

**CIRCULAR**  
**SAVINGRAM**  
**GOVERNMENT OF TONGA**

**To** : All Heads of Departments  
**From** : Secretary for Finance and Planning  
**Saving No** : 15/23/112  
**Date** : 3<sup>rd</sup> April, 2007

**TREASURY CIRCULAR No.7/06-07**

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**PER DIEM RATE**

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I advise that the following procedures for per diem rate will be effective from the date of this circular and greatly appreciate your cooperation please.

1. The per diem rate to be used for overseas travel of officers in government ministries shall be that determined and approved by the Ministry of Finance & Planning.
2. All overseas travel by ministries that required the payment of per diem or part thereof shall request from Treasury the appropriate rate of the relevant destinations for such travel.
3. Ministries shall therefore make their request at least five (5) working days from the actual date of the overseas travel, and may at times require to submit the related travel plan.
4. The Ministry of Finance & Planning shall advise all ministries of any changes to the per diem rate.

The above procedures will apply to all future overseas travel that is funded fully or partially by government. All ministries are therefore requested to please adhere to this procedure.

