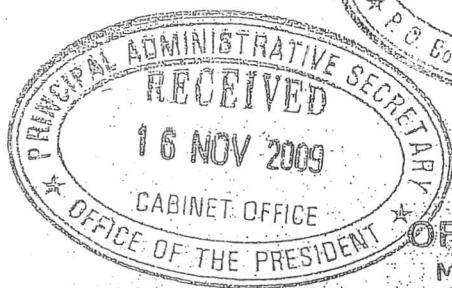


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**OFFICE OF THE PRIME MINISTER
MINISTRY OF STATE FOR PUBLIC SERVICE**

Telegraphic address: "Personnel", Nairobi
Telephone: Nairobi 227411
Telex: 23125
Fax: 243620

P.O. BOX 30050 - 00100
NAIROBI,
KENYA.

When Replying please quote

Ref. No **MSPS 18/2A/(89)** and date

12th November, 2009

All Permanent Secretaries/Accounting Officers,
The Controller and Auditor-General,
The Clerk, National Assembly,
The Registrar, High Court of Kenya,
The Secretary, Public Service Commission of Kenya,
Director-General, National Security Intelligence Service,
The Secretary, Teachers Service Commission,
All Provincial Commissioners (*with sufficient copies for District Commissioners*)
All Chief Executive Officers, State Corporations

**ACCOMMODATION AND SUBSISTENCE ALLOWANCE FOR OFFICERS
TRAVELLING ON DUTY WITHIN AND OUTSIDE KENYA**

Your attention is invited to Personnel Circular Letters Ref. No. DPM/38/1/2A(67) dated 8th May, 2006 and OP/CAB.2/12A dated 11th November, 2004 which reviewed the rates of accommodation and subsistence allowances payable to public servants traveling on duty within and outside Kenya respectively.

In cognizance of the rise in the cost of living since the release of these Circulars, it has been found necessary to review both allowances to ensure that public servants have access to reasonable accommodation while on official duty.

The new rates for subsistence allowance for overseas travel are harmonized with those applicable to Public Servants working with the United Nations and are designed to meet the cost of accommodation in reasonable hotels and also cater for meals, service charges and other incidental expenses. In order to ensure that public servants are not disadvantaged on conversion of the Kenya

shilling to foreign currencies, the allowance will continue to be pegged to the US Dollar.

Meal allowance will only be paid to officers traveling on duty within the country but who are not required to spend a night away from the permanent duty station. Meal allowance will not be paid alongside Accommodation Allowance.

It is expected that with this review, Accounting Officers will exercise prudent financial management within their approved budgetary allocation. With the release of the new rates, requests for enhanced per diem will no longer be considered by this office.

The revised rates will be applicable with effect from 1st December, 2009.



Titus M. Ndambuki, CBS
PERMANENT SECRETARY

C.C.

The Permanent Secretary, Secretary to the
Cabinet and Head of the Public Service,
Office of the President,
NAIROBI.

Appendix I - Accommodation allowance

Band	Civil Service Job Group & Equivalent	Nairobi, Mombasa, Kisumu, Malindi, Kilifi, Lamu and Kwale		Nakuru, Nyeri, Eldoret, Kericho, Kakamega, Embu, Naivasha, Nanyuki and Garissa		All Other Areas	
		Per Diem (Kshs.)		Per Diem (Kshs.)		Per Diem (Kshs.)	
		Current	New	Current	New	Current	New
A1 & A2	U & V	8,000	13,000	6,000	9,000	5,000	7,500
A3	T	8,000	12,000	6,000	9,000	5,000	7,500
	S	6,500	12,000	5,000	7,500	4,000	6,000
B1	R	6,500	10,000	5,000	7,500	4,000	6,000
	P & Q	5,000	8,000	4,000	6,000	3,500	5,000
B2	N	5,000	8,000	4,000	6,000	3,500	5,000
	L & M	4,000	6,500	3,000	4,500	2,500	4,000
	K	4,000	6,000	2,500	3,500	2,000	3,000
C	H & J	3,000	4,500	2,500	3,500	2,000	3,000
	G	2,500	3,500	2,000	3,000	1,200	2,000
	E & F	2,000	3,000	2,000	3,000	1,200	2,000
D	A - D	2,000	3,000	1,500	2,500	1,000	1,500

Appendix II - Meal Allowance

JOB GROUP	BREAKFAST (Ksh.)	MEAL (Ksh.)
S - V	1,000	2,000
P - R	750	1,500
K - N	500	1,000
G - J	300	750
A - F	200	500

APPENDIX III:
DAILY RATES OF ALLOWANCE PAYABLE TO OFFICERS TRAVELLING
ON DUTY OUTSIDE KENYA - 2009

	Country	CATEGORY (BAND) AND ITS EQUIVALENT					
		Ministers and Asst. Ministers	JG 'U' & 'V' (A ₁ & A ₂)	JG 'T' & 'S' (A ₃)	JG 'P' to 'R' (B ₁)	JG 'K' to 'N' (B ₂)	Others (C & D)
			✓	✓	RATES (US\$)		
1	Afghanistan	475	335	266	221	189	163
2	Albania	473	347	283	240	217	203
3	Algeria	553	397	318	267	233	213
4	Angola	651	481	396	351	327	314
5	Antigua & Barbuda	518	407	352	316	292	273
6	Argentina	508	403	351	320	302	292
7	Armenia	784	496	351	274	230	204
8	Aruba	617	458	378	330	300	278
9	Australia	603	436	352	301	274	259
	Austria	650	472	382	326	294	276
11	Azerbaijan	784	525	396	324	282	255
	Bahamas	742	544	444	377	327	284
13	Bahrain	497	398	348	320	303	291
14	Bangladesh	461	336	274	240	221	210
15	Barbados	605	440	358	302	268	249
16	Belarus	506	372	304	265	239	221
17	Belgium	697	537	456	397	363	342
18	Belize	438	325	269	237	218	206
19	Benin	508	362	289	246	223	209
20	Bermuda	644	468	379	321	277	247
21	Bhutan	413	258	180	138	115	101
22	Bolivia	377	271	217	188	172	163
23	Bosnia & Herzegovina	506	330	242	194	167	149
24	Botswana	469	339	274	239	218	206
25	Brazil	532	431	380	338	301	270
26	Brunei	849	553	404	324	277	248
	Bulgaria	377	320	292	274	261	252
28	Burkina Faso	497	352	280	234	200	176
	Burundi	438	328	273	242	225	215
30	Cambodia	393	295	246	219	203	192
31	Cameroon	545	390	313	263	233	216
32	Canada	638	487	411	369	344	329
33	Cape Verde	421	336	294	268	252	241
34	Central African Republic	508	362	288	241	206	180
35	Chad	533	433	382	353	333	321
36	Chile	413	311	259	231	216	207
37	China	531	415	357	313	288	274
38	Colombia	444	337	284	245	215	193
39	Comoros	619	448	363	306	264	236
40	Congo	535	382	306	256	229	214
41	Costa Rica	444	337	284	245	224	211
42	Côte d'Ivoire	540	395	322	272	235	210

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	Country	CATEGORY (BAND) AND ITS EQUIVALENT					
		Ministers and Asst. Ministers	JG 'U' & 'V' (A ₁ & A ₂)	JG 'T' & 'S' (A ₃)	JG 'P' to 'R' (B ₁)	JG 'K' to 'N' (B ₂)	Others (C & D)
		RATES (US\$)					
43	Croatia	506	407	357	324	301	282
44	Cuba	378	305	268	247	233	226
45	Cyprus	392	329	297	278	266	258
46	Czech Republic	456	404	378	361	350	340
47	Denmark	578	453	391	356	338	326
48	Djibouti	454	334	273	240	222	210
49	Dominica	391	305	262	235	216	202
50	Dominican Republic	518	366	289	246	219	201
51	DRC Congo	678	494	402	340	294	263
52	Ecuador	424	315	260	229	211	200
53	Egypt	437	346	301	275	258	242
54	El Salvador	378	295	254	229	214	204
55	Equatorial Guinea	413	342	307	285	270	258
56	Eritrea	572	335	216	154	121	102
57	Estonia	506	370	301	261	236	218
58	Ethiopia	669	487	395	334	289	260
59	Fiji	451	326	263	227	208	195
60	Finland	755	554	453	385	333	292
61	France	658	533	470	380	333	306
62	French Guiana	517	379	310	263	228	204
63	Gabon	542	424	365	325	285	257
64	Gambia	428	330	281	245	215	191
65	Georgia	784	492	346	268	224	198
66	Germany	762	560	458	390	338	310
67	Ghana	417	301	242	209	190	177
68	Greece	447	386	355	337	325	316
69	Grenada	421	385	366	354	343	334
70	Guadeloupe	528	377	301	252	222	204
71	Guatemala	421	308	252	220	200	187
72	Guinea	498	354	282	235	201	179
73	Guinea Bissau	518	380	310	227	180	154
74	Guyana	400	294	240	211	193	183
75	Haiti	388	324	292	272	259	249
76	Honduras	473	334	265	226	204	190
77	Hungary	612	460	384	331	289	263
78	Iceland	525	406	346	313	294	283
79	India	517	391	328	293	274	264
80	Indonesia	508	362	289	246	224	211
81	Iran	784	577	474	403	350	314
82	Iraq	1,029	769	638	548	477	429

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		CATEGORY (BAND) AND ITS EQUIVALENT					
	Country	Ministers and Asst Ministers	JG 'U' & 'V' (A ₁ & A ₂)	JG 'T' & 'S' (A ₃)	JG 'P' to 'R' (B ₁)	JG 'K' to 'N' (B ₂)	Others (C & D)
		RATES (US\$)					
83	Ireland	601	447	369	328	304	290
84	Israel	913	677	558	477	415	355
85	Italy	764	588	499	434	391	362
86	Jamaica	514	389	327	292	272	262
87	Japan	918	681	563	481	427	399
88	Jordan	650	472	383	323	285	264
89	Kazakhstan	784	526	396	325	283	256
90	Kiribati	636	413	301	240	205	184
9	Korea	496	386	330	300	282	272
	Kosovo	506	370	301	261	236	218
9	Kuwait	960	715	593	508	442	395
94	Kyrgyzstan	784	473	318	236	191	165
95	Laos	323	233	188	163	147	139
96	Latvia	506	389	331	294	270	252
97	Lebanon	890	660	545	466	405	363
98	Lesotho	368	252	194	158	140	128
99	Liberia	578	425	349	306	283	269
100	Libya	706	516	421	357	322	301
101	Liechtenstein	918	681	533	459	412	380
102	Lithuania	506	364	293	252	226	208
103	Luxembourg	550	395	317	275	253	240
104	Macedonia	636	400	281	218	183	161
105	Madagascar	578	416	335	282	243	214
106	Malawi	458	353	300	271	253	242
107	Malaysia	627	455	368	311	269	240
108	Maldives	381	281	231	203	187	176
1	Mali	507	385	324	282	260	247
110	Malta	619	449	363	316	290	275
111	Marshall Islands	636	423	316	257	223	201
112	Mauritania	477	349	285	242	210	188
113	Mauritius	421	362	332	314	304	298
114	Mexico	473	430	409	393	382	375
115	Micronesia	636	467	382	332	300	277
116	Moldova	506	389	331	294	270	252
117	Monaco	909	675	557	477	414	372
118	Mongolia	494	350	278	232	198	176
119	Montenegro	506	414	367	336	313	294
120	Morocco	767	563	461	378	333	301
121	Mozambique	417	302	245	212	194	184
122	Myanmar	367	251	193	157	136	124
123	Namibia	391	281	225	189	163	147

APPENDIX III:
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ON DUTY OUTSIDE KENYA - 2009

		CATEGORY (BAND) AND ITS EQUIVALENT					
	Country	Ministers and Asst. Ministers	JG 'U' & 'V' (A ₁ & A ₂)	JG 'T' & 'S' (A ₃)	JG 'P' to 'R' (B ₁)	JG 'K' to 'N' (B ₂)	Others (C & D)
		RATES (US\$)					
24	Nauru	636	388	264	199	162	141
25	Nepal	413	287	223	184	157	141
26	Netherlands	617	471	398	359	336	322
27	New Zealand	812	599	492	419	364	326
28	Nicaragua	518	372	299	248	212	187
29	Niger	521	372	297	249	213	189
30	Nigeria	658	478	388	336	308	291
31	North Korea	496	343	266	223	197	179
32	Norway	501	382	322	288	269	258
33	Oman	797	612	520	452	397	359
34	Pakistan	504	365	296	258	233	218
35	Palau	636	448	353	300	267	244
36	Panama	447	340	287	256	239	230
37	Papua New Guinea	636	462	375	317	273	244
38	Paraguay	483	342	271	232	209	197
39	Peru	580	418	336	284	254	237
40	Philippines	550	394	315	265	227	202
41	Poland	518	390	326	291	271	258
42	Portugal	557	423	355	318	297	285
43	Puerto Rico	367	294	257	236	222	213
44	Qatar	616	446	360	304	269	244
45	Reunion	487	345	273	233	210	195
46	Romania	543	412	346	311	291	280
47	Russia	784	598	505	455	426	408
48	Rwanda	465	345	285	252	233	219
49	Samoa	434	330	277	240	210	188
50	San Marino	764	588	499	445	408	380
51	Sao Tome & Principe	500	310	215	165	136	120
52	Saudi Arabia	769	565	462	393	340	305
53	Senegal	511	368	297	258	237	225
54	Serbia	506	363	291	249	224	206
55	Seychelles	511	420	375	349	334	325
56	Sierra Leone	738	540	441	375	324	290
57	Singapore	1,072	756	598	475	392	333
58	Slovakia	506	410	362	330	307	288
59	Slovenia	506	391	334	298	273	255
60	Solomon Islands	636	410	296	235	200	179
61	Somalia	377	259	200	163	142	130
62	South Africa	426	324	273	245	229	219
63	Spain	773	569	466	396	343	303
64	Sri Lanka	434	304	238	197	168	149



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		CATEGORY (BAND) AND ITS EQUIVALENT					
	Country	Ministers and Asst. Ministers	JG 'U' & 'V' (A ₁ & A ₂)	JG 'T' & 'S' (A ₃)	JG 'P' to 'R' (B ₁)	JG 'K' to 'N' (B ₂)	Others (C & D)
		RATES (US\$)					
165	St. Kitts and Nevis	518	396	335	298	272	254
166	St. Lucia	518	389	324	285	259	241
167	St. Vincent and Grenadines	518	422	374	342	318	299
168	Sudan	594	428	346	294	266	251
169	Surinam	875	648	534	456	396	356
170	Swaziland	454	335	276	243	224	211
171	Sweden	685	510	423	374	348	333
172	Switzerland	918	681	563	481	418	375
173	Syria	640	464	376	318	274	246
174	Tajikistan	784	468	310	227	182	156
175	Tanzania	524	367	289	245	220	204
176	Thailand	486	371	313	271	249	236
177	Timor - Lestor	636	399	281	217	182	160
178	Tobago	528	419	364	333	316	305
179	Togo	458	333	270	235	215	202
180	Tonga	386	282	230	195	171	157
181	Trinidad	398	354	331	316	308	301
182	Tunisia	382	285	237	210	195	187
183	Turkey	857	634	522	446	387	347
184	Turkmenistan	784	484	333	254	209	183
185	Tuvalu	636	385	260	193	157	136
186	Uganda	535	373	291	246	220	204
187	Ukraine	506	371	304	264	238	220
188	United Arab Emirates	780	596	503	437	383	345
189	United Kingdom	701	525	437	390	365	347
190	Uruguay	344	301	279	264	254	245
191	USA	598	479	420	386	368	357
192	Uzbekistan	784	463	302	218	173	147
193	Vanuatu	636	466	381	331	299	276
194	Venezuela	456	400	371	352	332	318
195	Vietnam	364	273	227	199	183	173
196	Yemen	672	490	398	337	291	261
197	Zambia	549	393	315	252	219	200
198	Zimbabwe	398	300	250	222	207	189

