



JICA-HRD Unofficial Translation

**Kingdom of Cambodia
Nation Religion King**



**Royal Government of Cambodia
No. 216 ANKr.BK**

**Sub-Decree
on
Daily Subsistence Allowance (DSA) for Mission inside and outside the Country**

Royal Government of Cambodia

- Having seen the Constitution of the Kingdom of Cambodia
- Having seen the Royal Decree No. NS/RKT/0913/903 dated 24 September 2013, on the Appointment of the Royal Government of Cambodia
- Having seen the Royal Decree No. NS/RKT/1213/1393 dated 21 December 2013 on Modification and Addition of Composition of Royal Government of Cambodia
- Having seen the Reach Kram No. 02 NS/94 dated 20 July 1994 promulgating the Law on the Organization and Functioning of the Council of Ministers.
- Having seen the Reach Kram No. NS/RKM/0196/18 dated 24 January 1996 promulgating the Law on the Establishment of the Ministry of Economy and Finance
- Having seen the Reach Kram No. NS/RKT/0508/016 dated 13 May 2008 promulgating the Law on Public Finance System
- Having seen Royal Decree No. 06/NS/94 dated 30 October 1994 on Common statute of Civil Servant of the Kingdom of Cambodia
- Having seen Royal Decree No. NS/RKM/004 dated 21 March 2013 promulgating the Amendment of Article 9 and 10 of the Law on Common statute of Civil Servant of the Kingdom of Cambodia
- Having seen Royal Decree No. NS/RKM/05 dated 19 March 2001 promulgating the law on Commune/Sangkat Administration
- Having seen Royal Decree No. NS/RKM/0508/017 dated 24 May 2008 promulgating the law on Administrative Management of the Capital, Provinces, Municipalities, Districts and Khans
- Having seen Royal Decree No. NS/RKM/0611/011 dated 17 June 2011 promulgating the law on Financial Regime and Property Management of Subnational Administration
- Having seen Royal Decree No. NS/RKM/1109/022 dated 30 November 2009 promulgating the law on Penal Code
- Having seen Royal Decree No. NS/RKM/1207/030 dated 08 December 2007 promulgating the law on Civil Code

- Having seen Royal Decree No. CS/RKT/1297/273 dated 01 December 1997 on General Principle of Organization of State Civil Service
- Having seen the Sub Decree No. 488 ANKR/BK dated 16 October 2013 on the Organization and Functioning of the Ministry of Economy and Finance
- In accordance with the request from the Minister of Ministry of Economy and Finance.

HEREBY DECIDED

CHAPTER 1 GENERAL PROVISIONS

Article 1:

This sub decree aims to set allowance for mission within and outside the country of heads of state, public civil servants, and contact officials of Ministries, Institutions, National Administration Units, and Subnational Administration Units of the Kingdom of Cambodia.

Article 2:

The purpose of this sub decree is to promote effectiveness, efficiency, transparency, and accountability of performing mission inside and outside the country of heads of state, public civil servants, and contact officials of Ministries, Institutions, National Administration Units, and Subnational Administration Units of the Kingdom of Cambodia.

Article 3:

Mission refers to performing function and duty of the heads of the state, public civil servant, and contract officials inside and outside the country by traveling away from the capital, province or commune where he/she works.

Performing mission shall be supported by allowance, which is Daily Subsistence Allowance.

Daily Subsistence Allowance includes pocket cash, food, accommodation, travel expense, souvenir expense, and other expenses determined and provided according to type of mission. Accommodation shall be provided for mission overnight.

For missions that perform by the Prime Minister both inside and outside the country, the allowance shall be provided according to situation.

Article 4:

This sub decree cover:

- Member of the Royal Government
- Undersecretary of State
- Composition of the Capital/Provincial/Municipal/District/Khan Council
- All ranks of Public Civil Servants
- Consultants, Assistants, and
- Contract officials who are officially recognized by Ministry of Civil Service.

Article 5:

Rank and privilege of the heads of state, civil servants, consultants or assistants that appointed at any ministry, institution, national and subnational administration unit can be a base for defining the mission allowance only in the case that he/she performs mission within his/her occupation framework at *their respective* ministry, institutions, national and subnational administration unit.

Rank and privilege appointed at ministry, institution, national and subnational administration units cannot be a base for defining the mission allowance in case that he/she performs mission at *other* ministry, institutions, national and subnational administration units.

Article 6:

For mission inside the country, the DSA is defined into 6 categories following the position in the organizational structure of ministry, national and sub national administration units:

- Category A1: Deputy Prime Minister, Senior Minister, Minister, and head of institution or unit who have rank and privilege with equivalent position.
- Category A2: Secretary of State and Deputy head of institution or unit with equivalent position.
- Category B: Undersecretary of State, Secretary General, Government Deputy Secretary General, Director General, Delegation of the Royal Government, Municipal-Province Board of Governor, Composition of Municipal-Province Council, and Public Civil Servants with equivalent position.
- Category C: Deputy Secretary General, Deputy Director General, Director of Department, Municipal-Provincial Deputy Governor, Director of Administration of City-District-Commune, and, Composition of City-District-Commune Board council, and Public Civil Servant with equivalent position.
- Category D: Deputy Director of Department, Chief of Bureau, Deputy Chief of Bureau, Deputy Governor of City-District-Commune, Director of Administration of Municipal-Provincial-City-District-Commune, Composition of Khum-District Board Council and Public Civil Servant with equivalent position.
- Category E: Public Civil Servants and Contract Officials at National and Sub National Administration.

Article 7: Daily Subsistence Allowance for mission inside the country is defined as following:

Currency: Khmer Riel

No.	Position	DSA for 1 Person/1day or 1night		
		Pocket Allowance	Per diem	Accommodation

1	Category A1	40,000	100,000	200,000
2	Category A2	35,000	90,000	160,000
3	Category B	30,000	80,000	120,000
4	Category C	24,000	70,000	100,000
5	Category D	20,000	60,000	80,000
6	Category E	16,000	40,000	80,000

Article 8:

For international meeting that the Kingdom of Cambodia is a host, the DSA shall be included in the expense of the international meeting as following:

Currency: Khmer Riel

No.	Position	DSA for 1 Person/1day or 1night		
		Pocket Allowance	Per diem	Accommodation
1	Category A1	70,000	100,000	400,000
2	Category A2	60,000	90,000	350,000
3	Category B	50,000	80,000	300,000
4	Category C	40,000	70,000	200,000
5	Category D	30,000	60,000	160,000
6	Category E	20,000	40,000	120,000

Article 9:

Travel expense for mission inside the country shall be stipulated in the Prakas of the Minister of Ministry of Economy and Finance.

Article 10:

Ministries, Institutions, national administrative units must consider on mission expenses by reducing the maximum of unnecessary mission or limit number of officials who go on mission at national level by selecting only expertise officials at sub-nationals administration instead, in case there is no prohibition by law or the provision in force.

Chapter 3 DSA outside the Country

Article 11:

For mission outside the country of delegations who are approved by government or ministry, institution national and sub nation administration units, the allowance are divided into 6 types based on position in the organizational charts of ministry, institution, national and sub nation administration units as following:

- Category A1: - Deputy Prime Minister,
- Senior Minister, Minister, and head of institution or unit who have rank and privilege with equivalent position and go on mission as the head of the delegation.

Category A2: - Senior Minister, Minister, and head of institution or unit who go on mission as the members of the delegation.
 - Members of the Royal Government, Public Civil Servants who have rank and privilege with equivalent position.

Category B: Under Secretary of State, Secretary General, Government Deputy Secretary General, Director General, Delegation of the Royal Government, Municipal-Province Board of Governor, Composition of Municipal-Province Council, and Public Civil Servants with equivalent position.

Category C: Deputy Secretary General, Deputy Director General, Director of Department, Municipal-Provincial Deputy Governor, Director of Administration of City-District-Commune, and, Composition of City-District-Commune Board council, and Public Civil Servant with equivalent position.

Category D: Deputy Director of Department, Chief of Bureau, Deputy Chief of Bureau, Deputy Governor of City-District-Commune, Director of Administration of Municipal-Provincial-City-District-Commune, Composition of Khum-District Board Council and Public Civil Servant with equivalent position.

Category E: Public Civil Servants and Contract Officials at National and Sub National Administration.

Article 12:

DSA outside the country is defined according to group of countries as following:

Group 1: Countries in South East Asia (except Brunei and Singapore) and South Asia.

Group 2: Countries in East Asia, Central Asia, West Asia, Eastern Europe, Southern Europe, Central America and Caribbean, South America, Africa, Oceania, Brunei, and Singapore.

Group 3: Countries in Western Europe, Northern Europe, North America, South Korea, Japan, Russia, Italy, Spain, Portugal, South Africa, Australia, and New Zealand.

Article 13:

Daily Subsistence Allowance for mission outside the country is defined as following:

Currency: USD

No.	Position	DSA for 1 Person/1day or 1night						
		Pocket Allowance	Food			Accommodation		
			Group1	Group2	Group3	Group1	Group2	Group3
1	Category A1	50	90	100	120	300	400	500

2	Category A2	50	90	100	120	300	350	400
3	Category B	40	80	90	100	250	300	350
4	Category C	30	70	80	90	200	250	300
5	Category D	25	60	70	80	170	220	270
6	Category E	20	60	70	80	150	200	250

Article 14:

Travel expense shall be provided according to price in the invoice, including air fare tax. Air ticket shall be provided based on position as following:

1. First class air ticket is for Deputy Prime Minister or other officials who have rank and privilege with equivalent position.
2. Business class air ticket is for:
 - a. For Senior Minister, Minister, Secretary of State, or Members of Institution or units who have rank and privilege with equivalent position.
 - b. For Under Secretary of State, Secretary General, Director General, Municipal-Province Board of Governor or who have rank and privilege with equivalent position to join the meeting or bilateral negotiation or multilateral negotiation based on the delegation of the royal government and it needs traveling more than four hours. The business class air ticket shall not be provided to any other travel such as joining conference, workshop, training course, or study tour.
3. Economy class air ticket is for:
 - a. Under Secretary of State, Secretary General, Director General, Municipal-Province Board of Governor with flight duration four hours or less.
 - b. Deputy Secretary General, Deputy Director General, Director of Department, Municipal-Provincial Deputy Governor, Public Civil Servants of Ministries, Institutions, National and Sub-national administration units who have rank and privilege with equivalent position.

Article 15:

Ministries, Institutions, National Administration Units, and Sub National Administration Units shall minimize/save the budget of DSA for mission outside the country as following:

- Choosing the most economic airline if possible
- Reducing members who go on mission as much as possible
- Request principle from the Royal Government to allow the Cambodian Embassy at that country to attend instead.

Article 16:

Expense on Souvenir shall be provided to mission led by Secretary General, Director General, or public civil servants who have rank and privilege with equivalent position onward - to join bilateral negotiation or multilateral negotiation based on the delegation of the royal government.

Expense on Souvenir shall not be provided to other missions such as participation in Conference, Workshop, or Training.

Article 17:

Other expenses shall be provided in appropriate level and necessity based on requested expenditure project of Ministry, Institution, National Administration Unit, and Sub national Administration Unit.

Article 18:

Composition of delegations that have their spouses to bring along in the mission shall be responsible for the expenditure of their spouses by themselves.

For Deputy Prime Minister, Senior Minister, Minister of Ministry, Head of Institution, or heads of other units who have rank and privilege with equivalent position and have the approval from the Prime Minister to bring their spouse along, only travel and food allowance shall be provided to their spouse.

Chapter 4 Implementation Procedure

Article 19:

For mission inside the country, DSA shall be provided according to the following measure and procedure:

- DSA shall be provided at the maximum 10 days per month.
- In case, the mission is more than limited duration above, Ministry, Institution, National and Sub National Administration Units shall make a request to ensure expenditure in advance from the Ministry of Economy and Finance.
- DSA shall be paid in Khmer Riel.

Article 20:

For mission outside the country, DSA shall be provided according to the following measure and procedure:

- All expenditure that is the responsible of the hosting country shall not be provided in the DSA. In case all expense covered by hosting country, only the pocket cash will be provided and no more than 10 days.
- Hosting country/ organizer shall request expenditure plan in advance from the Ministry of Economy and Finance with attached relevant document. After DSA plan approved by the Ministry of Economy and Finance, the host country can provide the DSA, however, filling payment document according to real situation is required.
- In case mission performance delays due to proper reason, the DSA can be provided once it approved by the Ministry of Economy and Finance. Host country shall be responsible for appropriate reliable expenditure of the delegation include report for payment purpose of the delay.

Article 21:

The payment of DSA shall be made at most in the first quarter of next year after mission. After the deadline, the financial administrator has full authority to deny the payment of DSA. Also, after the deadline, for the DSA that already gave but not yet settle the payment, the credit of the new year of the Ministry, Institution, National Administration Unit and Sub

National Administration Unit shall be freeze according to the amount of DSA that provided for settling the payment. In this case, host country shall be responsible for settling the payment of DSA provided. Furthermore, miss or late in payment settle of DSA provided will result in restriction of measure to provide the next DSA.

Article 22:

In case, expenditure tendency do not request in advance, the Ministry of Economy and Finance has the right to check and decide as following:

- Deny the payment of DSA if found that not follow the existing financial measure and procedure.
- Implement the payment of DSA if found that it is appropriate and follow the existing financial measure and procedure. In this case, DSA paid in Khmer Riel.

Article 23:

Measure and Procedure for Implementing DSA inside and outside the country shall be stipulated in the Prakas of the Minister of Ministry of Economy and Finance.

Chapter 5 Penalty

Article 24:

All type and ranking of public civil servants including contact officials shall receive administrative penalty according to law and regulation without considering of Crime Code Penalty and Civil Compensation for misconduct activities and cooperation as following:

- Fake the expenditure letter and other official letter in the purpose of receiving the DSA that individual does not have right to receive as stipulated in this Sub- decree.
- Transfer or exploit DSA to use outside mission performance.
- exaggerate duration of mission and/or number of officials from the real situation
- Create fake mission to receive more allowance.
- Receive DSA but not give to the official who went on mission.
- Block or try to block the process of auditing the abnormality of implementation of DSA.

Article 25:

According to the law in force, administrative penalty for civil servant including:

- Blame
- Transfer by force according to penalty measure
- Delete name from promotion ranking or grade
- Work without payment/salary
- Reduce rank or grade
- Force to retired before time
- Force to resign or fire from position in the government.

Chapter 6 Final Provision

Article 26:

Shall be abrogated the following:

- Sub Decree No. 10 ANKr.BK dated 12 April 2004 on Daily Subsistence Allowance for Mission Inside and Outside the Country.
- Sub Decree No. 07 ANKr.BK dated 24 February 2000 on Daily Subsistence Allowance for Mission inside the Country.

Article 27:

Ministers in charge of the Council of Ministers, the Minister of Ministry of Economics and Finance, Ministers of all Ministries, Directors of Relevant Institutions, Directors of all National Administration Units and Sub National Administration Units shall be effectively enforcing this Sub-decree from the date of signature.

Phnom Penh, 22 July 2014
Prime Minister
Signature & Stamp

HUN SEN

Presented to the Prime Minister to Sign
Minister of the Ministry of Economy and Finance
Signature & Stamp

Aun Pornmoniroth

Receivers:

- Cabinet of His Majesty the King
- Secretariat General of Constitutional Council
- Secretariat General of Senate
- Secretariat General of Royal Government
- Secretariat of Prime Minister
- Cabinet of Prime Minister
- Cabinet of Deputy Prime Ministers
- As mentioned in Article 27
- Royal Affairs
- Document, archives