



REPUBLIC OF KENYA  
THE NATIONAL TREASURY

Telegraphic Address: 22921  
Finance – Nairobi  
FAX NO. 310833  
Telephone: 2252299

THE NATIONAL TREASURY  
P O BOX 30007 - 00100  
NAIROBI

When Replying Please Quote

Ref. No: ZZ/MOF 81/011 TY I (71)

*mt*  
*culay* 27<sup>th</sup> August 2015

TREASURY CIRCULAR NO. 12/2015 *28/9/15*

STATE HOUSE

09 SEP 2015

TO: ALL ACCOUNTING OFFICERS

SECRET REGISTRY  
RECEIVED  
NAIROBI, KENYA

RE: AIR TRAVEL FOR BOARDS OF STATE CORPORATIONS

1. Treasury Circular No. 17/2013 dated 17<sup>th</sup> December 2013 outlined measures to be undertaken by the Government and other Government agencies to control expenditure, enhance fiscal discipline, and ensure prudent financial management of public resources. In particular, the Circular directed that all Government Officials, including those working in Parastatals, and all Board Members including the Chairpersons, traveling outside the country by air, will travel in the economy class. The Cabinet Secretaries, Principal Secretaries/Accounting Officers and Chief Executive Officers, travelling outside the Country by air were however allowed to travel in business class.

2. Further to this policy directive on air travel, there have been numerous enquiries from State Corporations and Commissions regarding the application of the policy to Members of their Boards/Commissions. The purpose of this circular is therefore to clarify to Accounting Officers and Heads of State Corporations how the policy on air travel in the Treasury Circular No. 17/2013, should apply to Members of Boards of State Corporations/Agencies, and Commissions.

3. In line with the existing Government policy of paying Chairperson and members of Boards of Parastatals/State Corporations/Commissions subsistence allowance, equivalent to rates applicable to Principal Secretaries while travelling on official duty outside their duty station, the Chairpersons and Members of Boards/Commissions while travelling outside the Country by Air should travel in business class. This notwithstanding, all domestic air travels for all government officials, including those working in Parastatals/State Corporations should be in economy class. Further, air travel by Public Officers should be by the National Carrier, Kenya Airways, except where the airline does not fly the route or has no partnership with any other airline on that route.

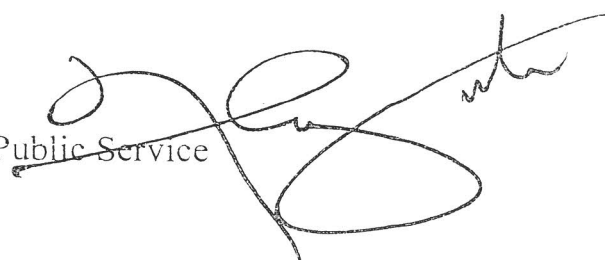
4. Accounting Officers should however exercise utmost fiscal discipline in this area to ensure control of costs likely to arise from this policy directive. The size of delegations travelling outside the Country should be restricted to the levels specified in the Treasury Circular No. 17/2013. For avoidance of doubt, delegations led by the Cabinet Secretary, should not exceed 5 persons, while that led by the Principal Secretary/Chief Executives/Chairpersons /Directors/Commissioners of Boards and Commissions, should not exceed 3 persons. Exceptions to this requirement and any other provided in the Treasury Circular No. 17/2013 must be approved by the Chief of Staff and Head of the Public Service or the Cabinet Secretary to the National Treasury.

5. Finally Accounting Officers are urged to ensure strict adherence to the policy directive on air travel provided in the Treasury Circular NO. 17/2013 and its subsequent clarification contained in this Circular. The policy directive on travel by air in these two Circulars supersedes any other existing directive in the Government, on travel by air. Further, Accounting Officers should ensure compliance to this directive, and bring the content of this Circular to the attention of all officers working under them, including Heads of Parastatals.

**HENRY K. ROTICH**

**CABINET SECRETARY/THE NATIONAL TREASURY**

Copy to: **Mr. Joseph K. Kinyua, CBS**  
Chief of Staff and Head of the Public Service  
State House  
**NAIROBI.**



**All Cabinet Secretaries**