



Lao People's Democratic Republic

Peace Independence Democracy Unity Prosperity

Ministry of finance

No: 0200/MOF

Vientiane Capital, Dated: 25 January 2022

Ministerial Decree

On the Specification of State Budget Administrative Expenditures, economizing and anti-extravagance

- Pursuant to the State Budget Law (amended) No. 71/NA, dated 16 December 2015 and No. 13/NA, dated 17 November 2021.
- Pursuant to the state procurement law No. 30/NA, dated 02 November 2017.
- Pursuant to the decree on economizing and anti-extravagance of expenditure No. 205/PM, dated 22 July 2022.
- Pursuant to the Prime Minister's Decree on the Implementation and Operation of the Ministry of Finance No. 600/PM, dated 14 October 2021.

Minister of Finance hereby agrees the followings:

Part I

General Provisions

Article 1 Objectives

This decree defines principles, regulations and measures in implementing, utilizing the state budget, sources, state asset, resources (nature, people), energy, and time in promulgating the decree no. 205/MP, dated 22 July 2022 to be more details and clear, focusing on raising of economizing and anti-extravagance, budget preparation and budget execution to be accurate, consistent, modern, convenient, fast, transparent, verifiable, efficient, affective, and a basis for uniform implementation throughout the country.

Article 2 Specification of state budget expenditure

The specification of state budget expenditure is to determine the limits of maximum expenses for each sub-category, categories of each chapter of expenditure in the planning and implementation of the management of the state budget expenditure to be able to ordinarily operate and in response to the use of the state budget expenditure to be focused, highly effective, practical, guarantee for the protection, use of state assets and balanced with the capacity to allocate the budget received each year effectively.

Article 3 Definition

The terms used in this decree shall have the following meaning:

Economizing means reducing the cost of using the state budget, fund, asset, labor, time, natural resources, energy and other resources that are limited to the maximum efficiency by using these resources with the same or less budget, but receiving more and better outcomes according to the lower rate, price unit, quantity and level that have been set or as necessary but still able to achieve the work successfully according to the goal.

Anti-extravagance means raising awareness in developing plans, implementing state budget expenditures, fund, asset, labor, time, natural resources, energy, etc. to avoid unreasonable spending and not benefiting the state and society.

Expenditures for salary and employee allowances (Chapter 60) refers to state expenditure to compensate the labor costs of civil servants which is the basic salary according to the level of qualification (graduate certification) and allowances which are additional benefits of civil servants received from the government in the work implementation

Compensation and policy allowance (Chapter 61) means that the government has an expenditure policy for employees and individuals such as: village workers, volunteers, monks, family policy (children, spouses), research workers abroad, pre-retirement workers, overtime work (civil servants), domestic and oversea support (students), medical treatment for leader and social support (retired workers, children of retired workers, disabled workers, death, domestic and foreign prisoners).

Operation expenditure (Chapter 62) means expenses for the administration of the party-state such as: fuel, purchase or cutting of uniforms, water and electricity consumption, maintenance costs (materials, buildings, vehicles and repair costs), fees, expert wages, domestic-foreign work activities, meeting, seminar, training (per diem, travel expenses, accommodation, individual-committee contingency funds) and etc.

Expenditure of technical activities, subsidies and transfers (Chapter 63) means expense to implement the political, economic-social policies of the party-state and the subsidy of expenditure such as: domestic-foreign activities related to the annual activity plan of the sectors,

membership fees of international organizations (World Customs Organization, ILO...) and other expenses determined by the government each period.

Other expenditures (Chapter 65) refers to the government's urgent expenditure such as: contingency funds (used for national defense emergencies, national security, disasters, epidemics and other works). In addition, there are expenditures to subsidies technical activities the collection of revenue-expenditure, technical subsidies and over-planned expenditures (according to the regulations each period).

New purchases for operating expenditure (Chapter 66) refers to the purchase of fixed assets that are used for many years and are not related to capital investment such as: purchase of vehicles, purchase of machinery and accessories, purchase of fixed assets (desks, chairs, computers, etc.)

Capital Expenditure (Chapter 67) means expenditure that consists of domestic sources, loans, and grants for the preparation and implementation of capital investment according to the socio-economic development plan that is adopted for each period.

State procurement refers to bidding of hiring consultants for construction or repair works, supply of goods, work services and consulting services through open bidding, close bidding, bidding with price comparison and direct procurement.

Article 4 Sources of Fund

4.1 State budget includes domestic revenues such as recurrent, technical, state funds, social contribution (domestic and oversea), funds from development assistance, loans, and financial institutions (except ODA that donor administrator's themselves) according to the annual state budget plan approved by the National Assembly.

4.2 The state-owned enterprise fund is obtained from the government's financing contribution for each period, the accumulated profit of the state-owned enterprise, other sources of funds that do not contradict the law, social contributions and other revenue from domestic and oversea according to the annual plan of the state-owned enterprise approved by the board of directors.

Article 3 Purpose of the utilization state budget expenditure, expenditure for state-owned enterprise, economizing and anti-extravagance.

5.1 Purpose of expenditure based on the state budget funding sources:

- 1) State budget expenditure is based on plans, programs, and projects that are the priorities of the relevant sectors.

- 2) Expenditure for salary and employee allowances (Chapter 60), compensation and policy allowance (Chapter 61), operation expenditure (Chapter 62), technical activities, subsidies and transfers (Chapter 63), capital investment (Chapter 67), state budget include recurrent expenditure, capital expenditure, operational expenditure, state funds and state-owned enterprise (details on Article 3 Definitions) based on the plans approved by national assembly, provincial & capital people assembly.
- 5.2 For the purpose of expenditure for the state-owned enterprise funds is to pay salaries and subsidies, policy allowance, regular expenses, expand production, build/construct basic infrastructure, fill the deficit, personnel development and so on. Implement a mechanism to promote business, autonomy and fully responsible for the resources and funds given by the government.
- 5.3 The purpose of economizing and anti-extravagance of the government: state budget expenditure, expenditure for state-owned enterprise, the used of asset, resources and energy, labor, time, and other receptions/ceremonies.

Article 6 Principles of economizing and anti-extravagance works

- 6.1 Implement the state budget expenditures in accordance with the law and financial-accounting regulations as well as ensuring in line with the policies, strategies, laws, and the national socio-economic development plan in each period.
- 6.2 Ensuring that the implementation is carried out according to the plan, the expenditure target does not exceed the plan approved by the National Assembly, Provincial and Capital People Assembly, by considering economizing as the key principle and considering anti-fraud as important, but must ensure the success of the assigned tasks and make sure that it does not affect the routine work of the organization.
- 6.3 Ensuring decisiveness and strictness in the implementation of expenditure, financial discipline, raising the example of leadership of civil servants and government officials.
- 6.4 Ensuring the participation of all citizens and organizations at all levels, including raising awareness about economizing and anti-extravagance works, by participating in monitoring and inspecting the utilization of the state budget in various works.
- 6.5 Ensuring that the state budget spending is economical, open, transparent and verifiable by conducting regular monitoring, inspection, evaluation and reporting.

Article 4 Scope of application

This decree applies only to party-state organizations both central and subnational levels, including state-owned enterprises that use the state budget and loans throughout the country, except for grants managed by donors.

Part II

Economizing and anti-extravagance in state organizations

Article 8 New establishment, merging, separating, and cancelling of state entities

All new formations, mergers, separations and dissolutions of organizations must comply with the principles set in Article 8 of Decree No. 205/PM, which must be researched and developed a master plan to analyze the impact in details, clearly, to ensure that there is no increase in expenditures or the creation of debt for the government. This must take into account the capacity of the state budget in each period, on the basis of having the budget supported and approved by the National Assembly.

For the specification of new establishment, merging, separation, and dissolution of state agencies, strictly follow the regulations set by Ministry of Home Affair in each period.

Article 9 State procurement

The use of government funds to procure equipment for offices-organizations, office supplies, reception equipment, stationery, uniforms, medicines, machines, components, vehicles, and the construction and/or repair of infrastructure, building, and road/bridges construction shall strictly comply with the Law on State Procurement No. 0477/MOF, dated November 2, 2019. In addition, companies, shops or entrepreneurs who participate in procurement must register into the value added tax system as prescribed by law.

Article 10 Management and use of state administrative vehicles

Management and use of state administrative vehicles shall comply with decree on state administrative vehicle No. 559/PM, dated 29 September 2021 and instruction on the implementation of this decree No. 0393/MOF, dated February 04, 2022.

Determining the expenditure for an administrative vehicle is used as a reference for annual budget plan of recurrent expenditure in each year based on the funds of budget units received annually and actual practices case by case, which will be implemented as below:

10.1 General administrative and technical vehicles are divided into 2 categories as follows:

10.1.1 Category I: motorcycles;

10.1.2 Category II: Jeep, sedan, pick up, van and technical administrative vehicles

10.2 Fuel for vehicles serving administrative purposes shall be implemented as follow:

10.2.1 General administrative works such as: attending meetings, events, sending documents, invitations and other general administrative works for the organizations, the Lao front development, mass organizations at central and subnational levels are the key responsible units to calculate based on the actual expenses and use economically. In the case of the fuel has not been used or partially used, the withdrawal requesting plan should not be made.

10.2.2 Vehicle “category I” and “category II” applies the rate of general “Gasoline” as follows:

- Line ministries, central level organizations: cabinets, departments, institutions and the equivalent agency are eligible for 160 liters/month/department.
- Provincial level & capital: provincial governance offices, provincial departments and the equivalent agencies are eligible for 100 liters/month.

10.3 Fuel for serving technical task force committee

Central and local level personnel who are appointed to a technical task force to carry out a specific task within their district to use the fuel rate of general administrative vehicles no more than 5 liters/car/day, limit the number of employees included in the committee by selecting individuals who are relevant and really needed.

10.4 Fuel for vehicle serving technical purposes

Technical vehicles is a special service vehicle equipped with specialized equipment and technical equipment on the vehicle, including a service vehicle for national defense, national security such as medical service delivery, live streaming, survey of the radio frequency signals, petrol transportation, fire truck, and digger truck apply the rate as of actual usage of each sector by using the fuel of general administrative vehicle of the relevant sector.

10.5 Determination of lubricant and battery for electric cars (general administrative and technical services)

10.5.1 Lubricant rates

- Vehicle category I the lubricant rate is 50,000 LAK or 1.000 KM/car no exceed 2 times/year

- Vehicle category II the lubricant rate is 500,000 LAK or 5.000 KM/car no exceed 2 times/year

10.5.2 Electric vehicles using battery

- Vehicle category I the rate for changing battery 2 years/time.
- Vehicle category II the rate for changing battery 2 years/time.

10.6 Management, maintenance and repair

Maintenance and repair of genera; administrative and technical vehicles are the responsible of the government agencies to manage, use, maintenance and repair according to the technical guidelines of each vehicles. Lists of maintenance and repair operational manuals should be made, such as lubricant, filter, machinery check, conveyor belt, tires replacement and other equipment items, this is to launch bidding and selecting the unified unit prices from Auto car service shops (register in the VAT system) according to the law and regulation of state procurement using the state budget accordingly with actual practice and budget approved annually to jointly sign a service supply contract by determining the main contents: the estimated unit price, the service time period of one year, the amount according to the annual plan and the payment according to the actual service price within the fiscal year.

Article 11 Procurement of equipment, office supplies, accessories and uniforms

11.1 Criteria for preparation and procurement plans

Criteria for preparation and procurement plans shall be implemented as follow:

11.1.1 The planning of office supplies and furniture for administrations, party-state organizations at all levels of procurement must comply with the provisions of the law on state procurement and other related regulations.

11.1.2 It is forbidden to plan office supplies and furniture for administrations, party-state organizations at all levels that are not necessary and not suitable for current use, such as black pencils, rubber bands, rulers, yellow note paper, pencil sharpeners, red pens and other unnecessary equipment.

11.1.3 Designing office supplies and furniture must be highly secure, strong, flexible, compatible and durable, have spare parts, have components that can be easily found in the market, have a service center, can be easily repaired, do not plan for materials with high standards, hard to find spare parts and cannot be repaired.

11.1.4 The placement of all types of furniture and equipment must take into account the layout and size of the office, in accordance with simple standards, prohibiting the use of luxury office equipment and furniture and the use of expensive wood products.

11.1.5 The purchase of printed books/materials must be carried out according to the amount that must be used each year, do not order more printed materials than the actual use and switch to electronic use in order to save costs.

11.1.6 The purchase of uniforms must be carried out according to the number of employees-officials who have a real face only once a year and ensure that there is no accumulated debt (1 uniform uses at least 1 to 2 years)

11.1.7 Give priority to the formation and use of domestic products, in case those products are not available in the country, allowing the use of products imported from overseas.

11.2 Utilization and management

Utilization and management shall be implemented as followed:

11.2.1 Accessories, office supplies, materials, uniforms and furniture in organizations, party-state administrations must be used for official work only.

11.2.2 Targeted, standardized, graded, efficient, effective, open, transparent, economical, long-term or sustainable use.

11.2.3 After being acceptable to use, there must be an arrangement and responsibility of each party-state organization concerned to strictly manage, maintain, repair to be in good condition and replace damaged property according to regulations.

11.2.4 Accessories, office supplies, materials and furniture must be registered and coded as a state asset account according to regulations.

11.3 Maintenance, repairment and clearance

Maintenance and repairment of accessories, office supplies, materials and furniture of organization, party-state administrations shall be implemented as follows:

11.3.1 Develop a budget plan and procurement plan, maintenance, replacement according to characteristics and techniques;

11.3.2 The relevant sector who uses these must be responsible for regular accounting and technical inspection.

11.3.3 Must be certified, strictly check quantity, check technique before and after repair.

11.3.4 In the case of major repairs with a value of five million LAK or more, it must be verified and inspected by the state asset management department.

11.3.5 Clearance of accessories, office supplies, materials and furniture. For the clearance is the purchase of state property through sale, demolition, destruction and will be categorized in the following cases:

- Expiration of use and no longer required
- Damage that cannot be used or repair is not effective
- Deterioration
- Types of accessories, office supplies, materials and furniture related to real estate that must be moved, dismantled according to the agreement
- Types of office supplies and furniture that the state agreed to release according to law

The clearance must be conducted transparently with the form of clearance according to the agreement, general sales or according to the evaluation of the state responsible unit to eliminate from the state property account, the revenue from the clearance must be given to the state budget in full amount and must be done according to the law.

Article 12 Electricity utilization

The utilization of electricity of each sector both central and subnational levels must be responsible, be ownership of the use and have a economizing perspective as follows:

12.1 The utilization of electricity in government organizations should be highly conscious and be responsible for economizing electricity, turning off the air conditioner, unplugging when on leave or not in the office during 12:00-13:00 noon, be aware of turning off the lights for the organization and when not in the office for more than 15 minutes, the details are as follows:

12.1.1 Offices, conference rooms, walkways, bathrooms, each floor of the building that can use outside light, fresh air, lights and air conditioning should be turned off.

12.1.2 Re-inspect the organization's electricity installation system and regularly, if it is seen that the system used is defective, be aware to collect, fix and improve it to save electricity use; Every month, the responsible unit must check the actual electricity usage bill, if it is found that the electricity cost has increased abnormally, it must re-check the counter number and technical problems to solve

them in time, as well as put warning signs on the entrance to the elevator, the entrance to the building, the way up/down each floor inside the building.

- 12.1.3 The installation of the electrical system of the organization, the new construction organization should switch to the prepaid electric counter system, choose the location of the electrical circuit system, the electrical equipment must use the key system, the electrical lighting system must be installed automatically on and off, use a centralized control system, should be economical and suitable according to the characteristics of each office, meeting room, bathroom, walkway and outside balcony.
- 12.1.4 Installing the lighting system, if it is installed or changed, using the solar energy economizing mode; For the lighting system in each office, meeting room, use light emitting diodes for bathrooms, walkways and outside balconies, install equipment that is an automatic on-off sensor system so that the lights only turn on when people enter or there is not enough light and avoid installing multiple lighting systems in a single on-off button.
- 12.1.5 The use of air-conditioning system in the organization must ensure the control of the cooling temperature is sufficient at the level of 25 degrees. Also close the doors and windows so that the cold does not leak outside. In the morning, turn on the air conditioning starting from 08.30-12.30 AM; in the afternoon between 13.00-16.00 PM (except in the case of meetings, reception of domestic and foreign guests); Turn off the air conditioner at least 30 minutes before leaving the office; In case that unexpected matter to leave the office or go to a meeting at another place for more than 1 hour, do not leave the air conditioner on; In case of cold weather, try to not use of air conditioning.
- 12.1.6 Use of computers, photocopiers and electrical equipment such as: hot-cold water machines, coffee grinders, chargers, storage pots. When finished using, turn off the electrical equipment, unplug the power cord, to comply with the technical standards for the use of each type of electrical equipment.
- 12.1.7 Using the meeting room, the person in charge of the meeting must be aware of turning on and off all kinds of electrical appliances, such as when turning on the air conditioner, turn it on before 15 minutes and turn off the air conditioner immediately after the meeting is over; The lighting system and electrical equipment should be turned on during the meeting. If the meeting room has enough light, the curtains should be opened
- 12.1.8 Each sector shall appoint a person in charge to summarize the information of the electricity volume used and the amount of money to be paid for each counter

according to the monthly bill as a basis for examining the increase or decrease of the volume and cost to report to the board of directors as well as information for the budget allocation each year by calculating the average for each year. If seeing the electricity price is abnormally increased, this must evaluate the number of counters, usage and technical problems to solve them in a timely manner.

- 12.1.9 Instructions and measures to reduce the use of electricity such as: the use of elevators in organizations should be used for going up and down in offices, organizations from 3 floors or more, if there is only one or two floors, this should not use the elevator (except for equipment that cannot be lifted) and follow the technical standards for using elevators (the weight should not exceed the specified standards).
 - 12.1.10 The lumpsum of electricity payment to ministries, organizations, and provinces to experiment with the use of electricity in the form of contracts by lumpsum dependent entities to be responsible for their electricity use according to the budget received each year. If the remaining amount is given to the entity, in case of insufficient amount, this will be the responsibility of the entity.
 - 12.1.11 It shall be forbidden for individuals and legal entities to take state electricity for use without permission if it is violated, this will be prosecuted according to law.
 - 12.1.12 Regardless electricity payment as a priority expenditure of the sector by allocating the annual budget to meet the actual payment needs of the sector in order not to create debts in the future and to be able to gradually settle the outstanding debts of the previous year.
- 12.2 To use electricity for public utility, please follow the steps below:
- 12.2.1 Street power, park power is to use solar energy-economizing lighting systems, install equipment that shall be an automatic on-off sensor system.
 - 12.2.2 Irrigation electricity shall be given to the relevant sector (agriculture) to coordinate with the village authorities in the use of electricity for irrigation work by assigning the village units to be responsible for opening and closing to suit the actual needs and avoiding excessive watering, as well as assigning individuals to be responsible for monitoring, collecting and paying the electricity bill each month.
 - 12.2.3 Technically necessary exception cases such as hospitals, health centers, water, air, land equipment control room, telecommunication systems, machines and databases.

Article 13 Water supply utilization

Water supply utilization in organizations shall be implemented as follows:

- 13.1 Every people shall be conscious, monitor and control the use of water supply at their workplaces; Turning on and off the water faucet. If find a broken water pipe, leaking water or broken water faucet, this should immediately notify the responsible unit to repair it in time. Also, before finish work, be aware of checking and turn off the water tap.
- 13.2 Do not use or connect water supply in offices, government agencies, washing cars used by individuals, private and family cars.

For the construction of the building, the new office must be calculated to install a modern water supply system with economizings such as: automatically open-close faucet, water in the shared bathroom or private bathroom. During the construction of the new office, the water supply used for the construction should be installed with a sperate water counter to facilitate the monitoring of the water usage volume so that it does not mix with the water volume normally used by the organization, the existing office.

- 13.3 Each sector shall appoint a person in charge to summarize the information of the water volume used and the amount of money to be paid for each counter according to the monthly bill as a basis for examining the increase or decrease of the volume and cost to report to the board of directors as well as information for the budget allocation each year by calculating the average for each year, in which:
 - Each month, the responsible unit must check the actual water usage bill. If seeing the water price is abnormally increased, this must evaluate the number of counters, usage and technical problems to solve them in a timely manner.
 - Regardless water supply payment as a priority expenditure of the sector by allocating the annual budget to meet the actual payment needs of the sector in order not to create debts in the future and to be able to gradually settle the outstanding debts of the previous year.

Article 14 Use of communication devices

The use of communication devices shall be implemented as follows:

- 14.1 For communication equipment, pay attention to monitoring and maintenance every month in the technical center in one place by ensuring to meet the target, suitable for the actual task and economizing in order to limit new debt and resolve the outstanding debt of the previous year such as telephone fees, internet rent, transmission system to serve the specific tasks of the organization.

14.2 It is necessary to check the telephone charges both domestically and internationally. If there is an unusual increase, it is necessary to re-examine the bills, usage and technical problems in order to resolve them in a timely manner. Shift to the use of prepaid telephones in order to reduce costs and be able to manage them.

Article 15 The official mission of civil servants

15.1 The official mission within the country

Official mission in the country shall comply with the principles set in Article 16 of Decree No. 205/MP, as well as the following:

15.1.1 Daily Subsistence Allowance (DSA) and accommodation.

Civil servants appoint to perform work within the country from central level to subnational level and from subnational level to central level, from province to province, shall be calculated as follows:

Unit: LAK

No	Position	DSA/person/day	Ac./person/night
1	Leadership Level (level 6 category 5 to 7)	150,000	Actual Cost
2	Leadership Level (level 6 category 3 to 4)	150.000	
3	Leadership Level (level 6 category 1 to 2)	150,000	300,000
4	High Administrative Level (Type 1)	150.000	240,000
5	High Administrative Level (Type 2 and 3)	150,000	220,000
6	Middle Administrative Level Type 4 and below	150.000	200,000

- 1) Close civil servants who accompany Leadership Level (level 6 category 1 to 7) shall calculate actual expenditure of the accommodation. However, the maximum of accommodation allowance should not exceed the level of high administrative level (Type 2 and 3); for drivers shall calculate actual practice, but the maximum should not exceed accommodation of administrative middle level type 4.
- 2) Public servants from central and subnational levels who are assigned to work remotely which the journey can be returned within the same day, between ministry to ministries, provincial department to provincial departments, within the same district, village office to relevant village offices shall be considered as a regular duty and not to be entitled to any additional DSA;

- 3) Public servants from central and subnational levels who are assigned to be a taskforce committee to perform specific technical works shall be implemented as follows:
- Carryout the mission within their home districts shall not be entitled for DSA, accommodation, and apply the fuel rate for general administrative vehicles as indicating in the Article 10, sub-article 10.2.2 of this decree.
 - In the event of performing work outside of their home districts, is entitled DSA for 50,000 LAK/person/day, excluding the accommodation allowance; if travelling more than 50 KM above (excluding return) which can be returned within a day, is entitled DSA for 60,000 LAK/person/day, excluding accommodation. For the fuel allowance shall be entitled based on the rate as indicating in the Article 15, sub-article 15.1.3 of this decree.
 - In case of remoteness areas which cannot return within a day, this should be entitled DSA, accommodation as indicating in the Article 15, sub-article 15.1.1 of this decree.
- 4) Civil servants who perform work on political foundation and supervision of a specific technical work of sector, this shall be entitled DSA for 50,000 LAK/person/day, excluding accommodation.

15.1.2 Determining the geographical location of the country

The determining the country's topographical and geographical features for calculating the budget is divided into 2 groups:

- Group 1, there are 9 provinces: Sayyabouly province, Borkeo province, Luang Prabang province, Xaysomboun province, Xiengkhuang province, Oudomxay province, Luang Namtha province, Huaphanh province and Phongsaly province;
- Group 2, there are 9 provinces: Vientiane capital, Vientiane province, Bolikhamsay province, Khammuane province, Savannakhet province, Champasak province, Salavanh province, Sekong province and Attapeu province.

15.1.3 Transportation Allowance

1) Determination of travel fuel allowance

The determination of travel fuel allowance for performing the official mission shall be settled based on the Gasoline price as follows:

a. Vehicle type I (Motorcycle)

- Group 1 shall be applied 10 KM per 1 litre, in town and flat areas shall be applied fuel rate of Group 2;
- Group 2 shall be applied 15 KM per litre, mountains and remoteness areas shall be applied the fuel rate of Group I;

- If the mission within town, city shall be applied 2 litres/day/motorcycle
- b. Vehicle type II (Jeep, car, pickup, van and other types)
 - Group 1 shall be applied 7 KM per 1 litre, in town and flat areas shall be applied fuel rate of Group 2;
 - Group 2 shall be applied 9 KM per litre, mountains and remoteness areas shall be applied the fuel rate of Group I;
 - If the mission within town, city shall be applied 5 litres/day/motorcycle
 - In case travelling by high way, this shall be applied the fuel rate below the distant, for the tollway fee shall be applied actual receipt each type of vehicle.

2) Allowance for travel by bus, train, boat, and airplane

If it is necessary for travelling by bus, train, boat, and airplane shall apply actual prices during cost incurred. Travelling by train and airplane shall be applied as follows:

- Position administrative Leadership level 6 category 5 to 7 and wife or husband, shall apply the first class, for the travelling by EMU train shall be settling business class;
- Position administrative leadership level 6 category 1 to 4 and wife/husband shall be applied economy class. In which, wife/husband of administrative leadership position level 6 category 1 to 2 accompanying shall be their own responsibilities, except the host indicates in the meeting invitation or based on the necessary matters of cultural practice according to the announcement/notice from party congress office or prime minister office. For travelling by EMU train shall be apply the first class.
- Position administrative leadership level 1 below shall apply economy class, for travelling with EMU train shall apply a 2 class.

3) Travelling by bus, connected bus and boat

In an event of travelling by public transportation and to which transportation cannot reach to the designed destination, shall apply 100,000 LAK/person/trip (depart-return) for covering the continuation cost for bus and boat, if no expenditure incurs then this shall return back to the organization.

- 4) Travelling by car, train, boat and airplane which involves continuing by walking, shall apply the additional rate of DSA at 10,000 LAK/KM/person (this practice shall not be applied with a specific sector that involves walking as a regular mean of travel).
- 5) Travelling that involves crossing bridges, ferries, and border crossing shall calculate according to actual costs or price's indicating in the regulations.

- 6) Travelling by vehicle between Vientiane capital to province, province to Vientiane capital which involves stay overnight during travelling, consists of 7 provinces (Phongsaly, Bokeo, Luangnamtha, Oudomxay, Huaphan, Sekong and Attapue) shall apply an additional DSA for 1 day and accommodation for 1 night.

15.2 Official mission of civil servants to overseas countries

The official mission of civil servants to overseas countries that uses the government budget, shall careful research in details; selection the topic and number of participants should be considering a limited number focusing on the most relevant specific work. In the event that there is support from the host country or the donor, this shall follow the conditions of the supporting donor.

5.2.1 Specification of regions, DSA and accommodation allowances

Official mission to overseas has been categorized in 5 zones by regions and group of countries, shall apply DSA and accommodation allowances as follows:

1) Asia-Pacific region has categorized into 2 groups as below:

- Group 1: Iraq, Israel, Kazakhstan, Kuwait, Lebanon, Japan, South Korea, Singapore, Australia, Qatar, Saudi Arabia, The United Arab Emirates (UAE), Hongkong, New Zealand, and Brunei;
- Group 2: Bangladesh, Iran, Nepal, Pakistan, Sri Lanka, East Timor, Turkey, the PR of China, Indonesia, Malaysia, the Philippines, Mongolia, India, the DPR of Korea, Cambodia, Thailand, Myanmar, Vietnam and other countries in the Asia-Pacific region which have not been listed in Group 1.

Unit: US dollar

No	Position	Group1		Group 2	
		DSA/person /day	Acc./person /night	DSA/person /day	Acc./person /night
1	Leadership Level (level 6 category 5 to 7)	70	Implement based on invitation or reception notice	70	Implement based on invitation or reception notice
2	Leadership Level (level 6 category 3 to 4)	70		70	
3	Leadership Level (level 6 category 1 to 2)	70	300	70	300
4	High Administrative Level (Type 1)	70	180	70	120

5	High Administrative Level (Type 2 and 3)	70	150	70	100
6	Middle Administrative Level Type 4 and below	70	120	70	80

For the mission to overseas countries that have border sharing with the Lao PDR such as visit province close to the border or bordered district between countries such as Thailand, Vietnam, Myanmar, China and Cambodia shall be implemented as follows:

- In case stay overnight shall apply the DSA and accommodation allowances 50% of the rate indicating in Group 2.
- In case depart-return within the same day shall apply only 50% of the DSA rate indicating in Group 2.

For example: Vientiane capital-Nongkai and others.

2) European region has divided into 2 groups as follows:

- Group 1: Belgium, France, Italy, the Russian Federation, Switzerland, the United Kingdom (UK), the Netherlands, Spain, Ireland, Greece, and Norway
- Group 2: Austria, Belarus, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, Hungary, Latvia, Lithuania, Luxembourg, Malta, Moldavia, Monaco, Poland, Portugal, Romania, Slovakia, Ukraine, Germany, Sweden, and other European countries not listed in Group 1.

Unit: US dollar

No	Position	Group1		Group 2	
		DSA/person /day	Acc./person /night	DSA/person /day	Acc./person /night
1	Leadership Level (level 6 category 5 to 7)	70	Implement based on invitation or reception notice	70	Implement based on invitation or reception notice
2	Leadership Level (level 6 step 3 to 4)	70		70	
3	Leadership Level (level 6 step 1 to 2)	70	300	70	300
4	High Administrative Level (Type 1)	70	200	70	180
5	High Administrative Level (Type 2 and 3)	70	180	70	150

6	Middle Administrative Level Type 4 and below	70	150	70	125
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3) North America has categorized into 2 groups as follows:

- Group 1: The United State of America, Canada, Mexico;
- Group 2: Costa Rica, Cuba, Dominica, the Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Nicaragua, and Panama.

Unit: US dollar

No	Position	Group1		Group 2	
		DSA/person /day	Acc./person /night	DSA/person /day	Acc./person /night
1	Leadership Level (level 6 category 5 to 7)	70	Implement based on invitation or reception notice	70	Implement based on invitation or reception notice
2	Leadership Level (level 6 step 3 to 4)	70		70	
3	Leadership Level (level 6 step 1 to 2)	70	300	70	300
4	High Administrative Level (Type 1)	70	200	70	180
5	High Administrative Level (Type 2 and 3)	70	180	70	150
6	Middle Administrative Level Type 4 and below	70	150	70	125

4) South America (not divided into groups) comprises: Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Peru, Suriname, Uruguay, and Venezuela as follows:

Unit: US dollar

No	Position	DSA/person /day	Acc./person /night
1	Leadership Level (level 6 category 5 to 7)	70	Implement based on invitation or reception notice
2	Leadership Level (level 6 step 3 to 4)	70	
3	Leadership Level (level 6 step 1 to 2)	70	300

4	High Administrative Level (Type 1)	70	150
5	High Administrative Level (Type 2 and 3)	70	120
6	Middle Administrative Level Type 4 and below	70	100

5) The African region: countries within the African continent.

Unit: US dollar

No	Position	DSA/person /day	Acc./person /night
1	Leadership Level (level 6 category 5 to 7)	70	Implement based on invitation or reception notice
2	Leadership Level (level 6 step 3 to 4)	70	
3	Leadership Level (level 6 step 1 to 2)	70	300
4	High Administrative Level (Type 1)	70	150
5	High Administrative Level (Type 2 and 3)	70	120
6	Middle Administrative Level Type 4 and below	70	100

6) Civil servants conduct mission to overseas over 1 month

The DSA rate for civil servant who conducts mission to overseas for a specific task according to the government's agreement, the allowance categories into 2 period as follows:

- Period over 1 to 3 months the rate shall apply 50% based on the indication rate of each region;
- Period over 3 to 6 months, the rate shall apply 40% based on the indication rate of each region;

For the accommodation allowance if international organization or the host already covers the costs, then there should not be a repetition. In case the host does not cover, the maximum rate of accommodation applies shall not exceed the specified rate and should provide appropriated references and supporting documents or if the embassy of Laos to the country provides an accommodation, the applicable cost shall be as determined by the embassy.

7) The DSA allowance for spouses (wife/husband) of high leadership level

- Spouses (wife/husband) of the high leadership level, level 6 category 3 above, shall apply equally DSA as the rate of the leadership level - level 6 category 2;
- Spouses (wife/husband) of leadership level - level 6 category 1 to 2 that accompany his/herself, shall be responsible his/her budgets, except the host indicates in the meeting invitation or according to the necessary of cultural norms by informing the party congress office or prime minister office.

8) Accompanying persons

High Leadership levels (level 6 step 2 to 7) accompanying persons shall not more 2 people that is travelling to attend an international meeting or annual meeting of international organization, their accommodation allowances shall be calculated according to the actual costs.

9) Accommodation specification of host countries

In an event of host countries organize the ASEAN meeting, regional and international meetings, which the host has specified location of the accommodation of which the rate is higher than the rate specified above; this shall follow the accommodation invoices of the hotels verifying by the team leader committee or deputy team leader of the committee.

10) Staying beyond the mission schedule.

Time period of the mission should be in accordance with the meeting agenda, in case of staying beyond the schedule, traveler should be self-responsible for the cost.

15.2.2 Traveling Specification

The form of transportation categorizes into 3 modes: air, land and water transportation.

1) Air transportation

- High Leadership Level, level 6 category 5 to 7 and their spouses (wife/husband) shall apply first-class fare;
- High Leadership Level, level 6 category 2 to 4 and their spouses (wife/husband) shall apply business-class fare; wife or husband of high leadership level 6 category 2 and below that accompany his/her shall be self-responsibility of their own budget, except the host indicates in the meeting invitation or according to the necessary of cultural norms by informing the party congress office or prime minister office.
- High Leading Level Type 1 and below shall apply economy class fare.

2) Land and water transportations shall apply the actual costs.

15.2.3 Allowance for Individuals

Allowance for individual allocates to cover costs incurs during travel and other necessary expenses.

Government official and their spouses (wife/husband) of H.E. Minister and above that has the mission agreement to overseas, shall apply the rate of 100 US dollar/person/country.

For example: A decree identified Mr. A to attend meetings in Vietnam and China in a continuation, the allowance rate shall be applied per person as 100 US dollar x 1 time x 2 countries = 200 US dollar.

Civil servants and students that conduct research-study at the overseas shall receive allowance amount of 100 US dollar/person/time based on the request from Ministry of Education and Sports and an initial approval agreement on conducting study-research.

5.9 Contingency allowance for group

Contingency allowance for group to work overseas is a contingency budget for covering the travelling expenses such as: departure fee, taxi fares, medicine, presents, service fees, donations, necessary official telephone and facsimile costs, travel insurance and emergencies costs. If there are no expenses or there is a remaining balance, this should be returned to the finance unit according to the notice of Minister of Finance no. 0846/MOF, dated 23 March 2020 by not allowing to distribute the remaining budget among team members. After work completion from overseas, the expenditure summary of the contingency allowance, based on actual invoices and verified by the team leader, then submitting to their financial unit within 5 working days, by applying the rate of administrative position level of civil servants who assigned as a team leader. In case of travelling only 1 person, this shall not be applied; if travelling from 2 to 3 shall apply 50% and 4 people above shall apply 100% by specifying as follows:

Unit: US dollar

No	Position	Amount
1	Leadership Level (level 6 step 5 to 7)	3,000 US dollar/time
2	Leadership Level (level 6 step 3 to 4)	2,000 US dollar/time

3	Leadership Level (level 6 step 1 to 2)	1,500 US dollar/time
4	High Administrative Level (Type 1)	1,000 US dollar/time
5	High Administrative Level (Type 2 and 3)	500 US dollar/time
6	Middle Administrative Level Type 4 and below	250 US dollar/time

Contingency allowance for high leadership level traveling for a specific work on the bilateral cooperation, the team leader is a high leadership position (level 6 category 5 to 7) if there is need to use contingency budget over the amount specified, this shall be considered based on the appropriateness of actual circumstances which is also in line with the economizing and anti-extravagance policy and the spending of contingency budget should be aligned with the type of expenditures specified above. Distributing the unspent allowance to individual among the team is not allowed. Requesting for additional contingency allowance should be made by authorizer, submitted to the prime minister's office then notified the Ministry of Finance for implementation. If there are no expenses or there is a remaining balance, this should be returned to the finance unit according to the notice of Minister of Finance no. 0846/MOF, dated 23 March 2020 by not allowing to distribute the remaining budget among team members. After work completion from overseas, the expenditure summary of the contingency allowance, based on actual invoices and verified by the team leader, then submitting to their financial unit within 5 working days.

15.2.5 Official work to overseas fully funded by a financial institution and international organization or hosting country

Official work to overseas fully funded by a financial institution and international organization or country hosting a meeting, seminar, study tour or other such event fully cover allowance, accommodation, and travel costs, including providing individual's money, shall apply only contingency allowance for group as specified in the Article 15, sub-article 15.2.4 of this decree.

In case of international organizations or a hosting country is partially covered for any type of expense, this shall be provided in accordance with rate specified above, based on the invitation or notice of reception each time.

Article 16 Purchasing air ticket for an official mission within the country and to overseas

Purchasing the air ticket for an official mission within the country and to overseas shall be implemented as follows:

- 16.1 Flight route that has Lao's flight domestically and internationally or can connected flight with other airlines shall purchase the ticket with the Lao airline.
- 16.2 Exploring flight routes based on the destination that has direct flights and connecting flight with other airlines by considering the standard and low costs.
- 16.3 Opening bidding for selecting agencies that can supply a fixed air ticket price each flight route, according to the bidding winner price of the sector. The bidding should be done annually (selected agency should already register in the VAT system).
- 16.4 Purchasing air ticket from the Lao airline and its agencies shall follow the agreement of state annual budget plan (budget clearance within a year, do not calculate as transferring amount by adding additional percentage).

Booking and purchasing the ticket for an official work within country and to overseas should be centralized at Cabinet and Department of Planning and Finance (focal point unit). Do not allow other departments/institutions directly book and purchase ticket by themselves. If not followed, the relevant agencies shall be responsible the payment.

- 16.5 For transferring funds into the Lao's airline bank account or its agencies' accounts, the payment shall be categorized by a charter flight agreement each time, a month or three months with sufficient supporting documentations and accurate according to financial regulations, then requesting to the relevant stakeholders for directly transferring funds into the Lao's airline bank account or it agencies (not allow to withdrawal cash or transfer to department/institution' accounts, then paying).

Article 17. Utilization of working hours in the state organization

The utilization of working hours in the state organization must act as follow:

- 17.1 Working hours are set in accordance with the Labor Law and the Law on Civil Service (working hours are from 8 p.m. to 16 p.m. Additionally to ensuring the efficiency and effectiveness of work.
- 17.2 Working hours must be spent wisely. Avoid working longer than is necessary to complete the duties assigned according to the role to ensure the efficiency of tasks to be performed on time, such as holding meetings, seminars, and performing professional tasks.

17.3 It is not allowed to spend working hours for private businesses and activities such as arts and sports.

17.4 Expenses for additional work

The expenses for additional work of civil servants assign officially to perform specific work on a temporary basis, not including their regular specialized duties, shall be made as follows:

17.4.1 Translation and interpretation

1) Verbal interpretation:

- Interpreting from Lao language to a foreign language and foreign language to Lao language shall be calculated only for those who are officially appointed to provide interpreting service for a meeting, seminar, training and foreign guests, the rate 50,000 LAK/hour;
- Interpreting ethnic languages to Lao shall be calculated the rate of 40,000 LAK/hour.

2) Documentation translation (of size 12 front, A4 2 cm under the top of the paper, 2 cm from bottom, 2 cm below the right side and 3 cm on the left. page as specified in the instruction on the implementation decree on official documentations).

- Translating documents from Lao to a foreign language shall be calculated at 50,000 LAK/1 page of Lao language.
- Translating documents from a foreign language to Lao shall be calculated at 40,000 LAK/ 1 page of a foreign language.

3) In case of verbal interpreting and translating services by external providers, the fees shall be calculated according to the service contract agreement of two parties and according to the procurement law and regulation on spending the state budget.

17.4.2 The rate of research and study

- The rate of conducting studies, research, write up documents and textbooks shall be calculated at 50,000 LAK/1 printed page.
- The rate of editing and revising documents, and textbooks shall be calculated at 15,000 LAK/1 printed page.
- The rate of typing documents and textbooks that are already revised shall be calculated at 8,000 LAK/1 printed page.

17.4.3. The rate of delivering presentations, speeches, chaired of the national meeting at central and subnational levels shall be calculated as follows:

- Leadership level (level 6 category 5 to 7) 800,000 LAK/time.
- Leadership Level (level 6 category 3 to 4) 500,000 LAK/time.
- Leadership Level (level 6 category 1 to 2) 300,000 LAK/time;
- Leadership level (type 1 to 3) and middle administrative officer level (type 4 to 5) 200,000 LAK/time.

Reporting on the progress of the state and party's work and holding technical discussions are to be regarded as routine activities.

17.4.4. The rate of serving as a Chair, judges, and secretary of the graduate thesis evaluation

17.4.5 The rate of inviting external teachers for teachings shall be calculated as follows:

- The fee for tertiary educational level from outside professors and above shall be calculated at 50,000 LAK/person/hour.
- The fee for tertiary educational level from outside professors and above shall be calculated at 20,000 LAK/person/hour.
- The teaching fee for below tertiary educational level from outside professors shall be calculated at 40,000 LAK/person/hour.

17.4.6 The rate of lecturers of civil servants who provide presentations in seminars or workshops shall be calculated based on the actual hours of presentation and not exceed 8 hours/day, shall be calculated at 40,000 LAK/person/hour.

Article 18 Expenses for meeting, Seminar and trainings

The arrangement for meeting, seminar and training domestically is to set a time, target participants, venue shall be in accordance with the subject, have comprehensive contents as follows:

18.1 For economizing purpose, meeting, seminar and training at the technical level of the sector are not permitted to organize in hotel, restaurant and conventional hall (exempt for the use of ODA within its management). In an event of there are a large group of participants, meeting rooms of the ministries, organizations and localities cannot accommodate arrangement, the event could be done by selecting the most economical options.

- 18.2 Organizing a technical meeting that uses the state budget primarily requires the office's meeting rooms, without banners and decorative flowers, is to comply with the fund provider's requirements in the event that it is held in another location and is sponsored by international organizations.
- 18.3 Distribution of documents, invitations and copy documents is to limit the use of paper, reducing the delivery of personnel vehicles for economizing purpose by turning to electronic documents such as i-office, E-mail, WhatsApp, Line....);
- 18.4 In the case of renting a meeting room that does not include a coffee break and other essential service equipment shall be calculated based on Article 18.7 of this article. For renting a meeting room that includes a coffee break and other essential service equipment shall be calculated based on their actual costs.
- 18.5 The regular meeting of the sector shall aggregate the content of consultation and mission together, not allowing flower decoration. If needed, flower decoration should not exceed 100,000 LAK/time or to use artificial flowers (buy once), the banner of the meeting is to use the existing LCD screen. If needed, the banner cost should not exceed 500,000 LAK/time. For the seminar and training shall not calculate the banners and flower decoration cost;
- 18.6 Coffee, tea and water costs for the meeting shall apply 30.000 LAK/person/day. Reduce the distribution of drinking water in a bottle during the meetings, seminars and training sessions to turn to self-reliance or having a drinking water distribution station to save the state's budget, as well as to protect the environment.
- 18.7 DSA and accommodation allowances for civil servants of central level to work at subnational level or subnational level to work at central level shall apply rate specified in article 15, sub-article 15.1.1.
- 18.8 In case of Inviting journalists for news collection from television, newspapers and other form of media which does not from their own organization shall apply the rate of 100.000 LAK/media/time, maximum not exceeding 3 media/time. As for the sector's internal media, the cost shouldn't be estimated. Send the information to the media instead of inviting outside media if a sector has its own media.
- 18.9 Any meeting that involves broadcasting, if necessary, shall always create a contract with the appropriate parties by following by procurement regulations and other obligations.
- 18.10 The case for organizing remote meetings (Video conference) is to use the meeting rooms of the organization's offices and follow Article 18.2 of this article.

- 18.11 Material fees for meeting, seminar and training such as: photocopy, paper A4, envelopes, inks and etc. shall apply the rate of 20.000 LAK/person/time (in case of booklet arrangement, actual cost should be applied).
- 18.12 Celebrating parties' allowance of meeting, seminar and training are not permitted.
- 18.13 Administrative vehicles for meeting, shall apply the rate of 10 liters/vehicle/day, number of vehicles shall be limited and not exceeding 2 vehicles. Administrative vehicles for seminar and training, shall apply the rate of 10 liters/vehicle/day, number of vehicles shall be limited and not exceeding 1 vehicle, for Video conference shall not calculate the rate of administrative vehicles.
- 18.14 State bodies at central and subnational level shall organize one a year for a large meeting.
- 18.15 The ordinary session of the National Assembly, allowance for security, medical care, journalist, electrician, water supply services and telecommunication teams shall apply the rate of 35.000 LAK/person/day.
- 18.16 Servants and drivers for regular, irregular, annual meetings, seminars and trainings at their own local districts of provinces or capital city shall not apply DSA allowance.
- 18.17 In an event of accommodation allowance is not applied for civil servants attending meeting, seminar and training, the journey should be over 50 kilometers (excluding return journey) to which can travel and return on the same day shall apply the rate of 50.000 LAK/person/day. If travel journey exceeds 50 kilometers (excluding return journey) to which can travel and return on the same day shall apply the rate of 60.000 LAK/person/day and shall not apply accommodation allowance. For the fuel rate shall be calculated based on article 15, sub-article 15.1.3.

Article 19 Expenses for important ceremony, traditions and public holidays

Expenses for important ceremony, traditions and public holidays, shall be made as follows:

- 19.1 Welcome and farewell ceremonies for senior leaders who go to work abroad or official visits is to limit the number of employees to facilitate the welcome and farewell ceremonies and it is not allowed to have a flower bouquet for the welcome and farewell ceremonies;
- 19.2 Welcoming guests who use the state budget both domestically and internationally shall strictly comply with the regulations of the Ministry of Finance and the Ministry of Foreign Affairs and shall be appropriate to the level, stage, position of the official

guest. It is not allowed to use of state budgets, funds to procure expensive drinks from foreign countries, reduce the use of plastic bottle to serve the guests or to have integrated drinking water stations. For parties and welcome parties, it is not allowed to purchase gifts for domestic and foreign guests. If needed, it shall purchase or use internal products.

19.2.1 Welcoming guest domestically;

- Welcoming high leadership level from the central level travel to sub-national level or from the sub-national level travel to the central level, there will be no luxurious and overlapping welcoming parties. Reduce the number of hosts and participants from the hospitality sector to accommodate a maximum guest ratio of 2/3 and arrange the event for no longer than 2 hours.
- Alcoholic beverages should only be produced using local products, just like the food served at the welcome party, which will predominantly promote Laotian foods and products.

19.2.2 Welcoming guest internationally

- Welcoming party should limit hosts and participants in a ratio of 1/3 of the total number of guests, and arrange the event for no longer than 2 hours. Food and drink must be used as an internal product, except for foreign guests of other religions with certain food and beverage restrictions.
- Alcoholic beverages should only be prepared using local products, just like the food served at the welcome party, which will predominantly promote Laotian foods and products.

19.3 The awards ceremony should be held on the same occasion as a Memorial Day event or a meeting of organizations and agencies, but this shall provide a budgetary perspective and meaning.

19.4 Funeral of senior leadership level shall ensure the preservation of good traditions of the nation. Guarantee the economizing and anti-extravagance of such ceremonies, such as the place, date, number of funeral committees responsible for this event, this includes limiting the number of government organizations to attend, and reducing the laying of wreaths to commemorate the virtues of the deceased.

19.5 The planning of important national holidays, such as the National Games, regional and international sporting events, the New Year's celebration, and tribal people's traditional festivals, shall done by the state organization in order to follow the government's directives regarding the work of deficit reduction and anti-corruption at each stage, which forms the foundation for ensuring the objectives,

the content of the measures, and the outcomes of the festival. Additionally, avoid utilizing state funds to purchase alcoholic beverages at such celebrations.

19.6 National day festivities, the establishment of a sector, historical festivals, and other significant days each year must be organized in an economical, condensed-but-complete manner. If it is necessary to organize a commemoration date for the establishment of the sector nationwide, it shall be organized according to the 5-year or 10-year anniversary.

19.7 Administrative expenses for national events and meetings

Administrative expenses for national events and meetings, shall be made as follows:

19.7.1 Specification of time and allowance for preparation, process and summary of national events and meetings, in the case of working on public holidays 8 hours (day) or overtime (hour), shall apply the rate of 35,000 LAK/person/day or 5,000 LAK/day/hour, should not exceed 20 days/person/event.

19.7.2 The rate for preparation or rehearsals and performing activities exclusively for students, tertiary students and participants for pre-performing apply at 30,000 LAK/person/day, should not exceed 20 days/person/event.

19.7.3 The rate for serving important events and national meetings shall be specified as follows:

- The rate for performing activity in a small group 3,000,000 LAK/event.
- The rate for performing activity in a medium group 5,000,000 LAK/event.
- The rate for performing activity in a large group 10,000,000 LAK/event.
- The rate for inviting singers should apply 100,000 LAK/event/person
- The rate for inviting presenter (MC) 150,000 LAK/event/person.
- Athletes attend the sport competitions at national and regional levels shall apply Decree on Policy towards athletes and international coaches no. 125/GOL, dated 21 May 2017.

19.8 Administrative Expenses for international meetings

Administrative Expenses for international meetings, shall be made as follow:

19.8.1 Time and allowance, for preparation and duration of the meeting of sub-committee appoint to arrange meetings for leadership level - level 6 category 2 and above, including other sessions, shall be applied as follow:

- Preparation period if the event/meeting operating on public holidays 8 hours (day) or overtime (hour) shall not exceed 3 hours/day, which apply 5,000 LAK/day/hour and shall not exceed 10 days. The rate shall apply 35,000 LAK/person/day.

- Preparation period for sub-committee preparing for contents and secretariat team, if the event/meeting operating on public holidays 8 hours (day), which the rate applied are 35,000 LAK/person/day or overtime (hour) shall not exceed 3 hours/day, or 5,000 LAK/day/hour and shall not exceed 15 days;
- The meeting arrangement of international and regional levels funded by the state budget, hosted by the Lao PDR, which involve civil servants of administrative official type 4 up to national dignitaries are specified as follows:

Unit: LAK

No	Description	Rates for international level meetings		
		Meeting involving Leadership level 6 category 2 to 7	Meeting involving Leadership type 1 to 3	Meetings involving administrative type 4
1	VIP rooms: beverage	Actual cost	Not permitted	Not permitted
2	Flowers for welcoming: - Bouquets to welcome delegates - Flowers to decorate meeting tables	200,000 LAK/group 100,000 LAK/time	100,000 LAK/group 100,000 LAK/time	100,000 LAK/group 100,000 LAK/time
3	Gifts	3,000,000 LAK/group	1,000,000 LAK/group	500,000 LAK/group
4	Rental fees: - Photocopiers - LCD projector and sound system - Meeting rooms, secretariat's office, accommodation for delegates - Vehicles	800,000 LAK/set/day Actual cost Based on the hotel rate and mandate practice between countries Actual cost	800,000 LAK/set/day Actual cost Based on the hotel rate and mandate practice between countries Actual cost	800,000 LAK/set/day Actual cost Based on the hotel rate and mandate practice between countries Actual cost
5	Office stationeries (paper, pencil, pen...)	50,000 LAK/person/time	30,000 LAK/person/time	20,000 LAK/person/time
6	Representative cards	15,000 LAK/person/time/ea	15,000 LAK/person/time/ea	15,000 LAK/person/time/ea
7	Fuel (sedan car, 15 seats van, escort motorcycle)	15 liters/vehicle/day	15 liters/vehicle/day	15 liters/vehicle/day
8	Parties and beverages	300,000 LAK/person/event	200,000 LAK/person/event	100,000 LAK/person/event
9	Banners	Not exceeding 500,000 LAK/set (limited to 3 signs)	Not exceeding 500,000 LAK/set (limited to 2 signs)	Not exceeding 500,000 LAK/set (limited to 1 sign)

10	Publicities:			
	- Radio, newspaper and television	Actual cost	2,000,000 LAK/event	1,000,000 LAK/event
	- Live streaming	Actual cost	Not permitted	Not permitted
	- Signs for publicity (maximum price)	300,000 LAK/sign	Not permitted	Not permitted
11	Refreshment for meeting	Based on hotel rate	Based on hotel rate	30,000 LAK/Person/day

19.8.3 For video conference shall be act as follow:

- If the meeting is being hosted or designated as a round-trip, it is permissible to calculate using the rate outlined in Article 18, and the appointment of the responsible committee is to be decided as necessary, not excessively as in the physical meeting held.
- In the event of an international meeting invitation, the number of attendees must be determined by the number invited, and no more committee members will be appointed. It is acceptable to compute the coffee break while determining the serving rate in accordance with this decree.

19.8.4 For the purchase of materials for the decoration of the meeting, it is necessary to save money by using existing items, rent or borrow from related parties, such as the Lao national flag, party flags, decorative flags and flag poles.

19.8.5 Contingency expense for the meeting shall not exceed 5 percent (5%) of the total DSA, utilize for essential expenditures is needed, coincidental incurred and emergency such as purchasing medicine, telephone and facsimile. If there are no expenses or there is a remaining balance, this amount shall to be returned to finance unit; After completion of the meeting, the summary of contingency expenditure shall be based on actual invoices and verified by the head of the team, this should be submitted to financial unit within 5 working days.

19.9 Administrative expenses for foreign guests

19.9.1 Foreign guests visiting the Lao PDR based on the invitation of government shall apply the rate as follows:

Unit: LAK

Position	Accommodation	Food	Snacks	Parties	Beverage on party	VIP room and beverage	Flower bouquets	Picking up-	Gifts
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Leadership Level (level 6 category 5 to 7)	3,000,000	300,000	30,000	150,000	30,000	500,000	150,000	2,000,000
Leadership Level (level 6 category 3 to 4)	2,500,000	250,000	30,000	150,000	30,000	500,000	150,000	1,800,000
Leadership Level (level 6 category 1 to 2)	2,000,000	250,000	30,000	125,000	30,000	400,000	120,000	1,500,000
High Administrative Level (Type 1)	1,500,000	200,000	30,000	100,000	25,000	300,000	100,000	1,200,000
High Administrative Level (Type 2 and 3)	1,200,000	160,000	30,000	80,000	25,000	-	-	800,000
Middle Administrative Level Type 4 and below	1,000,000	160,000	30,000	80,000	25,000	-	-	600,000

- Gifts purchasing for foreign guests who visit the Lao PDR as per invitation of the government for leadership level (level 6 category 5 to 7), if there is a need to spend more than the rate specified as the above table, the relevant responsible unit shall calculate the rate based on the responsibility of each delegates and the order on economizing of the state budget, propose to the Prime Minister's Office for additional fund approval, then inform to Ministry of Finance for implementation.
- National defense and public security officers on duty for serving foreign guests on the official visit shall apply the rate of 35,000 LAK/person/day.
- Employees who welcome visitors or work on certain days are considered to be performing regular work. If operating on public holidays 8 hours (day) or overtime (hour), the rate shall apply 35,000 LAK/person/day, Overtime this shall not exceed 3 hours/day which apply 5,000 LAK/day/hour.
- For international experts inviting for providing technical assistance and the government responsible for expenses during the mission in Laos, shall apply the rate of the DSA's mission in overseas as highlighted in the Article 5 of the Asia-Pacific region group 2.
- In the event the government responsible for expenditure of visiting program, including sports, traditional performances, the maximum rate shall not exceed DSA and accommodation of this decree.
- Welcome/farewell parties of foreign guests shall be made only one time per group on opening or closing day.

19.9.2. Serving of foreign guests in the case that the guests are responsible for the expenditures:

- The Lao side shall be responsible for coffee, tea and water on the working day, rate apply at 30,000 LAK/person/day.
- In the event that guests are partially responsible for the expenditures, this shall be calculated only for the non-coverage items.

Article 20 Administrative Expenses from official development assistance funds

The expenses of official works within the country or overseas: meetings, seminars which are responsible by government agencies, the Lao front development, mass government organizations of central and subnational levels, shall be followed as the state budget spending policies;

20.1 The expenses of official works within the country or overseas: meetings, seminars in which is managed by donors. This can be calculated the rate based on the donor's regulations. Donors and key counterpart of the project shall be issued the decrees based on circumstances. After the implementation completes, the summary of expenditures shall be made based on actual receipts/invoices in accordance with the regulation of financial management of Ministry of Finance and donors.

20.2 In the case of donor is a host of meeting, seminar, training, the implementation rate shall be calculated based on the donor's policies and terms of agreements.

Part III

Economizing and anti-extravagance related to state-owned enterprises

Article 21 Expenditure management of state-owned enterprises including its salary's fund

The state-owned enterprises shall develop the budget plans and the expenditure implementation of state-owned enterprises in setting prioritization, economizing, high efficiency, harmonizing and aligning with the capacity of annual expenditure allocation plans of state-owned enterprises for submitting proposals to board committee meeting/shared-holder meetings for approval by specifying harmonized roles, regulations and standardizations of every state-owned enterprises nationwide such as:

- Administrative expenditure for utilizing the supplies and unitality consist of water supply, electricity, telecommunication, fax and internet fees of state-owned enterprises by allocating the annual expenditure plan to be sufficient for the actual implementation, but paying attention to the protection and management on the basis of economizing, monitoring, checking the utilization, so that there is no fumigation and the utilization has a limit to ensure that there is no accumulated debt, the payment of these expenditures should be made according to the actual receipts.
- Expenditures for the purchase of office supplies, printed matter, newspapers and magazines shall comply with the law on state procurement and shall be calculated only for the use within state enterprises by developing an annual budget plan based on the actual utilization in the past year, the number of employees, tasks and the actual conditions of the state enterprises in considering of economizing and ensuring there are no additional costs among the enterprises.
- The organizing of ordinary meetings, general meetings of the board of directors and shareholders' meetings (in the case of joint venture companies) if there is a need to hold them in hotels, restaurants and meeting service facilities, this should be reported to the financial sector for consideration and agreement 30 days before the opening day of the meeting.
- The mission for the board of directors, directors and employees of state-owned enterprises shall be calculated according to the 5 regions and as a group of countries. The mission to provinces within the country includes employees stationed at the parent company which is located in the central level and go to work at the branch of the company located locally and the employee of the state-owned enterprise stationed at the branch or parent company located locally to work at the central level, shall calculate the DSA rate and accommodation according to the agreement of the Ministry of Finance.
- Determining the basic salary index of state enterprises' employees is determined based on the form and method of determining the basic salary index of civil servants, which is defined into 6 levels, from level 1 to level 5 according to educational qualification, each level has 15 categories according to the experience.

The details of the expenditure, amount determination, values, rates are defined in the agreement on the pacificated expenditure of state-owned enterprises which the Ministry of Finance determines from each period.

Article 22 Procurement of vehicles and equipment of state enterprises

Directors and employees of state-owned enterprises are not allowed to have cars for their positions, but they will have administrative cars for general work and for

supporting production capacity according to the characteristics and special matters of each type of businesses.

General technical service vehicles will be provided on the basis of guaranteeing the implementation of the national savings policy and against embezzlement, without allowing the purchase of luxury cars, embezzlement and with higher prices than state administrative vehicles, the details of each size of business are defined in specific regulations issued by the Ministry of Finance with the effectiveness.

The procurement and utilization of vehicles, equipment, and other assets that serve the business management of state-owned enterprises shall be carried out in accordance with the laws and regulations set by the Ministry of Finance and be effective in each period.

State-owned enterprises shall develop a plan for the need of vehicles and equipment from time to time proposing to the management meeting/shareholder meeting for approval of the annual plan and then submit to the Ministry of Finance for consideration and approval based on the reasons, requirement and appropriateness of use. After receiving the approval from the Ministry of Finance, then proceed with the procurement process according to the procurement procedure according to the regulations of the bidding specify in the law and the procurement regulations of the state strictly.

Article 23 Reserve utilization of state enterprises

Formulation and utilization of treasury State enterprises shall act appropriately in accordance with the Law on Enterprises and the Decree on State Enterprises Investing by the government, especially the agreement on specifying the expenditure of state enterprises that the Ministry of Finance regulates in each period.

Part IV

Method of management, inspection and evaluation of state organizations on the economizing and anti-extravagance

Article 24 Methods of management and inspection on the economizing and anti-extravagance

Method of management and inspection on the economizing and anti-extravagance work of each state organization shall be applied as follow:

- 24.1 The central and subnational sectors to implement the regulation on using the state budget for economically beneficial purposes and reducing unnecessary expenditures by developing detailed plans or projects
- 24.2 It is necessary to appoint a joint responsibility committee and each level of responsibility within the central sector (offices, institutes, departments, technical units, state funds) and subnational (department, university, district, municipalities) to manage and supervise the implementation of such tasks on a monthly, quarterly and annual basis.
- 24.2 There must be a conclusion and report on the results of the work on reducing costs and eliminating unnecessary expenses, followed by reports for each step as follows:
- Offices, institutes, departments, technical units, state funds at the central level and division, university, district, municipalities at the subnational level.
 - By January 31 of the following year, submit a report to the office of the organizational and administrative sector of the organization that they are under the supervision. Some local sectors' vertical lines are sent straight to the organization to which they belong.
 - Related organizations of the department
 - At central and local governments must send annual reports to the office, Ministry of Finance before March 31 of the following year to summarize the implementation throughout the country.
 - The Ministry of Finance summarizes and reports the annual work on reducing costs and eliminating unnecessary expenses to the government in May of the following year.

Article 25 Evaluation of the state organizations on the economizing and anti-extravagance

Management, inspection and evaluation of the state organizations on the economizing and anti-extravagance shall be done annually and act as follows:

- 25.1 Determine indicators and collect statistical data in the implementation of each year in order to regularly evaluate the work on reducing costs and eliminating unnecessary expenses.
- Developing and disseminating legislation on the economizing and anti-extravagance in organizations at each level, the percentage of employees who are aware of such legislation, etc.

- The outcomes of the work done to implement cost-cutting measures and eliminate wasteful spending, the effectiveness of the organization's operations in accordance with the plan, program, project, and budget plan by comparing the ratio of each type of expenditure with the annual budget plan and statistical data from the previous year, among other things, in order to meet the expectations.
- 25.2 The relevant sector is responsible for determining the detailed indicators related to their roles, collecting data and statistics to summarize each indicator and analyze the results and report the results of the analysis of Economizing and Eliminating Wasteful Expenditures to their superiors in order to be able to make decisions, solve problems or improve outstanding issues in a timely manner.

Section V

Final Section

Article 26 Implementation procedures

- 26.1 Specified rates mentioned above are considered as the maximum rates, but the actual implementation of each sector at central and subnational levels can be adjusted accordingly with scope of works and annual budget approval.
- 26.2 The positions stated in this decree are based on the Prime Minister's decree on administrative position of civil servants No. 203/PM, dated 4 July 2017;
- 26.3 Without requesting the local authorities to cover the hotel or guest house fees for them, the accommodation fee for central level authorities who have an agreement to work in a local area shall be used from the budgeted amount. Except as specified in the invitation card, the local authorities who travel to the center level shall adhere to the same rules.
- 26.4 Implementation of Article 5 for fuel rates shall be calculated only for administrative vehicles serving in the administrative offices of the central and local authorities which are defined above, excluding the state-owned vehicles and state vehicles used by individuals;
- 26.5 Expenses on repairs and maintenance shall be calculated at the average rate of equipment and building but the actual implementation shall be costed based on annual budget approval.
- 26.6 Procurement using the state budget shall follow the procurement law No. 30/NA, dated 2 November 2017.

- 26.7 The rate determined in US dollars used in this Decree shall be calculated according to the exchange rate according to the Bank of the Lao PDR (daily selling rate) on the day of preparation of the state budget expenditure document.
- 26.8 After completion of the works within the country and overseas, the summary of financial reports shall be made in accordance with the relevant supporting documents and invoices; this shall be signed and verified by team leader and submit to financial units or a responsible agency. Any remaining balances must be returned to the treasury unit of the relevant finance offices for utilizing based on the fiscal policy.
- 26.9 All government entities must utilize their budgeted funds economically. In the financial meeting held across the nation, each industry that performs well will be honored as a role model for other sector to exchange information and implementation. The Ministry of Finance will also consider about raising budget expenses for the following year. A policy of using 60% of the funds will be employed to stimulate economizing for the experimental assignment of some expenses of the administrative department (Chapter 62). There will be research on particular legislation.
- 26.10 Budget units at all levels that withdraw budget expenditures through the banking system and the National Treasury according to the budget plan approved by the National Assembly to carry out work in domestic and abroad and other expenditures with unpaid balances or incomplete payments must be returned to the annual state budget according to Notice No. 0846/MOF, dated March 23, 2020
- 26.11 The amount of money in the budget plan for the following year will be cut if any sector does not meet the expenditure objective. It will also be fully disclosed to other sectors so they can be acknowledged at the national financial meeting.

Article 27 Implementation

- 27.1 Assigned to the Ministries, organizations, sectors at central and subnational levels to conduct price biddings for payment items as defined in this Decree.
- 27.2 Assigned to the national treasury and the national treasury at subnational level inspects the documents before disbursing the state budget to be correct according to the laws and regulations and inspects the actual expenditure according to the winning bid price of the sector.
- 27.3 Assigned to the Ministries, organizations, sectors at central and subnational levels to assess how effectively each target expenditure is being implemented in order

to compile and compare the total amount that can be saved on budgeted expenditure each year.

Article 28 Effectiveness

This agreement is effective from the date of signature and fifteen days after the official letter is posted.

This Decree is to replace Decree No. 4000/MOF, dated December 12, 2018

Minister of Finance

(signed)

Bouchom Oubonphaseuth