

Lao People's Democratic Republic
Peace Independence Democracy Unity and Prosperity

Ministry of Finance

Ref: 4000/FN
Vientiane Capital, December 12, 2018

Ministerial Decision on State Budget Expenditure

- Pursuant to the Law on State Budget (amended version) numbered 71/NA, dated 16 December 2015;
- Pursuant to the Decree on the Organization and Operations of Ministry of Finance numbered 144/PM, dated 8 May 2017;
- Pursuant to the Order of Prime Minister on State Budget Economization and Anti- All Luxury Expenses of State Budget numbered 09/PM, dated 19 May 2017.
- Pursuant to the Order of Prime Minister on State Budget Economization numbered 09 dated 19 May 2017;

Vice Prime Minister and Minister of Ministry of Finance Decree:

Article 1: Objective

- 1.1 To promulgate, implement and materialize the Prime Minister's Order numbered 09/PM, dated 19 May 2017 on Economization of the State Budget and to use the Order as the indispensable references/basis for all State Budget Units at all levels for the development of their plans and management of the expenses of state budgets and financial contributions of the society to ensure nationwide uniformity;
- 1.2 To ensure regular operations of all state budget units at all levels that assure the protection and utilization of state assets in an effective manner;
- 1.3 To guide the Budget Units nationwide and ensure that the state budget is effectively and economically spent based on priorities and in line with annual budget allocation capacity for the budget units.

Article 2: Financial Sources

Financial Sources for Expenditures are as follow:

- 2.1 State Budget comprises Domestic Budget and Official Development Assistance (ODA) from Foreign Governments, International Foreign Organizations and International Financial Institutions (IFI).
- 2.2 Financial Contributions from society and Domestic and Foreign Incomes

Article 3: State Budget Utilization Scope

- 3.1 All State bodies, Lao Front for National Construction, Mass Organizations at central and local levels.
- 3.1 Budget Units of Technical-Administrative Agencies, State Funds and Programmes/Projects at central and local levels using financial support from ODA;

Article 4: Expenses for Official work in Country

Expenses for official work in country must be deliberately calculated on the basis of timeframe, number of people involving in the work and means of transportation as follows:

4.1 Food and Accommodation Allowance

4.1.1 Expenses for civil servants to perform their work within the country – Government officials whose duty station located at central level to perform their works at local level and vice versa must be calculated as follows:

Currency: LAK

No.	Position	Food Allowance/person/day	Accommodation Allowance/person/night
1	High Ranking Leadership Position Level 6, Grade 5-7	100,000	Based on Actual Receipt
2	High Ranking Leadership Position Level 6, Grade 3-4	100,000	
3	High Ranking Leadership Position Level 6, Grade 1-2	100,000	210,000
4	High Ranking Administrative position -Category 1	100,000	190,000
5	High Ranking Administrative position – Category 2 and 3)	100,000	170,000
6	Medium Ranking level of Administrative position – Category 4 and below.	100,000	150,000

4.1.2 Expenses for Security guards and Drivers accompanying high ranking leadership position of Level 6, Grade 1-7 should be calculated by actual receipts at the maximum of the accommodation of the High Ranking Administrative position – Category 2 and 3).

4.1.3 Civil servants at central and local level appointed to perform official work requiring travel at a commutable location from and to their duty station (*between Ministries, different Departments of the same province, Different Offices of the same District, Village Office to Village Office within the same district*) shall be considered as performing their regular duties and are not entitled to receiving food and accommodation allowances.

4.1.4 Civil servants located at central and local level appointed the committee members of a task force to perform specific tasks within the municipality of their location (central, provincial or district municipality) are not entitled to receiving DSA (food and accommodation allowance). If they are to perform their tasks outside their municipality they shall be entitled to receiving an amount of 30,000 LAK/person/day for their food allowance only.

4.1.5 Civil servants appointed to perform political tasks at local level shall be entitled to receiving 40,000 LAK/person/day.

4.2 Travel Expenses

4.2.1 Calculation of in-country travel expenses by vehicle is identified into three Regions based on geographical settings as follows:

- Northern Region covering 8 provinces namely Xaiyabouly, Borkeo, Luangprabang, Xiengkhouang, Oudom-xai, Houaphan and Phongsaly.
- Central Region covering 6 provinces namely Vientiane Capital, Provinces of Vientiane, Xaisomboun, Bolikhamxai, Khammouane and Savannakhet.
- Southern Region covering 4 provinces namely Champasack, Salavanh, Sekong and Attapeu

4.2.2 Means of Transportation is identified into two categories as follows:

- 1) Automobiles; and
- 2) Motorcycles

4.2.3 Fuel Rate shall be calculated as per the price of regular unleaded gasoline by number of kilometers based on geographical settings as follows:

A. For Automobiles

- Northern Region: One liter by 7 kilometers for mountainous settings. For the plain settings in Northern region the rate shall be calculated the same as the rate for Central and Southern Regions.
- Central and Southern Regions: One liter per 9 kilometers. For mountainous settings in the Central and Southern Region, the rate shall be calculated the same as the rate for mountainous settings in Northern Region.
- The fuel rate for vehicle used for administrative work within the town or municipality of work location shall be calculated as 5 liter per day per vehicle.

B. For Motorcycles

- Northern Region: One liter by 10 kilometers for mountainous settings. For the plain settings in Northern region the rate shall be calculated the same as the rate for Central and Southern Regions.
- Central and Southern Regions: One liter per 15 kilometers. For mountainous settings in the Central and Southern Region, the rate shall be calculated the same as the rate for mountainous settings in Northern Region.

- Fuel consumption rate for a motorcycle used for administrative work within the town or municipality where the mission taking place shall be calculated as 2 liters per day per motorcycle.

4.2.4 Expenses for traveling by public bus, boat, and airplane shall be calculated as per actual receipt while traveling by airplane shall be specifically approved based on urgency, time constraints/limitation as deemed necessary and shall be competitive against traveling by public bus.

In case of staff traveling by public bus does not reach the destination location he/she shall be entitled to receiving an amount of 100,000 LAK as additional expenses for other means of transportation (bus, rickshaw, boat and/or taxi) as to reach the final destination point (for round-trip). If no additional travel expense this additional amount shall be returned to his/her agency/organization.

In case of traveling by foot in a distance of 3-5 kilometers from the bus dropped point to the final destination staff shall be entitled to receiving an additional amount of 20,000/person/day for their transportation fee. For the distance over 5 kilometers, staff shall be entitled to receiving an amount of 50,000 LAK/person/day (this rate shall not be applicable for the technical/specialized organizations or agencies whose staff performing technical/specialized tasks and traveling by foot on regular basis).

4.2.5 Traveling by government vehicles, the fee for bridge, ferry and border pass shall be calculated based on actual or the fee identified in the regulations.

Article 5: Expenses for Oversea Travel

5.1 Work destination identified by regions and groups of countries.

For overseas travel, the regions and countries are classified into 5 categories and groups respectively as follows:

- 5.1.1 Asia-Pacific Region: Countries in Asia-Pacific Region are divided into 2 groups as follows:
- Group 1: Iraq, Israel, Kazakhstan, Kuwait, Lebanon, Japan, Republic of Korea, Singapore, Australia, Qatar, Saudi Arabia, the United Arab Emirates (UEA), Hong Kong, New Zealand and Brunei; and
 - Group 2: Bangladesh, Iran, Nepal, Pakistan, Sri Lanka, East Timor, Turkey, the People Republic of China, Malaysia, the Philippines, Mongolia, India, the DPR of Korea, Cambodia, Thailand, Myanmar, the SR of Vietnam, and other countries in Asia Pacific Region that are not listed in Group 1.
- 5.1.2 European Region: Countries in European Region are divided into 2 groups as follows:
- Group 1: Belgium, France, Italy, Russia, Switzerland, United Kingdom (UK), Netherland, Spain, Ireland, Greece, and Norway; and
 - 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.

- 5.1.3 North America Region: Countries in North America are divided into groups as follows:
- Group 1: United States of America (USA), Canada and Mexico; and
 - Group 2: Costa Rica, Cuba, Dominica, the Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Nicaragua, and Panama,
- 5.1.4 South America: Countries in this region are not divided into groups. They include Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Peru, Suriname, Uruguay and Venezuela.
- 5.1.5 The Africa Region comprises the countries locating within the Continent of Africa.

5.2 Food and Accommodation Allowance for Oversea Travel

5.2.1 Asia Pacific Region

Currency: LAK

No.	Position	Group 1		Group 2	
		Food Allowance/person/day	Accommodation Allowance/person/night	Food Allowance/person/day	Accommodation Allowance/person/night
1	High Ranking Leadership Position Level 6, Grade 5-7	560,000	Based on the invitation or the Receipt acknowledgement of each time from the host countries	560,000	Based on the invitation or the Receipt acknowledgement of each time from the host countries
2	High Ranking Leadership Position Level 6, Grade 3-4	560,000		560,000	
3	High Ranking Leadership Position Level 6, Grade 1-2	560,000	2,400,000	560,000	2,400,000
4	High Ranking Administrative position -Category 1	560,000	1,400,000	560,000	960,000
5	High Ranking Administrative position – Category 2 and 3)	560,000	1,200,000	560,000	800,000
6	Medium Ranking level of Administrative position – Category 4 and below.	560,000	960,000	560,000	640,000

Food and Accommodation Allowance for civil servants traveling to perform the work and overnight in the countries sharing the border with Lao PDR (Thailand, Vietnam, Myanmar, China, and Cambodia) such as traveling expenses to perform the work and overnight in the provinces or districts sharing the border with Lao PDR shall be calculated by 50% of the allowance rate

identified for Group 2 in section 5.2.1. If civil servants traveling to perform their work in province sharing the border with Laos such as Vientiane Capital and Nongkhai province or other nearby provinces of Thailand and returning on the same day they shall be eligible to receiving only 50% of the allowance specified in section 5.2.1

5.2.2 European Region

Currency: LAK

No.	Position	Group 1		Group 2	
		Food Allowance/ person/day	Accommodation Allowance/ person/night	Food Allowance/ person/day	Accommodation Allowance/person/nig ht
1	High Ranking Leadership Position Level 6, Grade 5-7	560,000	Based on the invitation or the Receipt acknowledgement of each time from the host countries	560,000	Based on the invitation or the Receipt acknowledgement of each time from the host countries
2	High Ranking Leadership Position Level 6, Grade 3-4	560,000		560,000	
3	High Ranking Leadership Position Level 6, Grade 1-2	560,000	2,400,000	560,000	2,400,000
4	High Ranking Administrative position -Category 1	560,000	1,400,000	560,000	960,000
5	High Ranking Administrative position – Category 2 and 3)	560,000	1,200,000	560,000	800,000
6	Medium Ranking level of Administrative position – Category 4 and below.	560,000	960,000	560,000	640,000

5.2.3 North America Region

Currency: LAK

No.	Position	Group 1		Group 2	
		Food Allowance/ person/day	Accommodation Allowance/ person/night	Food Allowance/ person/day	Accommodation Allowance/person/nig ht
1	High Ranking Leadership Position Level 6, Grade 5-7	560,000	Based on the invitation or the Receipt acknowledgement of each time from the host countries	560,000	Based on the invitation or the Receipt acknowledgement of each time from the host countries
2	High Ranking Leadership Position Level 6, Grade 3-4	560,000		560,000	
3	High Ranking Leadership Position Level 6, Grade 1-2	560,000	2,400,000	560,000	2,400,000

4	High Ranking Administrative position -Category 1	560,000	1,800,000	560,000	1,600,000
5	High Ranking Administrative position – Category 2 and 3)	560,000	1,400,000	560,000	1,200,000
6	Medium Ranking level of Administrative position – Category 4 and below.	560,000	1,200,000	560,000	1,000,000

5.2.4 South America Region

Currency: LAK

No.	Position	Currency: LAK	
		Food Allowance/ person/day	Accommodation Allowance/ person/night
1	High Ranking Leadership Position Level 6, Grade 5-7	560,000	Based on the invitation letter or the Receipt acknowledgement of each time from the host countries
2	High Ranking Leadership Position Level 6, Grade 3-4	560,000	
3	High Ranking Leadership Position Level 6, Grade 1-2	560,000	2,400,000
4	High Ranking Administrative position - Category 1	560,000	1,200,000
5	High Ranking Administrative position – Category 2 and 3)	560,000	960,000
6	Medium Ranking level of Administrative position – Category 4 and below.	560,000	800,000

5.2.5 Africa Region

Currency: LAK

No.	Position	Currency: LAK	
		Food Allowance/ person/day	Accommodation Allowance/ person/night
1	High Ranking Leadership Position Level 6, Grade 5-7	560,000	Based on the invitation letter or the Receipt acknowledgement of each time from the host countries
2	High Ranking Leadership Position Level 6, Grade 3-4	560,000	
3	High Ranking Leadership Position Level 6, Grade 1-2	560,000	2,400,000
4	High Ranking Administrative position - Category 1	560,000	1,200,000
5	High Ranking Administrative position – Category 2 and 3)	560,000	960,000

6	Medium Ranking level of Administrative position – Category 4 and below.	560,000	800,000
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- 5.3 Food allowance for the civil servants appointed to perform specific tasks oversea for a period of over one month to six months shall be calculated by 50% of the rate identified in each respective region. In case the accommodation allowance is covered by International Organizations or the Host countries they shall not be entitled to receiving accommodation allowance from the government. If not, the accommodation shall be calculated in correspond to but not more than the rate identified in each respective region with evident documents or if they are arranged the accommodation at Lao Embassy to those countries their accommodation allowance shall be based on the rate identified by the Embassy.
- 5.4 High Ranking Leadership Position (Level 6, Grade 2-7) and one accompanier traveling to perform work oversea, participate in an International Conference or Annual Conference of an International Organization their accommodation shall be calculated based on actual rate in the host country.
- 5.5 In case the host countries organizing ASEAN Summits of Various position levels with specific allocation of accommodation at higher rate than the identified rate above the accommodation allowance shall be calculated based on actual rate quoted and certified by the hotels in the host countries. This shall be agreed upon and approved by the head or deputy head of the Delegation to participate in the meeting.
- 5.6 Civil servants participating in the meeting shall strictly observe the meeting schedule. All expenses of the staff staying beyond the meeting schedule shall be borne by themselves.
- 5.7 Transportation Modes
Transportation is categorized into three modes: Air, Land and Water transport
- A. Traveling by Air
- High Ranking Leadership Position Level 6, Grade 5-7 and spouse: First Class
 - High Ranking Leadership Position Level 6, Grade 2-4 and spouse: Business class
 - High Ranking Leadership Position Level 6, Grade 1: Business class
 - High Ranking Administrative position -Category 1 and below: Economic class
- B. Water and Land Transportation: Expenses for water and land transportation shall be calculated based on actuals.

5.8 Pocket Money

The Pocket money is the allowance provided to individual staff traveling to perform their work in abroad for other necessary expenses.

- 5.8.1 Government staff holding High Ranking Leadership Position level 6, Grade 2 and above and his/her spouse appointed to perform the work oversea shall be entitled to receiving 850,000 LAK/person/time/country. For example: An Agreement on the Appointment of a Staff (Mr. K) to participate in the meeting/conference in Vietnam and then in China in a consecutive manner he shall be entitled to receiving an amount of 850,000 LAK multiplied by 1 time and by 2 countries (i.e., 850,000 LAK x1 time x2 countries= 1,700,000 LAK)
- 5.8.2 Government staff, students traveling to study abroad shall receive a bonus of 850,000 LAK/person/time based on the proposal of Ministry of Education and Sports and the Initial Agreement approved by superior level.

5.9 Contingency Budget (Travel Reserved Budget)

Contingency budget/travel reserved budget is the money set aside to cover unexpected costs such as the boarding fee, taxi fare, medical costs, gifts, services, donations, telephone and facsimile costs, travel insurance and other emergency costs as deemed necessary during the travel of the delegations. If no expenses or only some amount is used the remaining shall be returned to state budget account (the remaining amount shall not be shared amongst the delegation members traveling abroad). Upon returning from the work in abroad the expenses of the contingency budget/travel reserved budget shall be settled in within 5 working days. The settlement shall be supported by actual bills or receipts, signed by the head of the delegation and submitted to Budget Unit of their respective sector.

- 5.9.1 Contingency Budget/travel reserved budget shall be calculated based on the positions of the staff heading the delegation. In the event that only one person traveling no contingency budget/travel reserved budget shall be provided. In the event that 2-3 people traveling together only 50% of the contingency budget/travel reserved budget shall be provided or if 4 or more people traveling together 100% of the contingency budget/travel reserved budget shall be provided as identified by the position below:

Currency: LAK

No.	Position	Amount of Contingency budget
1	High Ranking Leadership Position Level 6, Grade 5-7	24,000,000
2	High Ranking Leadership Position Level 6, Grade 3-4	16,000,000
3	High Ranking Leadership Position Level 6, Grade 1-2	12,000,000
4	High Ranking Administrative position -Category 1	8,000,000
5	High Ranking Administrative position – Category 2 & 3)	4,000,000
6	Medium Ranking level of Administrative position – Category 4 & below.	2,000,000

- 5.9.2 The Delegation headed by High Ranking Leadership position (Level 6, Grade 5-7) paying an official visit abroad in accordance with a specific bilateral agreement requiring an amount higher than the identified Contingency budget/Travel reserved budget it shall be calculated as deemed necessary on the basis of accountability and shall be compliant with the Prime Minister's Order on Economization of the State Budget and the use of Contingency budget/Travel reserved as indentified above. Contingency budget/Travel reserved budget shall not be divided / shared amongst the delegation members. The request for additional amount of the Contingency budget/Travel reserved budget shall be submitted to the Office of Prime Minister. The approval for additional amount shall be copied to Ministry of Finance for implementation/action.

If all or some amounts of the Contingency budget/Travel reserved budget is not spent the remaining amounts shall be returned to state budget account. Upon returning from the work abroad the expenses of contingency budget/travel reserved budget shall be settled in within 5 working days and the contingency budget/travel reserved budget expenditure report shall

be supported by actual bills or receipts and signed by the head of the delegation. The report accompanying by all support documents must be submitted to Budget Unit of their respective sector.

- 5.10 Daily Subsistence Allowance (DSA) rate for the Spouses of those holding High Ranking Leadership position Level 6, Grade 3 & above shall be calculated at the same rate as that for those holding High Ranking Leadership position Level 6, Grade 2 while the DSA for the spouses of those holding High Ranking Leadership position Level 6, Grade 2 shall be calculated at the same rate as that for those holding High Ranking Administrative position - Category 2 (in the event that their spouses accompanying them). The positions for which the holders' spouses are permitted to accompany them when traveling abroad are of High Ranking Leadership Position level 6, Grade 2 and above.
- 5.11 In the event that a delegation traveling to perform work oversea funded in full (covering food allowance, accommodation and travel cost) by a financial institution, an International Organisation, or a country hosting the meeting, seminar, study tour or any other events the the delegation shall be provided only with the pocket money and contingency budget as calculated in items 5.8 and 5.9 above.
- 5.12 In the event of partial expenses are covered by ODA, International Organisations, International Financial Institutions, or the countries hosting the events the actual remaining expenses that are not covered shall be calculated for the delegation as specified above with reference to the invitation or acknowledgement letter of acceptance of each time.

Article 6: Expenses for ordinary, extraordinary or annual conference, seminars and trainings in country

- 6.1. As to minimize public budget, the meetings, seminars and trainings using Public Administration Budget are not permitted to be organized at hotels, restaurants or any venues offering services. In the event that these events are of high number of participants that the meeting rooms of Ministries at central and local levels cannot accommodate it might be organized at those places offering minimum service costs for public budget economization.
- 6.1.1 Calculation for the rental cost of the meeting room, the meeting room that includes food and drinking water shall be based on actual costs.
- 6.1.2 The banner and the decorative flowers for the meeting shall not be more than 5000,000 LAK/time and 100,000 LAK/time respectively. For the training and seminar events, the banner and decoration flowers shall not be calculated for.
- 6.1.3 Coffee, tea and drinking water during the meeting shall be 20,000 LAK/head/day
- 6.2. Food and accommodation allowance for the staff from central to perform their work at local level or for staff from local level to perform their work at central level shall be calculated at the rate specified in item 4.1.1 of Article 4.
- 6.3. In the event that the accommodation allowance is not calculated for the staff participating in the meeting, seminar or training event in a distance of 50 kilometers or longer (one way) they shall receive an amount of 50,000 LAK/day/person.
- 6.4. In the event of a group of Mass Media people/journalists from Television, Newspaper or other agencies are invited to take part in the meetings for press release they shall receive an

- incentive of 100,000 LAK/group/time. A maximum of 3 groups of mass media people can be invited for each meeting.
- 6.5. The materials for the training, seminar, meeting such as photocopies of handouts, papers, envelopes, inks, and so forth shall be calculated at an amount of 20,000 LAK/person/event (In case that the booklets are required and published the expenses shall be calculated in accordance with their actual costs).
 - 6.6. Budget calculation for the parties of the meetings, seminars and trainings is not permitted.
 - 6.7. Fuel for administrative services during the meeting, seminar, and training shall be calculated at the rate of 10 liters/vehicle/day.
 - 6.8. Annual conference / meeting of the sectors at central and local level shall be convened once per annum.
 - 6.9. Food Allowance Budget for Public Security and Medicare group for Ordinary Session of National Assembly shall be calculated at an amount of 35,000 LAK/person/day (based on the formal notice of National Assembly Secretariat).
 - 6.10. Food Allowance for the staff and drivers providing their services for Extraordinary, Ordinary, or Annual meetings and trainings taking place in the town of province, and Capital City shall not be calculated.

Article 7: Expenses of important Events and National Level Meetings

7.1. Timeframe and allowance rate for the preparation of important events and National level Meetings during official holidays (8 hours/day) or during non-working hours shall be calculated at the rate of 50,000 LAK/person/day or 4,375 LAK/person/hour by not more than 20 days/person/task at maximum.

7.2 Calculation of Labor expenditure or rehearsal of the play and performance by the pupils, students and other characters engaging in a temporary performance shall be calculated at the rate of 30,000 LAK/person/day by not more than 20 days/person/performance at maximum.

7.3 Service Rate for important events and National level Meetings shall be as follows:

- 7.3.1 Labor Rate for a small performance team: 3,000,000 LAK/event;
- 7.3.2 Labor rate for a medium performance team: 5,000,000 LAK/event;
- 7.3.3 Labor rate for a large performance team: 10,000,000 LAK/event;
- 7.3.4 Labor Rate for the guest singer: 100,000 LAK/event/person;
- 7.3.5 Labor rate for a presenter: 150,000 LAK/event/person.

7.4 The rate for the Athletes participating at Sports Event at National and Regional level shall be calculated based on the Decree on the Incentive Policy for the Athletes and National Coaches numbered 125/GOV and dated May 21, 2017

Article 8: Expenses for important Events and National Level Meetings

8.1 The timeframe and allowance rate for each sub-committee assigned to prepare and organize the meeting of High Ranking Leadership Position Level 6, Grade 2 & above and related meetings shall be calculated as follows:

8.1.1 Preparation phase for the meeting, in the event that the preparation work for the meeting taking place on official holiday for 8 hours (day) or during non-working hour (hour) it shall not exceed 10 days and the allowance rate shall be calculated at an amount of 30,000 LAK/person/day or 3,750 LAK/person/hour;

8.1.2 Preparation phase for sub-committee working on the contents and the meeting secretariat, at the event that the sub-committee works on official holiday for 8 hours or during non-working hours (hour) it shall not exceed 15 days and the allowance rate shall be calculated at an amount of 30,000 LAK/person/day or 3,750 LAK/person/hour.

8.2 Expenses for Regional and International Level Meetings for Medium Ranking Level of Administrative Position – Category 4 up to the level of National President used State Budget and hosted by Lao PDR shall be calculated as follows:

No.	Content	Rate for International Level Meeting		
		The Meeting of High Ranking Leadership Position Level 6, Grade 2-7	The Meeting of High Ranking Administrative Leadership Position Level – Category 1-3	The Meeting of High Ranking Administrative Leadership Position of Medium Level – Category 4
1	VIP Room: Beverages	Based on actual cost	Not permitted	
2	Fresh/Prestige Flowers garland (for welcoming guests) - Flower Bouquets - Meeting Table Decorative Flowers	200,000 LAK/delegation 100,000 LAK/Meeting	100,000 LAK/delegation 100,000 LAK/Meeting	100,000 LAK/delegation 100,000 LAK/Meeting
3	Gifts	3,000,000/delegation	1,000,000/delegation	500,000/delegation
4	Rental Costs - Photocopier - LCD Projector & Sound System - Meeting room, Secretariat office, Accommodation for delegates - Car rental cost	- 800,000 LAK/day/item - Based on actual rental fee of the hotel - Based on actual hotel's fee & common practice amongst the participating countries - Based on actual rental fee	800,000 LAK/day/item - Based on actual hotel's fee & common practice amongst the participating countries - Based on actual rental fee	800,000 LAK/day/item - Based on actual hotel's fee & common practice amongst the participating countries - Based on actual rental fee

5	Office supplies (papers, pen, pencil,...)	50,000/person/meeting	30,000/person/meeting	20,000/person/meeting
6	Lanyard card for the guest/Organizing committee	15,000 LAK/person/card	10,000 LAK/person/card	10,000 LAK/person/card
7	Fuel (automobile, 15 seats-mini bus, motorcycle)	15 liters/day/vehicle	15 liters/day/vehicle	15 liters/day/vehicle
8	Parties and beverages	300,000/person/event	200,000/person/event	100,000/person/event
9	Meeting Room Banner	≥500,000/banner (Max: 3 banners)	≥500,000/banner (Max:2 banners)	≥500,000/banner (Max: 1 banners)
10	Publicity <ul style="list-style-type: none"> ▪ Radio, Newspaper, Television ▪ Live Coverage ▪ Signs for publicity (Maximum price) 	<ul style="list-style-type: none"> ▪ Based on actual price ▪ Based on actual price ▪ 300,000/sign 	<ul style="list-style-type: none"> ▪ 2,000,000 ▪ Not permitted ▪ Not permitted 	<ul style="list-style-type: none"> ▪ 1,000,000 ▪ Not permitted ▪ Not permitted
11	Snacks/Coffee Break	Based on hotel's price	Based on hotel's price	Based on the rate specified in item 6.1.3 of Article 6

Contingency budget for the meeting shall be accounted for 5% of the total costs allocated for the meeting. This money is set aside to cover unexpected costs during the meeting process such as the costs of medicines, telephone, facsimiles,. If not spent or partially spent the remaining amount shall be returned to state budget account. Upon the completion of the meeting the expenses of the contingency budget shall be settled against actual bills/receipts and the expenditure report supported by actual bills /receipts shall be signed by the head of the organizing committee and submitted to Budget Unit of their sector within 5 working days.

Article 9: Expenses for the Reception of Foreign Guests

9.1 Foreign Guest reception using State Budget

9.1.1 Expenses for Foreign Guests visiting Lao PDR at the invitation of the Party and Government of Lao PDR shall be calculated as follows:

Position	Accommodation	Food	Snacks	Party	Beverage	VIP Room	Flower garland	Gift/delegation
High Ranking Leadership Position Level 6, Grade 5-7	3,000,000	300,000	30,000	150,000	30,000	500,000	150,000	2,00,000
High Ranking Leadership Position Level 6, Grade 3-4	2,500,000	250,000	30,000	150,000	30,000	500,000	150,000	1,800,000
High Ranking Leadership Position Level 6, Grade 1-2	2,000,000	250,000	30,000	125,000	30,000	400,000	120,000	1,500,000
High Ranking Administrative position –Cat 1	1,500,000	200,000	30,000	100,000	25,000	300,000	100,000	1,200,000
High Ranking Administrative position – Cat. 2 & 3)	1,200,000	160,000	30,000	80,000	25,000	-	-	800,000
Medium Ranking level of Administrative position – Cat 4 & below.	1,000,000	160,000	30,000	80,000	25,000	-	-	600,000

9.1.2 In the event that the expense for the gifts, souvenirs for foreign guests of High Ranking Leadership Position Level 6, Grade 5-7 visiting Lao at the invitation of the Party or government is higher than the rate specified in the table above the concerned sector shall calculate on the basis of accountability as deemed necessary in compliant with the Order of the Prime Minister on State Budget Economization and the request for additional budget shall be submitted to the Prime Minister Office for approval and notify Ministry of Finance for action.

9.1.3 The rate for National Defense Officials and Peace Force Security groups taking care of foreign guests paying official visit to Lao PDR at the invitation of the Party or Government shall be calculated at 35,000 LAK/person/day;

9.1.4 For foreign experts invited to provide technical assistance and for whom the government is financially responsible for while working in Laos PDR, the rate shall be calculated at the same rate as for Lao civil servants going to work oversea in a Group 2 Country of the Asia-Pacific Region as specified in Article 5.

9.1.5 In the event of large scale international activities for which Lao government is fund in full for the guests during their participation such as tournament/sports competition or performance art, the rate shall be calculated at the same rate as for Lao civil servants going to work oversea in a Group 2 Country of the Asia-Pacific Region as specified in Article 5.

9.1.6 Only one party may be held for foreign guests participating in the event on the opening or closing day.

9.2 Foreign Guests visiting and engaging in key event in Lao PDR by their own expenses

9.2.1 Lao government shall cover the expenses of coffee, tea and drinking water at the rate of 20,000 LAK/person/day.

9.2.2 In the event that the guests covering partial expenses of the coffee, tea and drinking water the budget shall be calculated to cover only the remaining amount by Lao government.

Article 10: Expenditures for Vehicles used for General Service Administration (GSA) and Specialized Areas of Services (SS)

The expenses for vehicles used for General Service Administration has been identified as the reference for annual budget planning. Actual implementation shall be based on the annual budget approved and actual case by case.

10.1 Vehicles used for GSA shall be divided into three categories as follows:

- 1) Category I: Motorcycle
- 2) Category II: Jeeps, automobiles, pickups and minibus

10.2 Fuel expenses for vehicles used for General Service Administration (GSA) such as used for meetings, other events, delivery of invitations and documents and general administration shall be calculated on the basis of their actual uses and of economization. If the allocated budget is not used or partially used the remaining amount shall not be withdrawn for use for any purposes.

Liters of Fuel allocated for vehicle category I and II shall be calculated at the rate of regular unleaded gasoline as follows:

- Ministry, Central level Agency, Office, Department, Section/Division and Office of Equivalent level each 160 liters per month;
- Provincial level, Capital City, Cabinet Office, Department and Agency Equivalents, each 80 liters per month;
- District Level, City, Municipality, each 80 liters per month.

10.3 Fuel for vehicles used in specialized areas of work of concerned sectors such as ambulance, live radio/television transmission or broadcast trucks, radio frequency wave inspection truck, fuel trucks, fire engines, Excavating/digger Tractors, Grading Tractors shall be calculated based on actual use in specialized areas of work of each sector.

10.4 Oil for vehicles

- Oil for Vehicle Category I shall be calculated at the rate of 30,000 LAK/vehicle/quarter.
- Oil for vehicle Category II shall be calculated at the rate of 400,000 LAK/vehicle/quarter.

10.5 Maintenance and Repair Costs for Vehicles used in General Service Administration and Specialized Areas of work

State Organizations, Lao Front for National Construction, Mass Organizations at central level and State Organizations at local levels shall be accountable for the management, utilizations and maintenance of the vehicles of each category by developing a list of each vehicle category requiring repair and maintenance such as oil changes, oil tank filters, vehicle checkups, brake pad replacement, tyre replacement, and other items of spare parts for public tendering process to invite competing offers from suppliers who can provide quality goods, services, works as required on the basis of the policy on the tendering for procurement of goods, construction works, repairs and services using State Budget and annually approved budget for the sectors.

Article 11: Expenses for the repair and maintenance of the buildings and Equipments

Expenses for the repair and maintenance of government offices, schools, hospitals shall be compliant with the law and the policy on the tendering for procurement of goods, construction works, repairs and services using State Budget and annually approved budget for the sectors.

Article 12: Expenses for Office Supplies, Printed Forms, Publications, Newspapers, Water supply, Electricity, Posts and Telecommunications

12.2 The expenses for office supplies, printed forms, newspapers and publications shall be compliant with the policy on tendering for procurement of goods, construction works, repairs and services using State Budget and shall be calculated only for the use of a group of individuals as a whole.

To ensure that Ministries, state organizations, provinces and Capital City has no debts they shall ensure effective expense allocation of the annually approved budget.

12.3 Expenses of the annually approved budget for commodities that include the expenses for water supply, electricity, telecommunication, facsimile and internet bills of Ministries, state organizations, provincial administration offices and Capital city including the expenses for previous debts payment pending shall be planned and sufficiently allocated for actual uses and within the scope of the approved budget so as to avoid yearly accumulated debts. The payment of these shall be based on actual bills.

- Previous year Expenditure shall be used as the basis for calculating annual budget planning for these commodities.

12.4 Budget Expenditure calculation for procuring equipment for specific uses in specialized areas such as teaching materials, medical equipment, surveying equipment and so forth shall be fully compliant with the policy on tendering for procurement of goods, construction works, repairs and services using State Budget.

Article 13: Pay for Additional Work

Pay for additional work for the civil servants officially commissioned to perform specific tasks on temporary basis excluding their regular technical work shall be calculated as follows:

13.1 Translation and Interpretation

13.1.1 Interpretation/Simultaneous translation

- Simultaneous translation from Lao language into foreign language and vice versa shall be calculated for only those who are assigned to perform this task for the meetings, seminars at the rate of 50,000 LAK/hour
- Translation of minority language into Lao language shall be calculated at the rate of 40,000 LAK/hour

13.1.2 Translation of documents (The size of letter shall not exceed Font 12 and A4 paper as specified in the guideline on the implementation of the Decree on Official Documents.

- Translation of Lao language document into foreign language shall be calculated at the rate of 50,000 LAK/page of Lao language
- Translation of foreign language document into Lao language shall be calculated at the rate of 40,000 LAK/page of foreign language.

13.1.3 In the event of verbal translation/interpretation services are to provide to external clients the rate shall be agreed upon by the two parties (the translator and the client) in compliant with the law and the policy on tendering for procurement of goods, construction works, repairs and services using State Budget.

13.2 The pay for study, research, writing of documents, textbooks shall be calculated at the rate of 50,000 LAK/printed page.

13.3 Document and textbook editing shall be calculated at the rate of 15,000 LAK/printed page

13.4 Publishing of edited documents and textbooks shall be calculated at the rate of 8,000 LAK/printed page.

13.5 The pay/fee for lecturing, chairing / presiding the National, Central, Local level meetings shall be calculated as follows:

Position Level	Rate
- High Ranking Leadership Position (Level 6, Grade 5-7)	800,000 LAK/time
- High Ranking Leadership Position (Level 6, Grade 3-4)	500,000 LAK/time
- High Ranking Leadership Position Level 6, Grade 1-2	300,000 LAK/time
- High Ranking Administrative Position –Cat 1 -3 and Medium Ranking level of Administrative Position – Cat 4-5	200,000 LAK/time

13.6 Tutoring Fee for external guest teachers shall be calculated as follows:

- Tutoring fee for guest teachers teaching students at College level and higher: 40,000 LAK/person/hour
- Tutoring fee for guest teachers teaching students at lower level of College: 30,000 LAK/person/hour

13.7 Fee for Resource Persons: The fee for civil servants presenting documents at the meetings or seminars shall be calculated on the basis of actual hours of presentation and not exceeding 8 hours per day per person at the rate of 40,000 LAK/person/hour.

Article 14: Expenses for General Service Administration using ODA budget

14.1 Expenses for Civil Servants to perform official work in country or abroad; to participate in the meetings, seminars organized and managed by State Agencies, Lao Front for National Construction, Mass Organizations at central level and State Agencies at local level using ODA budget shall be calculated the same as the rate for General Service Administration using State Budget.

14.2 Expenses for Civil Servants to perform official work in country or abroad; to participate in the meetings or seminars organized and managed by the Donors/Development Partners, the terms or specifications of the the donors/development partners' rate shall be applied from which the donor/development partners or project owners shall issue an agreement for specific case. Upon completion of the events all expenditures shall be settled against actual bills/receipts in compliant with the Financial Management Procedures of Ministry of Finance and of the Donors/Development Partners'.

14.3 In the event that the donor is hosting the meetings, seminars, trainings the terms and financial procedures of the donors shall be applied.

14.4 Annual Parties are permitted once a year at the rate of 100,000 LAK/person.

Article 15: Implementation Methods

15.1 The positions stipulated in this Agreement shall be based on the Decree of Prime Minister on Administrative Position of Civil Servant of Lao government numbered 203/GoL, dated 4 July 2017.

15.2 The implementation of Article 10 on fuel rate shall be exclusively calculated for vehicles used for General Service Administration at related government offices at central and local level as specified and shall not include vehicles attributed for one's position and State vehicles used by individuals for their personal affairs.

15.3 The expenses for Repairs and Maintenance are of the average rate of the equipment and buildings but their actual repairs shall be based on the approved annual budget.

15.4 Procurement using State Budget shall be referred to and compliant with the law on Procurement Using State budget numbered 30/NA, dated 2 November 2017,

15.5 The expense rates identified above are the maximum rates, but the actual implementation by each sector at central and local level can be reduced as appropriate for each area of work and in accordance with the approved annual budget.

15.6 Following the completion of the tasks performed in country and abroad a summary and report on the expenditure settlement accompanied by all support documents including bills and receipts; and signed by relevant person shall be submitted to Finance Division of the Concerned Sector. Any remaining amount shall be returned to treasury of the sector for use in accordance with budget regulations

Article 16: The Department of State Budget, National Treasury and Department of Oversea Finance and Debt Management are responsible for disseminating and issuing instructional guideline for this Ministerial Decision to Ministries, State Agencies, Provincial Administration Offices and Vientiane Capital City to ensure that they are well aware of it and together implement this Ministerial Decision.

Article 17: This Ministerial Decision shall enter into force from January 1, 2019 onward and replace the Ministerial Decision number 2066/MoF, dated J25 June 2015.

Vice Prime Minister
Signed and Sealed
Minister of Ministry of Finance
Somdy Douangdy