



EXECUTIVE OFFICE OF THE PRESIDENT
CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE

Telegraphic Address
Telephone: +254-20-2227436
When replying please quote

STATE HOUSE
P.O. Box 40530-00100
Nairobi, Kenya

Ref. No. **OP.CAB. 304/018**
and date

..... **September 29, 2023**

**All Chairpersons and Chief Executive Officers
of Commissions and Independent Offices**

RE: FOREIGN TRAVEL NOTIFICATIONS

Reference is made to circular no. OP/CAB. 304/018 of 29th June 2023 (copy attached for ease of reference).

Following various inquiries as relates to its application, we wish to confirm that indeed, all Chairpersons and Chief Executive Officers of Commissions and Independent Offices are expected to adhere to the principles and tenets therein, and in particular, the requirement to complete the annexed application form while submitting notifications of travel to this office.

The form not only captures critical details of the intended travel for purposes of diplomatic notification, but more importantly captures the proposed costs to be incurred and factored by the Government in facilitation thereof.

Please take note and secure compliance.



FELIX K. KOSKEI
CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE

Copy to: Hon. Justin Muturi, EGH
Attorney General
State Law Office
NAIROBI

Prof. Njuguna Ndung'u, CBS
Cabinet Secretary
National Treasury and Economic Planning
NAIROBI



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Ref. No. **OP/CAB. 304/018**
and date

June 29, 2023

The Attorney General

Cabinet Secretaries

All Principal Secretaries and Accounting Officers

(With sufficient copies to Chief Executive Officers and Chairpersons of State Corporations)

**RE: FOREIGN TRAVEL CLEARANCE FOR CABINET SECRETARIES,
CHIEF ADMINISTRATIVE SECRETARIES, PRINCIPAL
SECRETARIES, CHAIRPERSONS AND CHIEF EXECUTIVES OF
STATE CORPORATIONS**

The Government has issued various guidelines on foreign travel, outlining directives as regards conditions for travel, delegation sizes, application procedures and timelines. Unfortunately, this office has observed a less than optimal compliance standard, which has resulted in breach of some of the prescribed measures, numerous late requests, and consequently, difficulties in obtaining the prudence and cost effectiveness, objective originally anticipated.

Consequently, this office has re-evaluated the application process, instruments, and guidelines with a view to enhancing greater compliance as outlined hereinbelow:

1. Non-essential foreign travel remains suspended. This office shall, as part of the application review process, obtain advisory from the Ministry of Foreign and Diaspora Affairs on the necessity of participation of a

delegation from the ministry/state department/agency, over and above onsite Foreign Service staff. In this regard, **all requests for travel shall be copied to the Ministry of Foreign and Diaspora Affairs** for their information and advisory.

2. Travel requests for all Cabinet Secretaries, Chief Administrative Secretaries, Principal Secretaries, Chairpersons and Chief Executive Officers of State Corporation shall continue to be obtained from His Excellency the President through this office.

- a. Delegations headed by Cabinet Secretaries shall not exceed four persons including the Cabinet Secretary as Head of Delegation (1+3);
- b. Delegations headed by Chief Administrative Secretaries, Principal Secretaries, Chairpersons and Chief Executive Officers of State Corporations shall not exceed three persons, including the Head of Delegation (1+2). Delegations involving all the above shall be limited to the three (3) person limit;
- c. Delegations should include the most relevant technical persons to assist the principal in the meetings, deliberations, or presentations related to the foreign travel. **Personal Assistants and security personnel will not be approved for travel**, save for assistants to persons living with disability. The Deputy President and Prime Cabinet Secretary are exempted from this requirement.
- d. The travel clearance applications for the Cabinet Secretary, Chief Administrative Secretary, Principal Secretary, Chairperson and Chief Executive Officer of a State Corporation, shall be submitted to this office, **under the hand of the respective Cabinet Secretary.**

- e. The application form shall include the full list of ministerial/agency officials forming a part of the delegation, and the total costs to be incurred by the full delegation. The travel approval communication from this office shall include all the expected officers to travel as part of the delegation.

In such circumstances, intra-agency approvals for lower-level officers accompanying such a delegation will not be separately processed by the respective Principal Secretaries/Chief Executive Officers. Such separate approvals inadvertently increase numbers beyond the limit prescribed. Immigration staff in all ports of entry/exit are required to secure compliance with this requirement.

- f. In view of the responsibilities of the senior ranks addressed in these guidelines, Cabinet Secretaries, Chief Administrative Secretaries, Principal Secretaries, Chairpersons and Chief Executive Officers of State Corporations shall attend only policy related meetings/events/activities etc, or events that have a bearing on policy, and be out of country for no more than seven (7) working days (excluding travel dates).

The cumulative days away should not exceed: -

- i) 7 days maximum per travel;
- ii) 15 days maximum per quarter; and
- iii) 45 days maximum per year.

Technical/operational meetings, conferences and events should be attended by technical officers with the requisite subject matter expertise. Consequently, annual travel plans must take into consideration criticality of representation by the senior leadership, and necessary delegation of authority/assignment to other senior officers within the MDA as appropriate. Exceptions

will require written justification from the respective Cabinet Secretary.

g. Cabinet and Principal Secretaries/Chairpersons and Chief Executive Officers of State Corporations shall synchronise their foreign travel, such that **both officers are not away from office at the same time.**

h. The travel clearance application in (2(d)) above shall be submitted **on or before seven (7) working days** before the date of travel.

i. Applications received after **5.00pm** on the deadline date, and any incomplete applications will not be processed. Exceeding circumstances will require to be justified by the Cabinet Secretary.

ii. The applications shall include the following mandatory documents annexed thereto:

- Invitation letter addressed to each applicant by name, outlining the role expected to be played, whether the event/meeting/activity is fully/partly sponsored and the extent thereof;
- A programme of the proposed meeting/event/activity etc, highlighting of the most critical dates when participation is required;
- Written confirmation from the Head of Procurement Unit of the requesting agency, on the proposed air ticket cost for each member of the delegation, being the most economical based on prevailing market rates;
- Written confirmation from the Head of Finance Unit of the requesting agency, certifying the total expenses of the delegation, the source, total amount and availability

of Government funds financing the travel (where applicable);

- Salaries Review Commission approved rates for the country that is the target of travel;
- Shall be copied to the Ministry of Foreign and Diaspora Affairs for information and review.

3. Principal Secretaries and Chief Executive Officers of State Corporations will continue processing travel clearances for all other public officers undertaking routine travel in the MDA, who do not form part of a delegation involving/including a principal addressed herein. However, any public officer travelling as part of a delegation as stipulated in 2(e) above is to be approved centrally through this office. **Principal Secretaries are required to seek concurrence their respective Cabinet Secretaries prior to granting travel approval for officers in Job Groups R and above, serving in their respective State Departments.**

4. Approval will not be granted for foreign travel for internationally hosted trainings, meetings, conferences, and events organized by local and regional based public/private institutions. The same applies in cases of international meetings and trainings on governance and management matters. Where invitations of such nature are received by MDAs, the same should be channelled to this office to facilitate redirection to the government training institutions and customisation as appropriate.

5. Benchmarking visits must be associated to a gazetted reform initiative targeting a policy, legal and operational outcome that is towards finalisation.

6. Ministries, Departments and Agencies are to moderate the frequency of attendance to International Conferences and Workshops, and opt for **virtual participation** in priority. As indicated in 2(f) above, priority for physical attendance should be granted to technical officers with requisite subject matter expertise.

This office shall also be at liberty to redirect any such invitations to the most functionally relevant government agencies for action.

7. Processing of travel logistics should only be firmed up upon receipt of travel approval.
8. The responsibility for ensuring compliance with all applicable clearance procedures and financial controls on foreign travel rest with the subject Principal Secretary/Accounting Officer. Internal protocols should be established to review travel requests prior to processing, to ensure relevance, utility, frequency, and cost efficiency tenets are maintained.
9. As stipulated in Circular no. OP/CAB.26/4A/VOL.I(54) of 19th December 2022, all returning officers shall make **individual back to office reports** on the benefits accrued, and a workplan containing the programmes/projects/initiatives to be implemented arising from the foreign trip outcomes within seven (7) days of return as follows:
 - a. Cabinet Secretaries– To the Secretary to Cabinet for compilation and summary report to Cabinet for noting;
 - b. Chief Administrative Secretaries/Principal Secretaries– To the Chief of Staff and Head of the Public Service for compilation and summary report to the relevant Cabinet Committee and Principal Secretary meetings;
 - c. Chairpersons/Chief Executive Officers of State Corporations – To the Board of Directors, with a formal report to the relevant Cabinet Secretary;
 - d. Staff in Ministries Departments and Agencies – To the Principal Secretary with a copy to the respective Heads of Departments (as appropriate) for follow up of interventions to be implemented from the learning obtained from the travel.

Processing of imprest surrender forms and documentation must be accompanied by relevant back to office reports. The Heads of

Accounting Units in respective ministries, departments and agencies must secure compliance with this directive.

A revised application form is annexed hereto for your further reference. The form should be completed in full, and signed by the applicants, approval entities where applicable, and Cabinet Secretary. We are in the process of automating the application process to ease the submission and approval process. The protocols on the same shall be transmitted by separate cover.

In light of the reiterations and enhanced prescriptions contained herein, previous Circulars of similar reference nos. OP/CAB.8/19A of 18th March 2022, OP/CAB.26/4A/VOL.I/(54) of 19th December 2022 and OP/CAB.308/018 of 27th March 2023 are rescinded.

Kindly bring this to the attention of all relevant officers in your ministries.



FELIX K. KOSKEI
CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE

Copy to: **Hon. Josephat Nanok, EGH**
Deputy Chief of Staff
Executive Office of the President
NAIROBI

Mr. George N. Macgoye, EBS, OGW
Chief of Staff
Office of the Deputy President
Executive Office of the President
NAIROBI

Mr. Joseph N. Busiega, MBS, ndc(k)
Chief of Staff
Office of the Prime Cabinet Secretary
Executive Office of the President
NAIROBI

Dr. Korir Singoei, Phd, EBS
Principal Secretary, Foreign Affairs
Ministry of Foreign and Diaspora Affairs
NAIROBI

Amb. Julius Bitok, Phd, MBS
Principal Secretary
State Department for Immigration
Ministry of Interior and National Administration
NAIROBI

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REPUBLIC OF KENYA



**TRAVEL CLEARANCE FORM FOR CABINET SECRETARIES, CHIEF
ADMINISTRATIVE SECRETARIES, PRINCIPAL SECRETARIES,
CHAIRPERSONS AND CHIEF EXECUTIVES OF STATE CORPORATIONS**

FOR OFFICIAL USE:

(To be checked before acceptance for processing)

(i) Date Application received by COSHOPS:

Time:

(ii) Annextures:

Invitation Letter	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Programme (conference, event, workshop, meeting, exhibition)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Head of Procurement Unit Confirmation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Head of Accounting Unit Confirmation	Yes <input type="checkbox"/>	No <input type="checkbox"/>

(iii) All sections of the form have been fully completed:

Yes ☐ No ☐

(iv) Copied to Ministry of Foreign and
Diaspora Affairs:

Yes ☐ No ☐

TO BE FILLED BY THE APPLICANT:

PART 1 - PERSONAL DETAILS

(i) Name of Officer Travelling:

(ii) Personnel No:

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- (iii) Designation:
- (iv) Ministry/Corporation:
- (v) Passport Number:
- (vi) Acting Officer *(To exercise delegated authority when applicant is away)*:
Name:
Designation:

PART II - TRAVEL DETAILS

- (i) Reason(s) for travel:
(Annex invitation letter addressed to applicant in person)
- (ii) Country:

- (iii) If attending Conference/Seminar/Workshop, etc.

Please indicate its title-

.....
From:(date) to(date)
(Annex programme)

Please indicate if you have attended a similar or related conference on the same subject matter in the last five (5) years-

.....
From:(date) to(date)

- (iv) If attending a meeting/ benchmarking/assignment/formal government to government engagement etc

Please indicate schedule of activities:

.....
From:(date) to(date)
(Annex programme. For benchmark visits, annex copy of Gazette Notice of Taskforce/Working Committee to which the travel is related)

- (v) Person(s)/Organization/Institution hosting the Meeting/Engagement/Conference/Seminar/Workshop, etc.

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- (vi) Sponsor(s) of the Meeting/Engagement/Conference/Seminar/Workshop, Etc:
- (vii) Objective(s) of the Meeting/Conference/Seminar/Workshop, etc:
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•
- (viii) Expected activity/event/intervention to be executed upon return in the Ministry/Department/Corporation of the participant derived from the Meeting/Engagement/Conference/Seminar/Workshop, etc.
•
•
- (ix) Where the reason for travel is a conference, workshop, academic meeting, confirm that the option of virtual participation is unavailable, and that physical attendance is mandatory.
•
•
(*annex relevant confirmation*)

PART III - DEPARTURE AND RETURN DETAILS

- (i) Date and time of departure:
Mode of travel:
- (ii) Date and time of return:
- (iii) Mode of travel:
- (iv) Mode of Travel. If by air, indicate the class of the air ticket:

PART IV - SIZE OF DELEGATION

- (i) Are you traveling alone? If not indicate the number of officers/other persons accompanying you for the trip.
(*This should include all ministerial/state corporation/agency officers attending the same event, meeting, conference, seminar, workshop etc*)

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(ii) Cost of the Trip and Sponsorship for **APPLICANT**:

Job Group/Grade equivalent:

Role that the applicant is playing during the visit:.....

- a) Subsistence/Accommodation in Ksh
- b) Proposed ticket Cost in Ksh.....
- c) Proposed Airline (where applicable):
- d) Sponsor contribution in Ksh.....
- e) GoK contribution: Ksh.....
- f) Participation Fee (where applicable) in Ksh
- g) Number of Days:
- Total expenses : KSH.**

(iii) Cost of the Trip and Sponsorship for **DELEGATION**:

Delegate 1 (name):

Personnel No:

Designation:

Passport No:

Job Group/Grade equivalent:

Role that the delegate is playing during the visit:.....

- a) Subsistence/Accommodation in Ksh
- b) Proposed ticket Cost in Ksh.....
- c) Proposed Airline (where applicable):
- d) Sponsor contribution (where applicable) in Ksh.....
- e) GoK contribution: Ksh.....
- f) Participation Fee (where applicable) in Ksh
- g) Number of Days:
- Total expenses : KSH.**

Delegate 2 (name):

Personnel No:

Designation:

Passport No:

Job Group/Grade equivalent:

Role that the delegate is playing during the visit:.....

- a) Subsistence/Accommodation in Ksh
- b) Proposed ticket Cost in Ksh.....
- c) Proposed Airline (where applicable):

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- d) Sponsor contribution (where applicable) in Ksh.....
e) GoK contribution: Ksh.....
f) Participation Fee (where applicable) in Ksh
g) Number of Days:
Total expenses : KSH.

Delegate 3: etc

- (iv) Total Cost of the Trip and Sponsorship for Entire Delegation:

Grand Total expenses : KSH.

- (v) Annex Written Confirmation from:

- a) Head of Procurement Unit, certifying the proposed travel ticket costs for each member of the delegation, being the most economical based on prevailing market rates:

Head of Procurement (name):

Signature:

- b) Head of Accounting Unit, certifying the total proposed expenses of the delegation, the source, quantity, and availability of Government funds financing the travel (where applicable), sponsorship, correctness of eligible subsistence/accommodation and other payments.

Head of Accounting Unit (name):

Signature:

- c) Salaries Review Commission approved rates for the target country

PART V - CONCURRENCE

Concur/Not concurred

Reasons for Non-concurrence

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CHAIRPERSON

(Where Chief Executive Officer is the Applicant)

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Concur/Not concurred

Reasons for Non-concurrence

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.....

CABINET SECRETARY

(Where Cabinet Secretary, Chief Administrative Secretary, Principal Secretary, Chairperson and Chief Executive Officer of the State Corporation is the Applicant)

PART VI - APPROVAL

Approved/Not Approved

Reasons for Non-Approval: -

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CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE