



**Kingdom of Cambodia**  
**Nation Religion King**  
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**Royal Government of Cambodia**

**No: 216 អនក្រឹត្យ**

**Sub Decree on**  
**Daily Subsistence Allowance (DSA) for Domestic and Overseas Mission**  
**of National and Sub-National Administration**



**The Royal Government**

- Having seen the Constitution of the Kingdom of Cambodia;
- Having seen Royal Decree No. ស្ត/រក្ខត/0913/903 dated Sep 24, 2013 on the Appointment of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Decree No. ស្ត/រក្ខត/1213/1393 dated Dec 21, 2013 on the Adjustment and Addition of Members of the Royal Government of the Kingdom of Cambodia;
- Having seen Royal Kram No. 02/ស្ត/94 dated July 20, 1994 promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Having seen Royal Kram No. ស្ត/រក្ខម/0196/18 dated Jan 24, 1996 promulgating the Law on the Establishment of Ministry of Economy and Finance;
- Having seen Royal Kram No. ស្ត/រក្ខម/0508/016 dated May 13, 2008 promulgating the Law on Public Finance System;
- Having seen Royal Kram No. 06/ស្ត/94 dated Oct 30, 1994 promulgating the Law on Common Statutes for Public Servants of the Kingdom of Cambodia;
- Having seen Royal Kram No. ស្ត/រក្ខម/0313/004 dated March 21, 2013 promulgating the Law on the Amendment of Article 9 and 10 of the Law on the Common Statutes of Public Servants of the Kingdom of Cambodia;
- Having seen Royal Kram No. NS/RKM/0301/05 dated March 19, 2001 promulgating the Law on Administrative Management of Commune/Sangkat;
- Having seen Royal Kram No. NS/RKM/0508/017 dated May 24, 2008 promulgating the law on Administrative Management of Capital, Province, Municipality, District, Khan;
- Having seen Royal Kram No. NS/RKM/0611/011 dated June 17, 2011 promulgating the Law on Financial Regime and Asset Management of Sub-National Administration;
- Having seen Royal Kram No. NS/RKM/1109/022 dated Nov 30, 2009 promulgating the Criminal Code;

- Having seen Royal Kram No. NS/RKM/1207/030 dated Dec 08, 2007 promulgating the Civil Code;
- Having seen Royal Decree No. ៥៩៧/រក្សត្រី/1297/273 dated Dec 01, 1997 on the Common Principles of the Organization of Public Service;
- Having seen Sub-decree No. 488 អនក្រឹត្យ.៥៧៧ dated Oct 16, 2013 on the Organization and Functioning of Ministry of Economy and Finance, and
- As per request of the Minister of Economy and Finance.

## **Hereby Decides**

### **Chapter 1 General Provisions**

#### **Article 1:**

The Goal of this Sub-Decree is to determine DSA for domestic and overseas missions of leadership, public servants and contracted staff of ministries/agencies and national and sub-national administrative entities of the Kingdom of Cambodia.

#### **Article 2:**

The objective of this Sub-decree is to promote efficiency, effectiveness, transparency and accountability of the undertaking of domestic and overseas mission of leadership, public servants and contracted staff of ministries/agencies and national and sub-national administrative entities of the Kingdom of Cambodia.

#### **Article 3:**

Mission refers to the undertaking of functions and duties of leadership, public servants and contracted staff in the country or outside the country with movement away from the radius of the territory of capital, municipality or district, where the concerned individual carries out his/her regular functions.

Mission shall be supported by means of cash, which is defined as Daily Subsistence Allowance (DSA).

DSA includes pocket money, meal allowance, accommodation allowance, travel allowance, allowance for souvenirs and other allowances to be determined and provided according to the types of each mission. Accommodation allowance is given for any mission, which requires overnight stay.

For mission undertaken by the Prime Minister both inside and outside the country, DSA shall be given as needed.

#### **Article 4:**

This Sub-decree is applicable to:

- Member of the Royal Government.
- Under Secretary of State.
- Members of the Capital, Provincial, Municipal, District, Khan, Commune and Sangkat Councils.

- Public servants at all levels.
- Advisors, assistants.
- Contracted personnel officially recognized by Ministry of Public Functions.

**Article 5:**

Rank and privileges of leadership, public servants at all levels, advisors or assistants appointed in any ministry/agency and national and sub-national administrative entities can be used as the basis for determining the amount of DSA only when the concerned individual undertakes mission within the working framework of the respective ministry/ agency or national and sub-national administrative entity.

Rank and privileges given through the appointment in any ministry/agency and national and sub-national administrative entity shall not be used for determining the amount of DSA within the working framework of other ministries/ agencies or national and sub-national administrative entities.

## **Chapter 2**

### **DSA for Domestic Mission**

**Article 6:**

For mission undertaken in the country, DSA is divided into six categories according to the positions in the structure of the ministry/agency or national and sub-national administrative entity:

- Category A1:** Deputy Prime Minister, Senior Minister, Minister and Head of Agency or Entity with rank and privilege equal to this position.
- Category A2:** Secretary of State and Vice Head of Agency or Entity with rank and privilege equal to this position.
- Category B:** Under Secretary of State, Secretary General and Deputy Secretary General of the Royal Government, Director General, Delegate of the Royal Government, Governor of Capital/Provincial Board of Governors, Members of the Capital/Provincial Council and Public Servants with rank and privilege equal to this position.
- Category C:** Deputy Secretary General, Deputy Director General, Director of Department, Deputy Capital/Provincial Governor, Governor of the Municipal/District/Khan Board of Governors, Members of Municipal/District/Khan Council and Public Servants with rank and privilege equal to this position.
- Category D:** Deputy Director of Department, Office Chief, Vice Office Chief, Deputy Municipal/District/Khan Governor, Director for Administration at Capital, Provincial, District/Khan levels, Members of Commune Council and Public Servants with rank and privilege equal to this position.
- Category E:** Public servants and contracted staff at both national administration and sub-national administration level.

**Article 7:**

DSA for domestic mission is determined as below:

Unit: Riel

No.	Positions	DSA per person per day		
		Pocket Money	Meal Allowance	Accommodation Allowance
1	Category A1	40,000	100,000	200,000
2	Category A2	35,000	90,000	160,000
3	Category B	30,000	80,000	120,000
4	Category C	24,000	70,000	100,000
5	Category D	20,000	60,000	80,000
6	Category E	16,000	40,000	80,000

#### Article 8:

For international meetings hosted by the Kingdom of Cambodia, DSAs shall be included in the expenditure budget of the international meeting programs below:

Unit: Riel

No.	Positions	DSA per person per day		
		Pock Money	Meal Allowance	Accommodation Allowance
1	Category A1	70,000	100,000	400,000
2	Category A2	60,000	90,000	350,000
3	Category B	50,000	80,000	300,000
4	Category C	40,000	70,000	200,000
5	Category D	30,000	60,000	160,000
6	Category E	20,000	40,000	120,000

#### Article 9:

Travel allowance for domestic mission shall be determined by Prakas of the Minister of Economy and Finance.

## **Article 10:**

State ministries/agencies and national administrative entities shall rationalize DSAs by minimizing the number of unnecessary missions or limiting the number of officials undertaking mission from the national level by using relevant expert officials at sub-national level instead if not prohibited by effective laws or regulations.

## **Chapter 3** **DSA for Overseas Missions**

## **Article 11:**

For overseas missions undertaken by delegation authorized by the Royal Government or ministry/agency or national and sub-national administrative entity, DSA is determined in 6 categories according to the positions in the structure of the ministry/agency or national and sub-national administrative entity as follow:

- Category A1:** - Deputy Prime Minister  
- Senior Minister, Minister of Ministry and Head of Agency or Entity, with rank and privilege equal to this position, who undertakes the mission as the Head of the Delegation.
- Category A2:** - Senior Minister, Minister of Ministry and Head of Agency or Entity who undertakes the mission as a Member of the Delegation.  
- Members of the Royal Government and public servants with rank and privilege equal to this position.
- Category B:** Under Secretary of State, Secretary General and Deputy Secretary General of the Royal Government, Director General, Delegate of the Royal Government, Governor of the Capital/Provincial Board of Governors, Members of the Capital/Provincial Council and Public Servants with rank and privilege equal to this position.
- Category C:** Deputy Secretary General, Deputy Director General, Director of Department, Deputy Capital/Provincial Governor, Governor of the Municipal/District/Khan Board of Governors, Members of Municipal/District/Khan Council and Public Servants with rank and privilege equal to this position.
- Category D:** Deputy Director of Department, Office Chief, Vice Office Chief, Deputy Municipal/District/Khan Governor, Director for Administration at Capital, Provincial, District/Khan levels, Members of Commune Council and Public Servants with rank and privilege equal to this position.
- Category E:** Public servants and contracted staff at both national and sub-national administration levels.

## **Article 12:**

DSA for overseas mission is determined by group of countries as below:

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

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

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

**Article 13:**

DSA for overseas mission is determined in as below:

Unit: US Dollars

Position	DSA per person per day						
	Pocket Money	Meal Allowance			Accommodation Allowance		
		Group 1	Group 2	Group 3	Group 1	Group 2	Group 3
A1	50	90	100	120	300	400	500
A2	50	90	100	120	300	350	400
B	40	80	90	100	250	300	350
C	30	70	80	90	200	250	300
D	25	60	70	80	170	220	270
E	20	60	70	80	150	200	250

**Article 14:**

Travel expense is provided according to the amount in the invoice including airport tax.

Air ticket is provided according to ranks as below:

1. First Class: For Deputy Prime Minister or those with rank and privilege equal to this position.
2. Business Class:
  - a. For Senior Minister, Minister, Secretary of State or Member of Agency or Entity with rank and privilege equal to this position.
  - b. For Under Secretary of State, Secretary General, Director General, Members of Capital/Provincial Council and Governor of Capital/Provincial Board of Governors or those with rank and privilege equal to this position to participate in official meetings or bilateral or multilateral negotiation meeting as authorized by the Royal Government with traveling time of more than 4 hours. For other travels including travels to participate in conference, workshop, training or study tour, business class ticket will not be provided.

### 3. Economy Class:

- a. For Under Secretary of State, Secretary General, Director General, Members of Capital/Provincial Council and Governor of the Capital/Provincial Board of Governors who needs to travel for less than 4 hours.
- b. For Deputy Secretary General, Deputy Director General or Public Servant of Ministry/Agency and National and Sub-National Administrative Entity with rank and privilege equal to or lower than this position.

#### **Article 15:**

Ministry/agency and national and sub-national administrative entity shall save costs for overseas mission by:

- Using the cheapest direct flight if possible.
- Minimizing the number of members if possible.
- Requesting for permission from the Royal Government to ask the Cambodian Embassy in that country to participate as replacement in the meeting.

#### **Article 16:**

Allowance for souvenirs is provided for mission led by Secretary General, Director General or public servants with rank and privilege equal to or above this position, who participate in bilateral or multilateral negotiation meetings as authorized by the Royal Government.

Allowance for souvenirs is not provided for other missions including participation in conference, workshop or training.

#### **Article 17:**

Miscellaneous expenses are provided at an appropriate limit and according to necessity based on the plan of Ministry/Agency and national and sub-national administrative entity that make request for the expenses.

#### **Article 18:**

Delegation members, with accompanying spouse during the mission, shall take care of all expenses incurred by their spouse themselves.

For Deputy Prime Minister, Senior Minister, Minister, Head of Agency or Head of Unit with same rank and privilege, accompanied by spouse as authorized by the Prime Minister, only travel and meal allowances are provided to the spouse.

## **Chapter 5 Implementation Procedures**

#### **Article 19:**

DSA for domestic mission shall be given by the following rules and procedures:

- DSA shall be limited to ten (10)days maximum per month.

- In case there are missions exceeding the number of days as mentioned above, the concerned ministry, agency, national and sub-national administrative entity shall request for expense assurance approval from Ministry of Economy and Finance in advance.
- DSA shall be paid in Riels.

#### **Article 20:**

DSA for overseas mission shall be given according to the following rules and procedures:

- Expenses already covered by the host will not be provided in the DSA. If all expenses are totally covered by the host, only pocket money will be provided as DSA and limited to no more than 10 (ten) days.
- The budget manager shall request expense assurance approval from the Ministry of Economy and Finance in advance by enclosing sufficient relevant documents. For DSA with expense assurance approval from the Ministry of Economy and Finance, the budget manager can issue payment order for the amount determined for the concerned individual; however, payment documentation shall be completed afterwards according to actual situation.
- In case of there is extension of the mission period for objective reason, additional DSA can be provided only with an approval from the Minister of Economy and Finance. Budget manager is responsible for the correctness of the justification letter for the delegation's expenses including a report that will be used as the basis for such payment.

#### **Article 21:**

DSA shall be settled by the first quarter of the following year at the latest. Beyond this deadline, the financial governor has sufficient legitimacy to reject the DSA settlement. Also beyond this deadline, for the amount of DSA already given as advance payment but not yet liquidated, the credit for the new year of the Ministry/Agency and national and sub-national administrative entities will be frozen according to the amount of the cash advance for the purpose of liquidation. In this case, the budget manager or authorized budget manager is still responsible for liquidating the amount of DSA given as advance payment. Failure or delay in liquidating the amount of DSA given as advance payment is subject to restriction measures for the future provision of advance payment.

#### **Article 22:**

If the expense assurance approval has not been requested, the Ministry of Economy and Finance is entitled to do all types of review and make the following decisions:

- Reject the payment of DSA if non-compliance with the effective financial rules and procedures are found.
- Provide payment of DSA if compliance with the effective financial rules and procedures are found. In this case, DSA is calculated in Riel.

#### **Article 23:**

Rules and procedures on the provision of DSA for domestic and overseas missions shall be detailed in a Prakas of the Minister for Economy and Finance.

## **Chapter 5**

### **Penalties contrarily**

#### **Article 24:**

Public servants of all kinds and ranks, including contracted staff, are subject to administrative penalties according the effective laws and regulations, without consideration of criminal penalties and public compensation for the acts they commit or conspire to commit as below:

- Falsifying expense justification letter and other documents in order to obtain DSA which they are not entitled to according to this Sub-decree.
- Diverting or exploiting DSA for other uses besides the mission.
- Increasing the duration of mission and/or the number of officials on mission differently from the actual mission undertaken.
- Creating fake mission in order to obtain additional allowances.
- Obtaining the DSA but not providing it to public servants who undertook the mission.
- Obstructing or attempting to obstruct the oversight of the regularity of DSA payment.

#### **Article 25:**

According to the effective legal provisions, administrative penalties for public servants include:

- Reprimand
- Forced transfer according to disciplinary measures.
- Removal of name from the list of officials to be promoted.
- Placement on leave with without pay.
- Demotion.
- Putting on early retirement.
- Forced dismissal from position as public servant.

## **Chapter 6**

### **Final Provision**

#### **Article 26:**

The following regulations are abrogated:

- Sub-decree No. 10 អនក្រឹត្យ.៥៧៧ dated April 12, 2004 on DSA for domestic and overseas mission;
- Sub-decree No. 07 អនក្រឹត្យ.៥៧៧ dated Feb24, 2000 on DSA for domestic and overseas mission;

#### **Article 27:**

Minister in charge of the Office of Council of Ministers, Minister of Economy and Finance, Ministers of all relevant ministries/agencies and Head of all national and sub-national administrative entities are tasked to implement this Sub-decree according to their respective duties from the date of the signature.

Phnom Penh, July 22, 2014

**Prime Minister**

**Samdech Aka Moha Sena Padei Techo Hun Sen**

Respectfully submitted to Samdech Aka Moha Sena  
Padei Techo Prime Minister as information and for  
signature,

**Minister of Economy and Finance**

**AunPornmoniroth**

C.C.:

- Ministry of Royal Palace
- General Secretariat of the Constitution Council
- General Secretariat of the Senate
- General Secretariat of the National Assembly
- General Secretariat of the Royal Government
- Office Cabinet of Samdech Aka Moha Sena Padei  
Techo Prime Minister
- Office Cabinet of Deputy Prime Ministers
- As in Article 27
- Royal Gazette
- Doc- Archives