


KYAMBOGO UNIVERSITY

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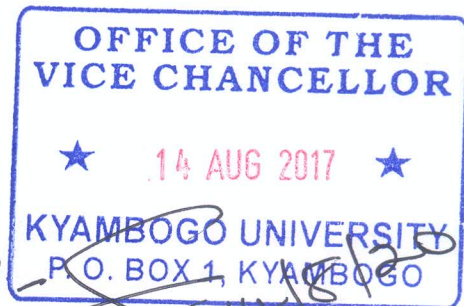
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Office of the Vice Chancellor

14th August 2017

To: All Staff, Kyambogo University

From: The Vice Chancellor



RE: CUTTING DOWN EXPENDITURE ON TRAVEL ABROAD

Reference is made to Prime Minister's letter dated 13th June 2017 and referenced ADM/125/128/01. Please be informed that Government took a position to cut down expenditure on travel abroad. The Prime Minister stated that this had been reiterated by H.E the President on a number of times.

The prime Minister further noted that, to ensure that the decision is adhered to, applications for clearance to travel abroad should be submitted to him through the Vice Chancellor (**For the case of Universities**).

The purpose of this letter therefore, is to inform you about the Government's decision and encourage you to adhere to it.

A copy of the Prime Minister's letter is attached for further reference.



THE REPUBLIC OF UGANDA

PRIME MINISTER

ADM/125/128/01

13 June 2017

All the Ministers

All the Ministers of State

CUTTING DOWN EXPENDITURE ON TRAVEL ABROAD

As you are all aware, Government has taken a position to cut down expenditure on travel abroad. This has on a number of times been reiterated by H E the President. Consequently, the Ministries, Departments and Agencies (MDAs) budget on travel abroad has accordingly been cut.

To ensure that the decision is adhered to, you should observe and comply with the following:

1. There should not be any travel abroad by staff under your sector i.e. in the Ministry, Departments or Agencies that fall under your supervision without clearance from my office.
2. For all travels, you should keep the delegations lean but appropriate for effective representation.
3. All submissions from the Ministries to my office on travel abroad, should be signed by the Cabinet Ministers or in their absence, by the Ministers of State holding Portfolio respectively.
4. Submissions from Statutory Commissions should be signed by their Chairpersons.
5. Submissions from Government Agencies for clearance to travel abroad should be made by the respective sector Ministers under which they fall.

