

On approval of the Rules on business trips within the Republic of Kazakhstan for employees of state institutions maintained at the expense of the state budget, as well as deputies of the Parliament of the Republic of Kazakhstan

Unofficial translation

Decree of the Government of the Republic of Kazakhstan dated September 22, 2000 N 1428

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Footnote. Title as amended by the Decree of the Government of the Republic of Kazakhstan dated 18.04.2001 N 514.

The Government of the Republic of Kazakhstan decides to:

1. Approve the attached Rules on business trips within the Republic of Kazakhstan for employees of state institutions maintained at the expense of the state budget (hereinafter referred to as the Rules).

2. Recognize as invalid some decisions of the Government of the Republic of Kazakhstan in accordance with the Appendix.

3. This decree comes into force from the date of signing.

*Prime-Minister of the
Republic of Kazakhstan*

Approved
by the Decree of the Government
of the Republic of Kazakhstan
dated September 22, 2000 N 1428

The Rules on business trips within the Republic of Kazakhstan for employees of state institutions maintained at the expense of the state budget, as well as deputies of the Parliament of the Republic of Kazakhstan

These Rules determine the procedure for secondment of employees of state institutions of the Republic of Kazakhstan sent on business trips within the Republic of Kazakhstan.

Footnote. Preamble as amended by the Decree of the Government of the Republic of Kazakhstan dated 11.05.2018 No. 256 (shall be enforced ten calendar days after the day of its first official publication).

1. A business trip (hereinafter referred to as a business trip) is a trip of an employee by order of the head of the apparatus of the central state body, and in the absence of such, the head of a state institution for a certain period to perform work duties outside the place of his permanent job, as well as to improve and retrain the professional level and qualifications.

In cases where the subdivisions that are part of a state institution are located in another area, the structural unit in which the work is conditioned by an individual labor contract (order of this state institution) is considered the place of permanent work.

Footnote. Paragraph 1 as amended by the Decree of the Government of the Republic of Kazakhstan dated 18.03.2021 No. 145 (shall be enforced ten calendar days after the day of its first official publication).

1-1. State bodies, taking into account the specifics of their activities, can independently develop and approve the internal procedure for sending on business trips.

Footnote. The rules are supplemented by paragraph 1-1 in accordance with the Decree of the Government of the Republic of Kazakhstan dated 29.12.2018 No. 934 (shall be enforced ten calendar days after the day of its first official publication).

2. The sending of employees of state institutions on a business trip is carried out by the head of the apparatus of the central state body, and in the absence of such - by the head of this state institution on the basis of an order (instruction) indicating:

- 1) the place of destination and the name of the organization;
- 2) the period of stay on a business trip;
- 3) purpose of the business trip;
- 4) conditions for reimbursement of travel expenses:

the number of days for reimbursement of daily allowance;

the number of days for reimbursement of expenses for renting an accommodation (when sending to several settlements, the number of days spent in each settlement is indicated);

type of transport for which travel expenses are reimbursed, indicating the route.

Footnote. Paragraph 2 as amended by the Decree of the Government of the Republic of Kazakhstan dated 18.03.2021 No. 145 (shall be enforced ten calendar days after the day of its first official publication).

3. The period of the business trip of employees is determined by the head of the apparatus of the central state body, and in the absence of such - by the head of the state institution, however, it cannot exceed 40 days, not counting the time spent on the road (with the exception of referral for professional development and retraining, as well as if the business trip is related to operational-search activities). In case of official necessity, the period of the business trip may be extended by the relevant order of the head of the apparatus of the central state body, and in the absence of such - by the head of this state institution.

Footnote. Paragraph 3 as amended by the Decree of the Government of the Republic of Kazakhstan dated 18.03.2021 No. 145 (shall be enforced ten calendar days after the day of its first official publication).

4. The period of business trips of employees to higher organizations in the order of subordination should not exceed 5 days, not counting the time spent on the road. The

extension of the business trip period is allowed in exceptional cases (lack of vehicles or the urgency of the business trip) for no more than 5 days by issuing an appropriate order of this organization.

5. Excluded by the Decree of the Government of the Republic of Kazakhstan dated 29.12.2018 No. 934 (shall be enforced ten calendar days after the day of its first official publication).

6. Excluded by the Decree of the Government of the Republic of Kazakhstan dated 29.12.2018 No. 934 (shall be enforced ten calendar days after the day of its first official publication).

7. The working hours and rest periods of those state institutions to which they are seconded apply to the seconded workers.

8. During the entire time of the business trip, the seconded workers retain their place of work (position) and wages for the time of the business trip, including for the time spent on the road.

Wages for the time the employee is on a business trip are kept for all working days of the week according to the schedule established at the place of permanent work.

When an employee returns from a business trip to the place of permanent work before the end of the working day, the issue of the time of attendance for work on that day is decided by agreement with the administration.

Footnote. Paragraph 8 as amended by the Decree of the Government of the Republic of Kazakhstan dated 29.12.2018 No. 934 (shall be enforced ten calendar days after the day of its first official publication).

9. Excluded by the Decree of the Government of the Republic of Kazakhstan dated 11.05.2018 No. 256 (shall be enforced ten calendar days after the day of its first official publication).

10. Excluded by the Decree of the Government of the Republic of Kazakhstan dated 11.05.2018 No. 256 (shall be enforced ten calendar days after the day of its first official publication).

11. Excluded by the Decree of the Government of the Republic of Kazakhstan dated 11.05.2018 No. 256 (shall be enforced ten calendar days after the day of its first official publication).

12. Excluded by the Decree of the Government of the Republic of Kazakhstan dated 11.05.2018 No. 256 (shall be enforced ten calendar days after the day of its first official publication).

**Log of
recording of employees, going to the business trips**

Footnote. Appendix 1 is excluded by the Decree of the Government of the Republic of Kazakhstan dated 29.12.2018 No. 934 (shall be enforced ten calendar days after the day of its first official publication).

Appendix 2
to the Rules on business trips
of employees of state institutions
and enterprises within the
Republic of Kazakhstan

**Log of
recording of employees, arriving from the business trips**

Footnote. Appendix 2 is excluded by the Decree of the Government of the Republic of Kazakhstan dated 29.12.2018 No. 934 (shall be enforced ten calendar days after the day of its first official publication).

Appendix
to the Decree of the Government of
the Republic of Kazakhstan
dated September 22, 2000 N 1428

List of some decisions of the Government of the Republic of Kazakhstan that have become invalid

1. Decree of the Cabinet of Ministers of the Republic of Kazakhstan dated October 22, 1992 N 892 "On business trips of employees of state associations, enterprises and organizations of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 1992, N 41, art. 607).

2. Paragraph 1 of the Decree of the Cabinet of Ministers of the Republic of Kazakhstan dated January 11, 1993 N 27 "On amendments and invalidation of certain decisions of the Government of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 1993, N 1 article 20).

3. Decree of the Cabinet of Ministers of the Republic of Kazakhstan dated February 26, 1993 N 158 "On amending the Resolution of the Cabinet of Ministers of the Republic of Kazakhstan dated October 22, 1992 N 892" (CAPG of the Republic of Kazakhstan, 1993, N 5, art. 65).

4. Paragraph 2 of the Decree of the Cabinet of Ministers of the Republic of Kazakhstan dated August 25, 1993 N 728 "On recognizing as invalid and making additions to some decisions of the Government of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 1993, N 33, art. 381).

5. Decree of the Cabinet of Ministers of the Republic of Kazakhstan dated November 23, 1993 N 1175 "On the norms of expenses for business trips" (CAPG of the Republic of Kazakhstan, 1993, N 46, art. 549).

6. Decree of the Cabinet of Ministers of the Republic of Kazakhstan dated April 22, 1994 N 423 "On the cost of business trips" (CAPG of the Republic of Kazakhstan, 1994, N 19, art. 189).

7. Decree of the Cabinet of Ministers of the Republic of Kazakhstan dated August 15, 1994 N 906 "On the norms of expenses for business trips" (CAPG of the Republic of Kazakhstan, 1994, N 35, art. 383).

8. Paragraph 14 of the amendments that are made to some decisions of the Government of the Republic of Kazakhstan, approved by the Decree of the Government of the Republic of Kazakhstan dated August 9, 1996 N 987 "On amendments to some decisions of the Government of the Republic of Kazakhstan" (CAPG of the Republic of Kazakhstan, 1996, N 33, 313).