

Circular No. 28
Ref. No. 11301

Ministry of Finance and Planning
(Public Service Establishment Division)
30 National Heroes Circle
Kingston 4

December 14, 2004

To: Permanent Secretaries
Heads of Departments

Permanent Secretaries and Heads of Departments are hereby advised that the kilometre rates related to the Travelling Allowances payable to Public Officers who are designated travelling officers have been revised with effect from July 1, 2004 as per the attached Schedule. All other rates remain unchanged.

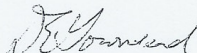
These revised rates should only be paid to those officers who in fact travel in the performance of their official duties. Such officers will not therefore be eligible for reimbursement of Taxi and / or Bus fares.

The revised rates are applicable to travelling officers in Agencies whose rates of pay and travelling allowance are identical to those paid in Central Government.

Provided funds are available, payment of new rates may now be paid. Payment of the arrears will be made in fiscal year 2005/2006 in keeping with clause 7(I)(A)(VII) of the Memorandum of Understanding for the Public Sector. Costing for payment of arrears should be submitted to the Ministry of Finance and Planning (Public Expenditure Division) so that the appropriate allocations may be made to various Heads of Estimates.

Please be reminded that officers who are allocated fully maintained motor car or paid the prescribed motor car allowance currently (\$341,221.00 per annum) are not to be paid kilometre rates.

The provision in this Circular as it relates to kilometre rates supersedes the corresponding provision in Circular No. 24, dated June 24, 2002 and No.11 dated June 2, 2003.


D. E. Townsend
for Financial Secretary

Schedule

Kilometre Rates with effect from July 1, 2004

1. Kilometre related to Upkeep Travelling Allowance \$20.70 per kilometre
(applicable to \$180,000.00 per annum rate only)

2. Kilometre related to Commuted Travelling Allowance \$25.00 per kilometre
(applicable to \$120,000.00 per annum rate only)

3. Motor Cycle \$8.00 per kilometre

4. Casual kilometre rates payable in accordance with Staff Order 11.3.5
 - (a) Motor Car \$25.00 per kilometre
 - (b) Motor Cycle \$10.00 per kilometre
 - (c) Bicycle \$2.70 per kilometre

5. Passengers:
\$2.70 per kilometre per person up to the licensed capacity of the car.