



MINISTRY OF FINANCE AND PLANNING
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE
ADDRESSED TO THE FINANCIAL SECRETARY AND THE
FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-15

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DIVISION: PUBLIC EXPENDITURE POLICY COORDINATION

Permanent Secretaries
Heads of Departments
Chief Executive Officers

Payment of Motor Vehicle Travelling Allowance

Permanent Secretaries, Heads of Departments and Chief Executive Officers, are hereby advised that the following measures must be implemented in order to strengthen the internal controls regarding the payment of travelling allowance.

1 Motor Vehicle Documents

- (1.1) Travelling allowances shall not be paid unless the Human Resources Division (HRD) of the ministry/department or agency is provided with copies of the following documents in respect of the motor vehicle for which travelling is being claimed: -
- Motor Vehicle Registration;
 - Insurance Certificate or proof of Insurance; and
 - Certificate of Fitness.
- (1.2) The HRD must also be provided with a copy of the travelling officer's drivers license or that of his/her designated chauffeur.

- (1.3) The documents at (1.1) and (1.2) must be provided by officers in the following circumstances: -
- Upon assumption of duties in a post to which travelling is attached and if they are in possession of a motor vehicle;
 - Upon the replacement of motor vehicle; and
 - Upon request by the Accounting Officer.
- (1.4) In order to ensure that the ministry/department/ agency's records in respect of the documents at (1.1) and (1.2) are kept up to date, Permanent Secretaries, Heads of Departments and Chief Executive Officers must by March 31, 2007, obtain these documents from all travelling officers. This exercise must be done every two (2) years.
- (1.5) Permanent Secretaries, Heads of Departments and Chief Executive Officers shall suspend the payment of full travelling allowance where the required documents are not submitted. The officer must instead be paid the applicable reduced rate payable to travelling officers who do not own a motor vehicle.

2 Motor Vehicle not owned by Officer

- (2.1) Where a travelling officer does not own a motor vehicle but is in possession of one and uses it to perform his/her official duties free of any encumbrances, approval must be sought from and granted by the Permanent Secretary, Head of Department or Chief Executive Officer for the officer to be paid the full travelling allowance.
- (2.2) The Permanent Secretary, Head of Department or Chief Executive Officer may approve the request at (2.1) based on the guidelines provided at Appendix 1.
- (2.3) The submission of Motor Vehicle documents and the letter of approval from the Permanent Secretary, Head of Department or Chief Executive Officer shall be a requirement for payment of full travelling allowance to officers at (2.1).

3 Travelling Claims

- (3.1) Travelling officers in possession of a motor vehicle, which is used to perform official duties, must continue to submit travelling claims for each month as stipulated by Staff Order 11.4.1.
- (3.2) Travelling claims must be submitted using the designated P6 – Transport Allowance Voucher Form by the date stipulated by the Permanent Secretaries, Heads of Departments and Chief Executive Officers.

(3.3) Travelling claims must be certified by an appropriate senior officer who can attest to: -

- the officer's possession of a motor vehicle;
- the performance of the official duties; and
- where relevant, the necessity of the trips made and accuracy of kilometers covered.

(3.4) Certifying officers will be held liable along with the travelling officer for any claim paid where it is found that for the period of the claim the travelling officer was ineligible for the full allowance or where the mileage paid was inaccurate or the trips were not actually made.

(3.5) Travelling Officers not in possession of a motor vehicle shall not be required to submit a travel claim and shall be paid the applicable reduced rate payable to travelling officers who do not own a motor vehicle provided that the HRD has advised the Finance and Accounts Division of the officer's entitlement.

4 Loss or Disposal of Vehicle

(4.1) Where a travelling officer has lost his vehicle or has disposed of it, he/she must immediately inform the HRD of the date of the loss or disposal of the vehicle.

(4.2) Travelling allowance shall be paid only up to the date of the loss or disposal of the motor vehicle and thereafter the officer shall be paid travelling at the applicable reduced rate payable to travelling officers who do not own a motor vehicle. This shall continue until the travelling officer has provided the HRD with the motor vehicle documents of a replacement vehicle.

5 Vehicle Out of Service

(5.1) A travelling officer whose vehicle is out of service and is undergoing repairs shall continue to be paid his/her travelling allowance for a period not exceeding twenty-five (25) working days providing the officer is not being paid an alternate travelling allowance in accordance with Staff Order 11.3.7.

(5.2) In special circumstances the Permanent Secretary, Head of Department or Chief Executive Officer may grant approval for payment of travelling to be continued beyond twenty-five (25) working days but not exceeding sixty (60) working days providing the officer is not being paid an alternate travelling allowance in accordance with Staff Order 11.3.7.

- (5.3) Where a travelling officer's vehicle is out of service for a period in excess of five (5) consecutive working days, he/she must indicate on their travelling claim the date on which their motor vehicle was out of service and the date it was returned to service.

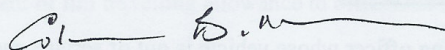
6 Partially and Fully Maintained Vehicles

- (6.1) Eligible Officers who elect to operate a partially or fully maintained vehicle shall not be required to submit motor vehicle documents.
- (6.2) Officers who elect to operate a partially maintained vehicle must be paid only the appropriate percentage of the allowance.
- (6.3) Officers who elect to operate a fully maintained vehicle must not be paid a travelling allowance.

7 Travel Register

- (7.1) Permanent Secretaries, Heads of Departments and Chief Executive Officers shall be required to maintain a Travel Register for recording all particulars in respect of travelling allowance and mileage paid to each travelling officer.
- (7.2) The Travel Register shall be kept on a continuous basis and shall not be closed for each financial year. See Appendix 2 for sample of the format of the register.

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to ensure that this Circular is brought to the attention of all relevant officers.



Colin Bullock
Financial Secretary

Appendix 1.

**GUIDELINES FOR APPROVAL OF PAYMENT OF FULL TRAVELLING TO
OFFICERS WHO DO NOT OWN A MOTOR VEHICLE**

- 1 An application to be paid the full travelling allowance must be submitted to the Permanent Secretary/ Head of Department / Chief Executive Officer through the Human Resources Division (HRD) by a travelling officer who is in possession of motor vehicle and wishes to use it in the performance of his/her official duties.
- 2 The application must be supported by: -
 - a. A signed declaration by the owner of the vehicle as shown at Annex A; and
 - b. A signed declaration by the travelling officer as shown at Annex B.
- 3 The declarations stated at (2) must be witnessed by a Justice of the Peace.
- 4 The HRD must examine the declarations, the documents for the vehicle as well as the travelling officer's driver's license or that of his designated chauffeur to ensure their validity.
- 5 On completion of (4) the HRD shall submit a recommendation to the Permanent Secretary/ Head of Department / Chief Executive Officer for approval of payment of full travelling stating that they are satisfied that the documents are in order and there is no intention to defraud the Government.
- 6 HRD advises the Finance and Accounts Division of the approval and the effective date.

ANNEX A
DECLARATION OF ASSIGNMENT OF MOTOR VEHICLE BY OWNER TO
TRAVELLING OFFICER

<i>I</i> _____ Name of Owner	
<i>of</i> _____ Address	
<i>Do hereby declare that I have with effect from</i> _____ <i>assign my</i> Date	
_____ to _____ Vehicle Model and Type	Name of Travelling Officer
<i>For the purpose of performing his/her official duties at the</i> _____ Ministry/Department/Agency	
<i>freely and unencumbered. I also declare that the aforesaid motor vehicle is not the subject of any travelling allowance being paid by any other Ministry/Department/Agency or any public body. Finally, I further declare that I will immediately advise the above named Ministry/Department/Agency upon the revocation of the assignment of this motor vehicle to the travelling officer.</i>	
_____ Sign. Motor Vehicle Owner	_____ Date
_____ Witnessed By	_____ Date

ANNEX B
DECLARATION OF TRAVELLING OFFICER

<i>I</i> _____ Name of Travelling Officer	
<i>of</i> _____ Address	
<i>Do hereby declare that I have with effect from</i> _____ <i>been assigned a</i> Date	
<i>Vehicle Model and Type</i>	<i>by</i> _____ <i>Name of Owner</i>
<i>For the purpose of performing my official duties at the</i> _____ Ministry/Department/Agency	
<i>I do also declare that to the best of my knowledge the aforesaid motor vehicle is not the subject of any travelling allowance being paid by any other Ministry/Department/Agency or any public body. Finally, I further declare that I will immediately advise the Human Resources Division of the Ministry/Department/Agency upon the owner's revocation of the assignment of the motor vehicle to me or in the event of any circumstances where I am unable to satisfactorily perform my official duties through the free and unencumbered use of the said motor vehicle.</i>	
_____ <i>Sign. Travelling Officer</i>	_____ <i>Date</i>
_____ <i>Witnessed By</i>	_____ <i>Date</i>

Appendix 2

TRAVEL REGISTER

NAME OF OFFICER							
DEPARTMENT							
MOTOR VEHICLE		MODEL					
		<u>Engine Number</u>			<u>Chassis Number</u>		
TYPE OF TRAVELLING		<u>Fixed Amount</u>			<u>Mileage Rate</u>		
		<u>Monthly Mileage Allotment</u>			<u>Budget for Year</u>		
TRAVELLING PAYMENT RECORD							
MONTH	Voucher Number	Fixed Amount	Mileage	Passenger Miles	Subsistence	TOT.	Remarks

FINMAN TRAVEL REGISTER

Travel Officer Number

Name

Vehicle Model

Department

1-Ofce of the Financial Secreta

Trav Code

FUC

Fixed Amount

Mileage rate

Monthly Mileage Allot.

Budget Per month

Budget for year

Paid to Date

Submit

Delete

Prd	Remarks	Mile	Mile Calc	Subs	Other	Fix Amnt

Period

Remarks

Mileage

Calc Mileage

Fixed Amount

Subsistence

Other

Submit

Delete

End

1. Motor Vehicle Expenses

(1.1) Travelling allowances shall not be paid unless the Human Resources Director (HRD) of the ministry/department or agency is provided with copies of the following documents in respect of the motor vehicle for which the claim is being claimed:-

- Motor Vehicle Registration;
- Insurance Certificate or proof of insurance; and
- Certificate of Fitness.

(1.2) The HRD will only be provided with a copy of the travelling officer's delivery receipt and a copy of the bill of exchange and other documents relating to the vehicle.