



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

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

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

May 21, 2007

Circular No. 12

File No. 107/110

Division: Public Expenditure Policy Co-ordination

Permanent Secretaries
Heads of Departments
Chief Executive Officers

Re: Toll Charges

Permanent Secretaries, Heads of Departments and Chief Executive Officers are hereby informed that Circular No. 6 Ref. # 11301 dated February 11, 2005 – Claim for Toll Charges has been rescinded. Effective June 1, 2007, ministries, departments, agencies and public bodies are hereby authorized to pay or reimburse toll charges subject to the following conditions:

1. Toll Charges Payable

- (1.1) Toll charges are payable only in relation to travelling done in the course of official or public business.
- (1.2) Only travelling officers or drivers of official or fleet vehicles may be reimbursed toll charges subject to (1.4) and (1.5) below.
- (1.3) Toll charges must not be reimbursed unless a valid toll receipt is tendered along with the appropriate claim form viz;

Form P6 – Travelling Officers

Form P8 - Drivers of official fleet vehicles

See forms attached

- (1.4) Travelling Officers who are in receipt of travelling at the reduced rate due to the absence of a motor vehicle must not be reimbursed toll charges.
- (1.5) Travelling officers who are in receipt of travelling at the rate which does not permit the payment of mileage, must not be reimbursed toll charges.

2. T-card

- (2.1) Toll accounts may be opened and T-cards obtained in respect of any emergency or official vehicle, or in respect of fleet vehicles that will require regular journeys on toll roads.
- (2.2) Permanent Secretaries, Chief Executive Officers and Heads of Departments must authorize the operation of toll accounts.
- (2.3) The Transport Manager must keep a register of all T-cards obtained and the vehicles to which they are assigned for usage. The account number that is printed on the card must be entered in the T-card Register (see form attached).
- (2.4) Where T-cards are used, the driver must note in the motor vehicle's **Daily Assignment Record** the date and time of each journey where the toll road was used. The Transport Manager must authorize the usage of the toll by signing each journey in the motor vehicle's **Daily Assignment Record**.
- (2.5) An independent officer must do a monthly reconciliation of each motor vehicle's **Daily Assignment Record** with the monthly statement received from the Toll Operator of the journeys made by each vehicle through the toll plazas.
- (2.6) Where the t-card is used for any unauthorized journey, the charges must be reimbursed by the responsible driver.

3. Expenditure Classification

- (3.1) Total charges must be classified under the relevant function, program, activity and object using the following new object code

Object 220600 – Toll Charges

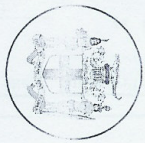
4. Expenditure Control

- (4.1) Permanent Secretaries, Chief Executive Officers and Heads of Departments must monitor toll charge expenditure to ensure that it is kept at a reasonable level given the nature of the operation of the entity.
- (4.2) Strict control measures must be put in place to ensure that traveling costs as a whole is closely monitored and kept within the limits of the budget and funds availability.

Permanent Secretaries, Chief Executive Officers and Heads of Departments must ensure that this circular is brought to the attention of all relevant officers



Colin Bullock
Financial Secretary



T-CARD REGISTER

Ministry/Department/Agency: _____

[illegible]



Transport Allowances Voucher

P6

				Organisation No.				Voucher Number			
								P V			
Ministry/Department											
Event Number		Custom Code		FP		Commitment Reqn No.		Accounting Period		Fiscal Year	
										20 / 20	
										20	

Name of Officer Make of Vehicle

Motorcar Consumed/Upkeep allowance at per annum \$
Or
Motorcycle Actual Mileage at per Km \$
Passenger Mileage at per Km \$
Toll Charge \$
Total \$

I hereby certify upon honour that I have, during the month of performed the travelling set out overleaf and have kept as my own property a for which the allowance as provided in the Staff Orders for the Public Service, 1976 is payable to me, and that the said has not been let out for hire. I further certify upon honour, that all travelling and toll charges on private business or pleasure has been excluded from the total mileage making up this claim

Signature of Claimant

Date

I hereby certify that I have examined this claim and found it to be for travelling on duty only, and the trips made, mileage run and toll charges have been necessary for the proper performance of the officer's duties

Certifying Officer

Date

CLASSIFICATION	LINE NO. 01	LINE NO. 02	LINE NO. 03
Function/Subfunction			
Programme/SubProg.			
Activity/Project			
Sub-Activity/Project			
Object/Sub Object			
Amount \$			
	Amount in Words	Payee No.	Cheque No.
			Total \$

Voucher Processing Details

Checked by

Posted by

Authorisation (Finance &Accounts Division/Branch/Unit) (Accountable Officers)

I certify that this voucher has been properly prepared, the payee entitled to the amount stated herein, the calculations are correct, according to regulations and contract, and that funds are available.

Certifying Officer

Authorising Officer

[illegible]



Toll Charges Reimbursement Voucher

P8

				Organisation No.		Voucher Number	
				<div></div>		<div></div>	
Ministry/Department							
Event Number	Custom Code	FP	Commitment Reqn No.	Accounting Period	Fiscal Year	Year	month
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	20___/20___	20	
							Day

Name of Driver Fleet Vehicle

I certify upon honour that I paid the sum of \$ for toll charges as per receipts attached in the pursuit of official duties whilst driving the above named vehicle for trips listed overleaf.

.....
Signature of Claimant

Date

I hereby certify that I have examined this claim and found the toll charges to be valid and to have occurred entirely in the performance of official duties.

.....
Certifying Officer Date

CLASSIFICATION	LINE NO 01	Paid By Cash
Function/Subfunction	<div></div>	Received the sum of
Programme/SubProg.	<div></div>
Activity/Project	<div></div>	
Sub-Activity/Project	<div></div>	\$ being reimbursement of toll charges
Object/Sub Object	<div></div>	
Amount \$	<div></div>	Signature
Payee No.	<div></div>	Payee Namee
Cheque No.	<div></div>	

Voucher Processing Details	Authorisation (Finance &Accounts Division/Branch/Unit) (Accountable Officers)
Checked by	I certify that this voucher has been properly prepared ,the payee entitled to the amount stated herein, the calculations are correct ,according to regulations and contract, and that funds are available.
Posted by Certifying Officer Authorising Officer

