

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 # 11301 dated February 11, 2005 – Claim for Toll Charges has been rescinded.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:

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Transport Allowances Voucher

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