

Circular No. 23

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

Ref. No. 11301^{VII}

August 11, 2008

To: Permanent Secretaries
Heads of Department

Permanent Secretaries and Heads of Departments are hereby advised that approval is given for the rates of Travelling Allowances and Kilometre rates (mileage) payable to Public Officers to be revised with effect from April 1, 2008 as shown on Schedules 1 and 2 attached to this circular.

Also with effect from April 1, 2008 an officer holding a post to which Full Upkeep or a Commuted Upkeep Allowance is attached but who has no motor car will be eligible to receive a transportation allowance as shown on the schedule attached.

These allowances should only be paid to officers who in fact travel in the performance of their official duties. Consequently, such officers will not be eligible for re-imbursement of taxi and/or bus fares.

Please note that officers who receive Commuted Upkeep Travelling Allowance will be eligible to claim mileage from the first kilometre travelled with effect from July 1, 2008. Consequently, the existing conditions for officers who are required to travel outside a radius of ten (10) kilometres before claiming the mileage rate is no longer applicable. Staff Order 11.3.3 is amended accordingly.

All concerned are hereby reminded that the conditions and guidelines set out in this Ministry's Circular No. 40 Reference 107/022 dated September 25, 2006 are to be fully observed in relation to the payment of these allowances.

Payment of the new rates and retroactive amounts may be made in September 2008. Costing for payment of arrears should be submitted to the Ministry of Finance and the Public Service **(Public Expenditure Division)** so that the appropriate allocations may be made to various Heads of Estimates.

This Circular supersedes Circular No. 36 MOF&P#11301 Vol. VI dated September 14, 2006.



Darlene Morrison
Acting Financial Secretary

SCHEDULE 1

TRANSPORT ALLOWANCES SCHEDULE

Allowance	Existing	With effect from 1st April 2008
1. Full Upkeep:		
Approved travelling officer with Motor Car	\$300,000 p.a.	\$420,000 p.a.
Approved travelling officer without Motor Car	\$121,368 p.a.	\$170,100p.a.
2. Commuted Upkeep:		
Approved travelling officer with Motor Car	\$200,040 p.a.	\$280,200 p.a.
Approved travelling officer without Motor car	\$91,116 p.a.	\$127,800 p.a.
3. Motor Cycle	\$72,000 p.a.	\$125,000 p.a

SCHEDULE 2

TRANSPORT ALLOWANCES SCHEDULE
Kilometre Rates (mileage)

	Existing	With effect from 1st April 2008
	per kilometre	per kilometre
1. Full Upkeep	\$20.70	\$30.00
2. Commuted Upkeep	\$25.00	\$30.00
3. Motor Cycle	\$8.00	\$10.50
4. Casual kilometre rates payable to non-travelling officer in accordance with Staff Order 11.3.5		
a) Motor Car	\$25.00	\$35.00
b) Motor Cycle	\$10.00	\$14.00
5. Passengers:		
Kilometre rate per person up to the licensed capacity of the car	\$2.70	\$4.00