

Circular No. 48

Re. No. 1301 VII

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

December 10, 2008

To: Permanent Secretaries
Heads of Departments
Chief Executive Officers, Public Bodies

Attachment of Travelling Allowances to Posts

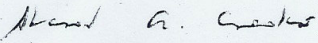
Reference is made to Circular No. 31 dated September 11, 2008 in which the Ministry of Finance and the Public Service sought information from the Ministries/Departments/Agencies (MDAs) on the status of the Travelling Allowance payable in the Government Service.

Upon assessment of the returns, various discrepancies were found in the submissions from some MDAs. Consequently, Permanent Secretaries, Heads of Department and Chief Executive Officers of Public Bodies are hereby advised/reminded that that travelling allowances are payable to "bona fide" or approved travelling officers who are required to travel in the performance of official duties.

Government's policy stipulates that MDAs are required to submit to the Ministry of Finance and the Public Service (MOFPS) any request for traveling allowance to be attached to post(s). This is to ensure that:

- (i) travelling allowance is being paid in accordance with policy;
- (ii) this Ministry has current data on the number of travelling positions in the public service;
- (iii) accurate costings are provided for budgetary provisions.

Please therefore ensure that the Government's policy and the relevant circulars regarding the payment of the travelling allowance are strictly observed.


Sharon Crooks (Mrs.)
Financial Secretary