



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

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MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

JUNE 22, 2010

CIRCULAR NO. 20

File No. 107/125

Division: Public Expenditure Coordination Division

Permanent Secretaries

Heads of Departments

Chief Executive Officers

**Re: Revised Instruction to Circular #40 in respect of Payment
for Motor Vehicle Travelling Allowance**

Permanent Secretaries, Chief Executive Officers and Heads of Departments are advised that Circular # 40 dated September 25, 2006 has been rescinded and is replaced with Circular herein..

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 driver's licence 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, Chief Executive Officer or Head of Department.

- (1.4) In order to ensure that the Ministry/Department/Agency's records are kept up to date in respect of documents at (1.1) and (1.2), Permanent Secretaries, Heads of Departments and Chief Executive Officers must obtain copies of these documents from all travelling officers every three (3) years.
- (1.5) Permanent Secretaries, Heads of Departments and Chief Executive Officers shall suspend the payment of full travelling 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.
- (1.6) Notwithstanding (1.4) above, the vehicle along with its requisite documents must be available for inspection at any time during working hours upon request by an authorized officer of the Ministry, Department and Agency.
- (1.7) The Authorised officer shall be the Chief Internal Auditor or his/her designate or any other person authorized by the Permanent Secretary, Chief Executive Officer or Head of Department.

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 following guidelines:
 - i. An application for payment of full travelling allowance must be submitted to the Permanent Secretary, Head of Department or Chief Executive Officer through the HRD by a travelling officer who is in possession of a motor vehicle and wishes to use it in the performance of his/her official duties.
 - ii. 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.

- iii. The declarations stated at (2.2)ii must be witnessed by a Justice of the Peace.
 - iv. The HRD must examine the declarations, the documents for the vehicle as well as the travelling officer's driver's licence or that of his designated chauffeur to ensure their validity.
 - v. On completion of (iv) the HRD shall submit a recommendation to the Permanent Secretary, Head of Department or 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.
 - vi. HRD advises the Finance and Accounts Division of the approval and effective date.
- (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 Secretary, Head of Department or Chief Executive Officer.
- (3.3) Travelling claims must be certified by an appropriate senior officer who can attest to:-
 - The officer's possession of a motor vehicle or authorisation of the Permanent Secretary, Head of Department or Chief Executive Officer for use of vehicle not owned by the officer;
 - The vehicle being driven by the officer in the performance of his/her official duties; and
 - The purpose of trips and the accuracy of kilometres covered.
- (3.4) Certifying officers will be held liable along with travelling officers 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 made.

- (3.5) Travelling officers shall be eligible to make claim for chauffeur's allowance at the prescribed rate where the officer is: -
- learning to operate a motor vehicle;
 - unable to drive due to a disability; or
 - unable to drive due to medical reasons.
- (3.6) Prior approval must be granted by the Permanent Secretary, Head of Department or Chief Executive Officer for the engagement of a chauffeur by a travelling officer. The request for approval for payment of a chauffeur's allowance must be supported by the following documents where relevant:-
- a valid Provisional Driver's Licence; or
 - a medical certificate attesting to the disability or medical condition.
- (3.7) A travelling officer in possession of a vehicle, who is learning to drive, shall be entitled to claim chauffeur's allowance for a period not exceeding six (6) months. At the expiration of the six (6) month period, if the officer does not have a driver's licence, then travelling allowance shall be paid at the reduced rate payable to travelling officers who do not own a motor vehicle.
- (3.8) The chauffeur's allowance shall be paid to the travelling officer at the applicable rate in addition to the travelling allowance. Claims for payment of a chauffeur's allowance must be supported by a certificate that a paid chauffeur was employed for the period in respect of which the claim was made (see Annex C - Chauffeur's Certificate Form).
- (3.9) Travelling officers who are not using their vehicles to perform their official duties shall be paid travelling allowance at the applicable reduced amount payable to travelling officers who do not own a motor vehicle.
- (3.10) A travelling officer who is in possession of his/her motor vehicle for less than half of the month, shall for that month be paid travelling allowance at the applicable reduced amount payable to travelling officers who do not own a motor vehicle except in circumstances outlined in Section 6 below.
- (3.11) Officers who certify travelling claims must ensure that the travelling officer was in possession of the vehicle and used it to perform his/her official duties for the greater part of the month prior to certification of the claim.
- (3.12) Travelling allowance for officers in receipt of duty concession must be paid travelling allowance for the motor vehicle for which the concession was granted unless the vehicle was stolen, written off or replaced.

4. Mileage Claims

- (4.1) Claim for mileage in respect of travelling must be based on the most direct route. Mileage in respect of circuitous journeys must not be accepted for payment unless satisfactory reason is provided.
- (4.2) Where an officer is required to travel away from the official place of work to perform official duties, the claim for mileage must be from his/her residence or the official place of work to the destination whichever point of departure is nearest.

5. Loss or Disposal of Motor Vehicle

- (5.1) Where a travelling officer has lost his/her vehicle or has disposed of it, he/she must immediately inform the HRD of the date of the loss or disposal of the vehicle.
- (5.2) 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.

6. Vehicle Out of Service

- (6.1) 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 alternative travelling allowance in accordance with Staff Order 11.3.7.
- (6.2) 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 alternative travelling allowance in accordance with Staff Order 11.3.7.
- (6.3) 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 his/her travelling claim the date on which his/her motor vehicle was out of service and the date it was returned to service.

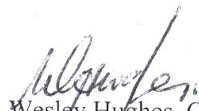
7. **Partially and Fully Maintained Vehicles**

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

8. **Travel Register**

- (8.1) 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.
- (8.2) The Travel Register shall be kept on a continuous basis and shall not be closed for each financial year. See Appendix 1 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. This Circular takes immediate effect.


Wesley Hughes, C.D.
Financial Secretary

APPENDIX 1.

TRAVEL REGISTER

[illegible]

ANNEX A.

DECLARATION OF ASSIGNMENT OF MOTOR VEHICLE BY OWNER TO TRAVELLING OFFICER.

I, _____
Name of Owner

of _____
Address

Do hereby declare that I have with effect from _____ assign my
Date

_____ to _____
Vehicle Model and Type Name of Travelling Officer

For the purpose of performing his/her official duties at the _____
Ministry/Department/Agency

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.

Signature of Motor Vehicle Owner

Date

Witnessed by

Date

ANNEX B.

DECLARATION OF TRAVELLING OFFICER

I, _____
Name of Travelling Officer

of _____
Address

Do hereby declare that I have with effect from _____ been assigned a
Date

_____ by _____
Vehicle Model and Type Name of Owner

For the purpose of performing my official duties at the _____
Ministry/Department/Agency

I do also declare that to the best of my knowledge the aforesaid motor vehicle is not 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 circumstance where I am unable to satisfactorily perform my official duties through the free and unencumbered use of the said motor vehicle.

Signature of Travelling Officer

Date

Witnessed by

Date

ANNEX C

CHAUFFEUR'S ALLOWANCE CERTIFICATE

Name of Chauffeur:	
TRN:	
Address of Chauffeur:	
Chauffeurs Telephone Number (s):	

I certify that during the month ofI provided chauffeur services for

.....to assist him/her in performing his/her official
Name of Traveling Officer

duties for which I was paid wages and subsistence in the sum of \$

.....
Amount in figures

for wages and subsistence. I further certify the days and mileage worked as shown
overleaf were for conducting official duties performed by

Name of traveling officer

Signature of Chauffeur

Date _____

Signature of Travelling Officer

Date _____

[illegible]