



MINISTRY OF FINANCE AND PLANNING
30 NATIONAL HEROES CIRCLE
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KINGSTON
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ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16
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May 16, 2012

CIRCULAR NO. 12

File No. 107/125

Division: Public Expenditure Policy Coordination Division

Permanent Secretaries

Heads of Departments

Chief Executive Officers

Re: Revised Instructions – Motor Vehicle Travel Allowance

Permanent Secretaries, Chief Executive Officers and Heads of Departments are advised that Circular # 20 dated June 22, 2010 has been rescinded and is replaced with the Circular herein.

1. Motor Vehicle Documents

- (1.1) Travelling officers shall be eligible for the payment of travelling allowance on the submission of valid copies of the following documents to the Human Resources Division (HRD) of the Ministry/ Department or Agency:
 - Motor Vehicle Registration Certificate;
 - Insurance Certificate or proof of insurance; and
 - Certificate of Fitness;
 - Driver's Licence or that of his/her designated chauffeur;
 - Declaration for use of the vehicle from the person in whose name it is registered, if the owner is not the claimant.
- (1.2) The HRD shall, upon receipt of the relevant documents at (1.1), advise the accounts department that all documents are in order and the relevant travelling allowance to be paid to the officer.
- (1.3) The documents at (1.1) must also be provided to the HRD by travelling officers upon the replacement of motor vehicle or on the request of the HRD.

