



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 PLANNING  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON  
JAMAICA

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Chief Executive Officers and Heads of Departments are advised that Circular # 20 dated June 22, 2010 has been rescinded and is replaced with the Circular herein.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

- (1.4) Permanent Secretaries, Heads of Departments and Chief Executive Officers must, through the HRD, obtain copies of these documents from all travelling officers whenever any document at (1.1) expires. This is to ensure that the Ministry/Department/Agency's records are kept up to date in respect of the documents at (1.1).
- (1.5) Motor vehicles assigned to travelling officers by virtue of declarations at Annex A and B must also be registered for payment of travelling allowance in accordance with (1.1) above.
- (1.6) Permanent Secretaries, Heads of Departments and Chief Executive Officers shall suspend the payment of full travelling where the required documents are not submitted or where any of the documents have been found to be invalid or have expired. The officer must instead be paid the applicable transport allowance payable to travelling officers who do not own a motor vehicle.
- (1.7) Any travel allowance paid for any period where the required documents were invalid, must be refunded forthwith, unless valid documents are submitted for the period for which the travelling was paid.
- (1.8) The motor vehicle registered for payment of travelling allowance and its requisite documents must be available for inspection at any time during working hours and within twenty four hours of such request by an authorized officer of the Ministry, Department or Agency.
- (1.9) The Authorised officer shall be the Chief Internal Auditor or his/her designate, certifying officer or any other person authorized by the Permanent Secretary, Chief Executive Officer or Head of Department.

**2. Motor Vehicle owned by Travelling Officer not Registered for Travelling Allowance**

- (2.1) Travelling officers who own more than one vehicle must register and use the vehicle for which motor vehicle concession was granted to perform his/her official duties unless the vehicle is being repaired, was stolen, written off or replaced.
- (2.2) Where a travelling officer's registered motor vehicle is being repaired, the officer may seek approval from the Permanent Secretary, Head of Department or Chief Executive Officer to use another vehicle owned by him/her by registering this vehicle in accordance with (1.1) above, until the repairs of the former vehicle is completed.

**3. Motor Vehicle Not Owned by Travelling Officer**

- (3.1) 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.
- (3.2) The Permanent Secretary, Head of Department or Chief Executive Officer may approve the request based on the following guidelines:
- i. An application for payment of 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 (3.2) 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. The HRD must examine the motor vehicle insurance certificate to ensure that the officer who is seeking permission to drive the vehicle is covered by the insurance policy.
  - vi. The HRD must examine the motor vehicle's registration document to ensure that the assigned motor vehicle is not registered in the name of an entity, as a company, commercial, public passenger or rental vehicle. The use of such vehicles is prohibited for the purposes of payment of travelling allowance.
  - vii. 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 travelling allowance stating that they are satisfied that the documents are in order and there is no intention to defraud the Government.
  - viii. HRD shall advise the Finance and Accounts Division of the approval and effective date.



- (3.3) The submission of Motor Vehicle documents accompanied by the letter of approval from the Permanent Secretary, Head of Department or Chief Executive Officer to the HRD shall be a requirement for payment of travelling allowance to officers at (3.1).
- (3.4) The use of Motor vehicles assigned to travelling officers by virtue of declarations at Annex A and B must be renewed annually. This facility must not be extended beyond three (3) years whether for one or more vehicles.

#### 4. Travelling Claims

- (4.1) Travelling officers in possession of a motor vehicle, which is used to perform official duties, must submit travelling claims for each month as stipulated by Staff Order 11.4.1.
- (4.2) 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.
- (4.3) An appropriate senior officer must check the travel claim and sign certifying that :
- the officer is in possession of a motor vehicle registered for official travel
  - the vehicle was driven by the officer in the performance of his/her official duties; and
  - the trips for which the officer is claiming mileage were done for official duties and the mileage claimed is accurate.
- (4.4) 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.
- (4.5) Travelling officers shall be eligible to make claim for chauffeur's allowance at the prescribed rate where the officer is: -
- unable to drive due to a disability; or
  - unable to drive due to medical reasons.
- (4.6) 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 a medical certificate attesting to the disability or medical condition of the travelling officer.

- (4.7) The request for chauffeur's allowance must be submitted to the Ministry of Finance and Planning, Public Services Establishment Division for approval before any payment is made.
- (4.8) 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).
- (4.9) Travelling officers who are not using their vehicles or vehicles referenced in (3.4) to perform their official duties shall be paid travelling allowance at the applicable transport allowance payable to travelling officers who do not own a motor vehicle.

**5. Mileage Claims**

- (5.1) Claim for mileage in respect of travelling must be based on the most appropriate and direct route. Where an officer is unable to use the most appropriate and direct route a written reason must accompany or be placed on the claim form. Mileage in respect of circuitous journeys must not be accepted for payment unless satisfactory reason is provided.
- (5.2) Where an officer is required to travel to perform official duties, the claim for mileage must be from the point of departure being residence or the official place of work, whichever is nearest to the destination.

**6. Loss or Disposal of Motor Vehicle**

- (6.1) 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.
- (6.2) Travelling allowance shall be paid only up to a period not exceeding 25 days after the date of the loss or disposal of the motor vehicle and thereafter, the officer shall be paid travelling at the applicable transport allowance 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. See (1.1) and (3.1)

**7. Vehicle Out of Service**

- (7.1) 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.
- (7.2) In circumstances where the repairs are not complete after the twenty-five working days referred to at (7.1) the Permanent Secretary, Head of Department or Chief Executive Officer may grant approval for payment of travelling to be continued for an additional period not exceeding sixty (60) working days in total, providing the officer is not being paid an alternative travelling allowance in accordance with Staff Order 11.3.7.

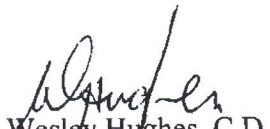
**8. Partially and Fully Maintained Vehicles**

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

**9. Travel Register**

- (9.1) 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.
- (9.2) 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.

Valid for one year only

Expired on \_\_\_\_\_

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

Valid for one year only

Expired on \_\_\_\_\_

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 of .....I 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 \_\_\_\_\_