

Circular No. 18

Ref. No. 11301VIII

Ministry of Finance and Planning
Public Service Establishment Division
30 National Heroes Circle
Kingston 4

May 28, 2012

To: Permanent Secretaries
Heads of Departments,
Agencies and Public Bodies

Travelling Allowances Revision

Permanent Secretaries and Heads of Departments, Agencies and Public Bodies are hereby advised that approval is granted for the rates of Travelling Allowances payable to Public Officers to be revised with effect from April 1, 2012 as shown on the attached schedule.


In addition, Officers holding a post to which Full Upkeep or Commuted Upkeep Allowance is attached, but who do not possess a motor vehicle, will be eligible to receive a Transportation Allowance as shown on the attached schedule.

These allowances should only be paid to Officers whose posts are approved travelling positions. These travelling officers are not eligible for re-imburement of taxi and/or bus fares.

All concerned are hereby reminded that the conditions and guidelines set out in this Ministry's Circular No. 12 Reference No. 107/125 dated May 16, 2012 are to be fully observed in relation to the payment of these allowances.

Payment of the new rates should be made in **June 2012** and the arrears for April and May are to be paid in **December 2012**.

In any case of doubt or difficulty, please contact the Industrial Relations Unit or Compensation Unit of this Ministry before payment is made.


Wesley Hughes, CD
Financial Secretary

Attch.

TRAVELLING ALLOWANCES SCHEDULE

Allowances	Existing Rate	New rate with effect from April 1, 2012
<u>Full Upkeep</u>		
Approved Travelling Officer with Motor Car	\$420,000 p.a.	\$514,500 p.a.
Approved Travelling Officer without Motor Car	\$170,100 p.a.	\$208,380 p.a.
<u>Commuted Upkeep</u>		
Approved Travelling Officer with Motor Car	\$280,200 p.a.	\$343,248 p.a.
Approved Travelling Officer without Motor Car	\$127,800 p.a.	\$156,564 p.a.
Motor Cycle	\$125,000 p.a.	\$153,132 p.a.

Kilometre Rates (mileage)

Kilometre rates (mileage) remain unchanged as set out below:

		<u>per kilometre</u>
1.	Full Upkeep	\$30.00
2.	Commuted Upkeep	\$30.00
3.	Motor Cycle	\$10.50
4.	Casual kilometre rates payable to non-travelling officer in accordance with Staff Order 11.3.5	
	a) Motor Car	\$35.00
	b) Motor Cycle	\$14.00
5.	Passengers:	
	Kilometre rate per person up to the licensed capacity of the car	\$4.00