



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

November 9, 2012

CIRCULAR NO. 34

File No. 107/125

Division: Public Expenditure Policy Coordination Division

Permanent Secretaries

Heads of Departments

Chief Executive Officers of Executive Agencies

**Re: Amendment to Circular # 12 dated May 16, 2012- Motor
Vehicle Travelling Allowance**

The attention of Permanent Secretaries, Chief Executive Officers and Heads of Departments is invited to the following amendments in respect of the captioned Circular.

The following new sections have been added:

Section 1.10

Where a motor vehicle is owned jointly by a travelling officer and another person, the travelling officer may register the vehicle for payment of travelling allowance by submission of the relevant documents listed at section (1.1). Registration shall be approved on the condition that the traveling officer has free and unencumbered use of the vehicle for the performance of his/her official duties and no travelling allowance is being claimed by the other party for the said vehicle.

Section 4.10

Travelling allowance calculation shall be based on calendar year (i.e. number of days for which the allowance is payable x travel rate/365 days).

Section 6.2 is amended as follows:

(6.2) Travelling allowance shall be terminated immediately on the date of loss or disposal of the motor vehicle and 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 Human Resource Department with the motor vehicle documents of a replaced vehicle. See (1.1) and (3.1).



Wesley Hughes, C.D.
Financial Secretary