

MINISTRY OF FINANCE AND PLANNING
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

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

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

JUNE 10, 2013

Circular No.13

File No. 107/125

Division: Public Expenditure Policy Coordination Division

Permanent Secretaries

Heads of Departments

Chief Executive Officers of Executive Agencies

Re: Revised Instructions– Motor Vehicle Travel Allowance

Permanent Secretaries, Chief Executive Officers and Heads of Departments are advised of the revised instructions herein for the payment of motor vehicle travel allowance.

1. Motor vehicle Documents

(1.1) Travelling allowances shall **not** be paid unless the motor vehicle for which the allowance is being claimed is registered by the relevant Ministry/Department or Agency for payment of such an allowance. To register the vehicle travelling officers must submit to the Human Resources Division (HRD) of their Ministry/ Department or Agency (MDA) copy of the following valid documents:-

- Motor vehicle Registration Certificate;
- Motor Vehicle Insurance Certificate or proof of insurance;
- Motor Vehicle Certificate of Fitness;
- Travelling Officer's Driver's Licence or that of his/her designated chauffeur;
- Declaration for assignment of use of the motor vehicle as shown at Annexes A and B.

(1.2) The HRD shall examine the documents at (1.1), and if they are valid, should advise the Finance and Accounts Division of the relevant travelling allowance to be paid to the officer.

- (1.3) Upon replacement of motor vehicle, travelling officers must submit to HRD, the documents at (1.1) for the new vehicle.
- (1.4) HRD shall have the right to request documents at (1.1) from travelling officers at any time to verify their validity.
- (1.5) Upon expiration of any of the documents at (1.1), the travelling officer, must submit to HRD, copies of the new documents.
- (1.6) Where the HRD find any of the document(s) at (1.1) to be invalid, they must issue a notification to the travelling officers to submit the relevant valid document within thirty (30) working days from the date of the notification. Documents become invalid when the grace period, if any, allowed by the relevant law has expired.
- (1.7) If the valid document(s) requested through notification at (1.6) is/are not received within the stipulated period, the HRD must notify the Finance and Accounts Division for the travelling officer to be paid at the rate of the applicable transport allowance payable to persons who do not own or are in possession of a motor vehicle.
- (1.8) The notification at (1.7) shall take effect from the month following the date when the valid documents requested were to be submitted. For example, if the expiry date for the submission of the valid document is July 25, 2013, and this is not done, the travelling for August 2013 and all months thereafter should be paid at the reduced rate until the valid documents are submitted. The difference between the travelling allowance and the reduced rate shall be recoverable only if the documents submitted were valid during the period.
- (1.9) 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 a reasonable time determined by an authorised officer of the Ministry, Department or Agency.
- (1.10) The Authorised officer shall be the Chief Internal Auditor or his/her designate, certifying officer or any other person authorised by the Permanent Secretary, Chief Executive Officer or Head of Department.
- (1.11) Where a motor vehicle is owned jointly by a travelling officer and another person, the travelling officer may register the motor 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 travelling officer has free and unencumbered use of the motor vehicle for the performance of his/her official duties and no travelling allowance is being claimed by the joint owner of the said motor vehicle.

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

- (2.1) Where a travelling officer received duty concession and owns another motor vehicle, he/she must register and use the motor vehicle for which the duty concession was granted to perform his/her official duties.
- (2.2) Where a travelling officer's registered motor vehicle is stolen, written off or is being repaired for extended periods, he/she may seek approval from the Permanent Secretary, Head of Department or Chief Executive Officer to use another motor vehicle owned by him/her by registering same in accordance with (1.1) above.

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 applicable 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 motor 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 motor 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 motor 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 as a:
 - a) Company motor vehicle;
 - b) Commercial motor vehicle;
 - c) Public passenger motor vehicle; or
 - d) Rental motor vehicle.

The use of the above motor 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.
- viii. HRD shall advise the Finance and Accounts Division of the approval and effective date.
- ix. 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).
- x. The use of motor vehicles assigned to travelling officers by virtue of declarations at Annexes A and B must be renewed annually. This facility must not be extended beyond three (3) continuous years effective May 16, 2012, which is the date of MoF&P Circular #12, where this provision was introduced. The three-year limit applies to travelling officers being allowed to use a borrowed vehicle.

4. Motor Vehicles purchased under Finance Lease

- (4.1) Where a travelling officer acquired a motor vehicle through a finance lease or hire purchase and the ownership of the vehicle is vested in the lessor but will be transferred to the officer on the repayment of the loan, such motor vehicle shall be permitted to be registered for the purposes of obtaining motor vehicle travelling allowance.
- (4.2) In order for the HRD to do a proper evaluation of (4.1) above, the lease/hire purchase agreement must be submitted along with the documents at (1.1) above. On completion of the lease arrangement, the travelling officer must submit the necessary documentation showing that ownership has been transferred.

5. **Travelling Claims**

- (5.1) 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. See attached Form P6 – Transport Allowance Voucher.
- (5.2) 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.
- (5.3) 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 motor vehicle was used 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.
- (5.4) 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.
- (5.5) 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.
- (5.6) 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.
- (5.7) 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.
- (5.8) 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).

- (5.9) Travelling officers who are not using their motor vehicles or motor vehicles referenced in (3.1) 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.
- (5.10) Where travelling allowance is to be paid for a portion of a month the calculation shall be based on calendar year as shown below:

$$\frac{\text{number of days for which the allowance is payable} \times \text{travel rate}}{365/366 \text{ days}}$$

6. Mileage Claims

- (6.1) 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.
- (6.2) 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.
- (6.3) Travelling Officers should be paid mileage from his base of employment as defined by the relevant accountable officer of the MDA.

7. Loss or Disposal of Motor vehicle

- (7.1) Where a travelling officer has lost his/her motor vehicle or has disposed of it, he/she must immediately inform the HRD of the date of the loss or disposal of the said motor vehicle.
- (7.2) Travelling allowance shall be terminated immediately on the date of disposal of the motor vehicle if the officer has not provided the HRD with motor vehicle documents for a replacement motor vehicle. The officer shall be paid travelling at the applicable transport allowance payable to travelling officers who do not own a motor vehicle until documents of a replaced motor vehicle are provided to HRD.
- (7.3) Travelling officers whose vehicle has been stolen must submit a report to HRD along with a copy of the report from the police station where the loss was reported. Full travelling allowance shall be paid for a period not exceeding sixty

(60) working days from the date of the loss. At the end of this period, the officer shall be paid travelling at the reduced rate unless his/her vehicle has been recovered and put back in use, or the officer has registered another vehicle to perform his/her official duties in accordance with Section (1.1) above.

8. Motor Vehicle Out of Service

- (8.1) A travelling officer whose motor vehicle is registered for travelling allowance in accordance with section (1.1) 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.
- (8.2) In circumstances where the repairs are not completed after the twenty-five working days referred to at (8.1), 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.
- (8.3) Where a travelling officer's motor vehicle was engaged in a major accident and a decision is to be made by the insurers whether the vehicle is to be written-off, the officer shall be paid full travelling for a period not exceeding sixty (60) working days from the date of the accident. At the end of this period, the officer shall be paid travelling at the reduced rate paid to persons who do not own or is in possession of a motor vehicle unless:-
 - a) his/her vehicle has been repaired and put back in use; or
 - b) the officer has registered another vehicle to perform his/her official duties in accordance with Section (1.1) above.

9. Partially and Fully Maintained Motor vehicles

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

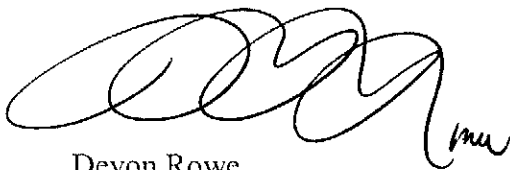
10. Travel Register

- (10.1) 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.
- (10.2) 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.

Conclusion

Ministry of Finance and Planning Circulars # 12 dated May 16, 2012, and # 34 dated November 9, 2012, are hereby rescinded and replaced with the Circular herein.

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.

A handwritten signature in black ink, consisting of several loops and a final flourish that ends in a small 'nu' or similar mark.

Devon Rowe
Financial Secretary

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 _____
Motor 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 JP

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 _____
Motor 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 JP

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 and words

I further certify that 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

P6

Voucher Processing Details Checked by _____ Posted by _____	Authorisation (Finance &Accounts Division/Branch/Unit) (Accountable Officers) I certify that this voucher has been properly prepared ,the payee entitled to the amount stated herein, the calculations are correct ,according to regulations and contract, and that funds are available. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> _____ Certifying Officer </div> <div style="width: 45%;"> _____ Authorising Officer </div> </div>
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