



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

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

Circular No. 19

Ref. No. 11401^{II}

November 1, 2018

Permanent Secretaries
Heads of Departments,
Agencies and Public Bodies

Travelling Allowances Revision

Permanent Secretaries, Heads of Departments, Agencies and Public Bodies are hereby advised that approval is granted for the revision of rates of Travelling Allowances and Kilometre rates (mileage) payable to Public Officers with effect from **April 1, 2018 to March 31, 2019 and April 1, 2019 to March 31, 2020** as shown on Schedule 1 attached.

Officers holding posts to which Full Upkeep or Commuted Upkeep Allowance is attached, but who do not possess a motor vehicle, will also be eligible to receive a Transportation Allowance as shown on the attached schedule. The Allowances should only be paid to Officers whose posts are approved travelling positions. In addition, these Officers are not eligible for re-imbursment of taxi and/or bus fares.

Please be reminded that the conditions and guidelines set out in this Ministry's Circular No. 5 File No. 267/021^{XXXII} dated June 19, 2017 as well as Circular No. 13 File No. 107/125 dated June 10, 2013 are to be fully observed in relation to the payment of these allowances.

Payment of the new rates may commence in **November 2018** and retroactive amounts paid in **December 2018**. **Audited costing** for payments should be submitted to the Public Expenditure Division of this Ministry by **November 9, 2018** in order that the appropriate allocations can be determined. Costing for the retroactive payments should be submitted using the attached Data Capture Form.

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


for Darlene Morrison
Financial Secretary

Attch.

UPKEEP TRAVELLING ALLOWANCES

Allowances	Existing Rate \$ p.a.	New Rate w.e.f. April 1, 2018 \$ p.a.	New Rate w.e.f. April 1, 2019 \$ p.a.
Full Upkeep			
▪ Approved Travelling Officer with Motor Car	707,448	813,564	894,924
▪ Approved Travelling Officer without Motor Car	286,536	329,520	362,472
Commuted Upkeep			
▪ Approved Travelling Officer with Motor Car	471,972	542,772	597,048
▪ Approved Travelling Officer without Motor Car	215,280	247,572	272,328
Motor Cycle	210,576	242,160	266,376

KILOMETRE RATES (MILEAGE)

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

	Existing	New Rates w.e.f. April 1, 2018 \$ p.a.	New Rates w.e.f. April 1, 2019 \$ p.a.
1. Full Upkeep	40.00	45	56
2. Commuted Upkeep	40.00	46	56
3. Motor Cycle	14.50	20	30
4. Casual kilometre rates payable to non-travelling officer in accordance with Staff Order 1.3.5			
a) Motor Car	47.00	53	63
b) Motor Cycle	19.00	25	35
5. Passengers:			
Kilometre rate per person up to the licensed capacity of the car	5.40	11	21