



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

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May 6, 2020

Circular No. 7
Public Expenditure Policy Coordination Division

Permanent Secretaries
Heads of Departments and Agencies
Chief Executive Officers of Public Bodies
Chairmen of Boards

Guidelines for the Processing of Travelling Allowances during the period
March 1, 2020 to June 30, 2020

Permanent Secretaries, Heads of Departments, Chief Executive Officers of Public Bodies and Executive Agencies and Chairmen of Boards are advised that, consequent on the Government of Jamaica issuing guidelines for work from home arrangements as part of its strategy to manage the impact of the COVID-19, further guidelines are hereby issued in respect of the payment of travelling allowances.

For the period **March 1, 2020 to June 30, 2020**, the following guidelines are to be applied in respect of the Financial Administration and Audit Act, Financial Instructions 5.15 – Travelling Allowance.

1. Where any of the motor vehicle documents required at Financial Instruction 5.15.1(i), becomes invalid during the period and the travelling officer is unable to renew these documents, the applicable travelling allowance shall continue to be paid until **June 30, 2020**. The documents being referenced are:
 - a) Motor Vehicle Registration Certificate
 - b) Motor Vehicle Certificate of Fitness
 - c) Driver's License
 - d) Insurance Certificate
2. During the period **March 1, 2020 to June 30, 2020**, the inability of travelling officers to submit a claim on Form P6 Transport Allowance Voucher (travel claim) required at Financial Instruction 5.15.3(iii) shall not preclude them from being paid the travelling allowance to which they are entitled. However, any claim for mileage, toll and passenger mileage **must** be submitted using Form P6 Transport Allowance Voucher (travel claim).

Permanent Secretaries, Heads of Departments, Chief Executive Officers of Public Bodies and Executive Agencies and Chairmen of Boards, must ensure that this Circular is brought to the attention of all relevant officers within their Ministries/Departments/Agencies and Public Bodies.

Darlene Morrison (Ms)
Financial Secretary