



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](mailto:info@mof.gov.jm)

**REF NO: 11300<sup>IV</sup>**

**MINISTRY OF FINANCE AND THE PUBLIC SERVICE  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON  
JAMAICA**

**November 6, 2024**

**Circular No: 20**

Cabinet Secretary  
Permanent Secretaries  
Heads of Departments  
Chief Executive Officers

### **Payment of Taxi Allowance**

Further to this Ministry's Circular No. 4 dated January 3, 2023, approval is given for the payment of Taxi Allowance to all employees (this includes employees who were previously in receipt of a travelling allowance) who meet the criteria detailed below with effect from July 1, 2024:

1. All employees who are required to work on the swing and graveyard shifts; that is, those employees who are coming on or going off duty at 10:00 p.m. or 11:00 p.m.
2. All non-shift employees who are required to work up to and after 7:00 p.m. on Mondays to Fridays. It is also payable to and from home to those employees who are required to work on Saturdays, Sundays or public holidays which are not their regular (normal) work days.

**Please be reminded that Taxi Allowance is not payable where employees are transported to and/or from work. It is also not payable to shift employees who are coming on or going off duty at 6:00 a.m. or 7:00 a.m.**

The existing rates for Taxi Allowance are listed below:

- *Round Town or in rural area*  
*Within 15 kilometers from base*  
With effect from January 1, 2023      \$950.00 per occasion
- *Out of Town or in rural area*  
*Beyond 15 kilometers from base*  
With effect from January 1, 2023      \$2,000.00 per occasion

The out of town taxi rate is applicable for distances from Kingston to Spanish Town, Portmore and rural areas 15 km from base and beyond.

In any case of doubt or difficulty, the Strategic Human Resource Management Division of this Ministry should be contacted for clarification or advice **before** any payments are made.

Darlene Morrison, CD  
Financial Secretary