



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

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P.O. BOX 512
KINGSTON
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January 3, 2023

Circular No. 3

Cabinet Secretary
Permanent Secretaries
Chief Executive Officers
Heads of Departments/Agencies

AMENDMENT TO STAFF ORDERS
Subsistence Allowance Chapter 11

Permanent Secretaries and Heads of Department are hereby advised that approval has been given for an amendment of the Subsistence Allowance benefit with effect from January 1, 2023. The following sections of the Staff Orders have been amended as under:

11.7 Subsistence Allowance

Subsistence allowance is granted (paid) to meet expenses actually incurred in the performance of official duties. Employees should not be out of pocket; neither should they derive financial benefits beyond their direct costs.

11.7.1 Eligibility

- i) To be eligible, an officer when on official duty must have travelled a distance which exceeds twenty-five (25) kilometres, one-way, from his/her 'official place of work' (base) and must have been absent for a period of at least six (6) hours.
- ii) Payment of a subsistence allowance must be on a claim certified by the respective Supervisor/Unit Head, who initially authorised the official travel.

11.7.2 Official Place of work or Employee Base

The Official place of work may be defined as:

- i) The place where the employee spends the greatest number of days in a calendar year performing services for or on behalf of the employer.

- ii) The closest location/sub-office at which an employee can report for employment duties (signing register, where work is assigned and work assignments are prepared, preparation or submission of reports, etc) on a regular and usual basis.
- iii) The geographical zone where the employee performs his/her professional activities/duties. This geographical zone can specify standard administrative district eg Regions, Zones, Health District, etc.

11.7.3 Calculation of (Subsistence) Allowance

- i) The subsistence allowance will be calculated based on the 24-hour day and will be pro-rated for the number of hours of absence.
- ii) Public officers who overnight, will be eligible for a full day's allowance, irrespective of the number of hours of absence.
- iii) If the public officer travels on official duty for a period which exceeds twenty-four (24) hours, the calculation will be 1/24th of the daily rate for each completed hour from the beginning to the end of the tour.

11.7.4 Reimbursement of Actual Expenses

Permanent Secretaries and Heads of Departments may reimburse officers actual expenses in lieu of subsistence on the presentation of bona fide vouchers reflecting reasonable market rates, where the actual expenditure exceeds the approved rate of subsistence.

11.7.5 Exceptions

The Subsistence allowance is not payable where the employer makes provision for accommodation and meals.

In any case of doubt or difficulty the Strategic Human Resource Management Division of this Ministry should be contacted for clarification or advice.



Darlene Morrison CD
Financial Secretary