



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

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

October 20, 2023

## **Circular No. 28**

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

### **Clarification of Applicability of Mileage Reimbursements**

The attention of Permanent Secretaries, Heads of Departments and Agencies and Chief Executive Officers of Public Bodies is invited to the following clarification in respect of the applicability of mileage reimbursements:

1. Circular No. 8 dated January 10, 2023 regarding "Mileage Claims and Reimbursement of Toll Charges Revised Financial Instructions" indicates, at 5.15.1 (ii), that "*Mileage is payable, at the prescribed rate, regardless of the mode of transport (taxi, motor car, motor bike) used for travel to perform official duties*". It is to be noted that the term "regardless of the mode of transport" relates to either motor vehicles or motorcycles, as those are the transport modes for which prescribed mileage rates are provided (*vide* Circular No. 22 dated 29 December 2022). The word "taxi" was inadvertently included in the brackets; there is no prescribed mileage rate for travel by taxi.
2. The payment of mileage is strictly related to the use, by an officer, of a motor vehicle/ motorcycle which he/she owns, or which he/she has been given written permission (via the Entrusted Motor Vehicle Declaration Form – Appendix 2) by the owner to utilize in the performance of his/her official duties. This is in accordance with the principle espoused at Section 11.2 of the *Staff Orders for the Public Service*: "*holders of posts requiring travel should neither be out of pocket, nor should they derive financial benefits beyond their direct costs.*"
3. Section 5.15.1 (ii) of Circular No. 8 dated January 10, 2023, is hereby replaced by the following:

***"(ii) Mileage is payable at the prescribed rates in respect of motor vehicles or motor cycles owned by the public officer or where the officer has been given written permission by the owner to utilize the motor vehicle or motor cycle for the performance of official duties."***
4. (i) Mileage is payable at the prescribed rate in respect of the use of a motor vehicle or motorcycle for travel to perform official duties, where the motor vehicle or motor cycle is registered with the relevant Ministry/Department or Agency (MDA) for payment of such mileage claim. To register the motor vehicle or motorcycle, officers shall submit to the Human Resources Management Division (HRMD) of their MDA, the following documents: -
  - (a) Motor Vehicle Registration Certificate;
  - (b) Motor Vehicle Insurance Certificate or proof of insurance;
  - (c) Motor Vehicle Certificate of Fitness;
  - (d) Officer's Drivers Licence or that of his/her designated chauffeur
  - (e) Officer's Declaration Form (Appendix 1).

- (ii) The motor vehicle being registered must not be a:
    - (a) Government owned motor vehicle;
    - (b) Business owned motor vehicle except in the case of a lease/hire purchase agreement;
    - (c) Commercial motor vehicle;
    - (d) Public passenger motor vehicle; or
    - (e) Rental motor vehicle.
  
  - (iii) The HRMD shall examine the documents at Paragraph 4(i), and if they are found to be valid and in order, advise the Accounts Branch of the relevant mileage rate to be paid to the officer in keeping with the terms and conditions as set out by the Ministry with responsibility for the Public Service.
  
  - (iv) Where an officer replaces the registered motor vehicle, the officer shall submit to HRMD, the documents listed at 4(i) for the replacement vehicle to be registered.
  
  - (v) HRMD shall have the right to request documents at 4(i) from officers at any time to verify their validity.
5. Payment of mileage is only to be made in accordance with the applicable policies, including the *Staff Orders for the Public Service*.
6. Taxi Allowance is payable only in respect of the circumstances specified in Circular No. 4 dated January 3, 2023.

The Ministry of Finance and the Public Service should be contacted if further clarification is required.



Darlene Morrison, CD  
Financial Secretary

## OFFICER'S DECLARATION

Permanent Secretary  
Head of Department  
Chief Executive Officer

I \_\_\_\_\_, of \_\_\_\_\_,  
Name of Officer
Name of Ministry/Department/Agency

hereby declare that I have read and fully understand the rules and guidelines governing payment of mileage (Instructions 5.15); and that I shall adhere thereto. I also declare that the motor vehicle/motorcycle that is being registered for payment of mileage is not registered by another party for mileage/allowance whether in the public or private sector.

I agree that any mileage payment received, to which I am not entitled, shall be recovered and the period of recovery shall not exceed six (6) months; providing that the monthly amount does not exceed one-sixth of my gross pay.

I hereby confirm that the information provided herein is accurate, correct and complete; and that the documents submitted along with this Form are genuine.

<u>Document</u>	<u>Expiry Date</u>
Driver's Licence	
Motor Vehicle Registration Certificate	
Motor Vehicle Certificate of Fitness	
Motor Vehicle Insurance Certificate	

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date:

Witnessed by:

\_\_\_\_\_  
Senior Human Resource Management Officer

\_\_\_\_\_  
Date:

## Entrusted Motor Vehicle Declaration Form (A)

*(Valid for no more than one year only)*

I \_\_\_\_\_ of  
**Name of Officer**

\_\_\_\_\_  
**Address of Officer**

hereby declare that I have with effect from \_\_\_\_\_ been

assigned a \_\_\_\_\_ by  
**Make and Model**

\_\_\_\_\_ for a period of \_\_\_\_\_ Month(s)  
**Name of Owner**

for the purpose of performing my official duties at the

\_\_\_\_\_  
**Ministry/Department/Agency (MDA)**

I also declare that to the best of my knowledge the aforesaid motor vehicle is not the subject of any mileage/allowance being paid by a ministry/department/agency or any public body or prohibited as per section 5.15.1 (ii) of the FAA Act Instructions 2017. Finally, I further declare that I will immediately advise the Human Resources Division of this MDA or public body upon the owner's revocation of the assignment of the motor vehicle to me or in the event of any circumstances where I am unable to satisfactorily perform my official duties through the free and unencumbered use of the said motor vehicle.

\_\_\_\_\_  
**Signature of Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Justice of the Peace**

\_\_\_\_\_  
**Date**

# Entrusted Motor Vehicle Declaration Form B

*(Valid for no more than one year only)*

I \_\_\_\_\_ of  
Name of Owner

\_\_\_\_\_  
Address of Owner

hereby declare that I have with effect from \_\_\_\_\_  
Date

and for the next \_\_\_\_\_ month(s) expiring on \_\_\_\_\_

assign my \_\_\_\_\_  
Make and Model

to \_\_\_\_\_ for the purpose of performing his/her  
Name of Officer

official duties freely and unencumbered at the:

\_\_\_\_\_  
Ministry/Department/Agency (MDA)

I also declare that the aforesaid motor vehicle is not registered for payment of mileage by a ministry/department/agency or any public body; and is not a prohibited vehicle such as a commercial or public passenger vehicle.

I further declare that I will immediately advise the abovenamed MDA or public body upon my revocation of the assignment of this motor vehicle to the officer.

\_\_\_\_\_  
Signature of Motor Vehicle Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Justice of the Peace

\_\_\_\_\_  
Date