



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 & PLANNING
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

Circular No. 30

Ref. No. 11301VIII

November 30, 2015

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

Retroactive Payments for Travelling Allowances

Permanent Secretaries, Heads of Departments, Chief Executive Officers of Agencies and Public Bodies are hereby advised that approval is granted for retroactive amounts in Travelling Allowances for the period **April to July 2015** to be made payable to Travelling Officers in December 2015.

As a matter of urgency, Ministries, Departments and Agencies are required to provide additional costing information detailing acting assignments and/or resignations with effect from April 1, 2015 to July 31, 2015 as shown on the attached schedule. The **audited costings** are to be submitted to the Public Expenditure Division and copied to the Strategic Human Resource Management Division (Compensation Unit) of this Ministry by **December 4, 2015**. This is to facilitate the provision of the additional amounts required to meet the expenditure involved.

Public Bodies that are self-financing are permitted to make their own arrangements regarding retroactive payments to their employees.

In any case of doubt or difficulty, please contact the Public Expenditure Division of this Ministry before payment is made.

Devon Rowe, CD
Financial Secretary

RETROACTIVE TRAVELLING COSTING SUBMISSION

DATA CAPTURE FORM

Ministry/Department/Agencies: _____

No. of officers	Classification/Grade/Level	Type of Travelling Allowance	Existing Cost as at March 31, 2015 \$ p.a.	New Cost w.e.f. April 1, 2015 \$ p.a.	Additional Cost for the period April 1, 2015 to July 31, 2015 \$	Acting Assignment/ Resignation and effective dates	Remarks
10	SEG 3	Full Upkeep	514,500	643,128	107,190	2 Acting Assignments w.e.f : 1/4/2015 - 30/4/2015; and 1/6/2015 - 15/8/2015	
5	AM 4	Commuted	343,248	429,060	35,755	1 Resignation with effect from June 30, 2015	
Total 15					142,945		

NB: The figures stated above are for representational purposes only.