



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**

May 20, 2020

Circular No. 8

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

**Re: Travelling Allowance and Reimbursement of Toll Charges Financial Instructions with effect from July 1, 2020**

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Permanent Secretaries, Heads of Departments, Chief Executive Officers of Public Bodies and Executive Agencies and Chairmen of Boards are advised that, Financial Instructions 5.15 - Travelling Allowance and 5.16 - Reimbursement of Toll Charges of the Financial Administration and Audit Act, Financial Instructions, 2017 have been replaced with the following with effect from July 1, 2020:

**5.15 - Travelling Allowance**

**5151 Motor Vehicle Documents**

- (i) Full travelling allowances shall **not** be paid unless the motor vehicle for which the allowance is being claimed is registered with the relevant Ministry/Department or Agency (MDA) for payment of such an allowance. To register the motor vehicle, travelling officers must 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) Travelling Officer's Drivers Licence or that of his/her designated chauffeur;
  - (e) Entrusted Motor Vehicle Declaration Form (provided for at Financial Instruction 5.15.3), (see Appendices 2 and 3); and

- (f) Travelling Officer's Declaration Form, (see Appendix 1).
- (ii) The HRMD must ensure that the motor vehicle being registered is not 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 (5.15.1)(i), and if they are found to be valid and in order, advise the Accounts Branch of the relevant travelling allowance 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) Upon replacement of the motor vehicle, travelling officers must submit to HRMD, the documents at (5.15.1) (i) for the replacement vehicle (i.e the "new" vehicle to be registered).
- (v) HRMD shall have the right to request documents at (5.15.1) (i) from travelling officers at any time to verify their validity.
- (vi) Where any of the document(s) at (5.15.1) (i) become invalid during the month, travelling officers shall be paid the full allowance for that month but must submit the relevant valid document(s) to HRMD for the full allowance to be paid for the following month. However, the Accounts Branch shall not pay to the officer any claims related to travelling (example, mileage, toll, passenger mileage) from the date of the expired document.
- (vii) If the valid documents are not submitted by the cut-off date, stipulated by the entity, the Accounts Branch shall automatically pay the officer at the reduced rate for the following month; this shall continue until the required documents are submitted. On receipt of the valid document, the officer shall be paid the higher rate of the travelling allowance and any other related claims from the effective date of the document.
- (viii) The motor vehicle registered for payment of travelling allowance and the requisite documents must be available for inspection at any time during working hours; or presented within a reasonable time determined by an authorised officer of the MDA.
- (ix) The authorised officer at (5.15.1) (viii) shall be the Chief Audit Executive or his/her designate, certifying officer or any other person authorised by the Permanent Secretary, Chief Executive Officer or Head of Department.

- (x) Where a motor vehicle is owned **jointly** by a travelling officer and another person, the Travelling Officer may register the motor vehicle for payment of travelling allowance by submission of the relevant documents listed at Instruction (5.15.1) (i). The declarations on the Entrusted Motor Vehicle Declaration Form shall not be required in these circumstances.
- (xi) Registration of a jointly owned motor vehicle shall be approved on the condition that the travelling officer has free and unencumbered use of the motor vehicle for the performance of his/her official duties and no travelling allowance is being claimed by the joint owner of the said motor vehicle; whether in the private or public sector.
- (xii) Where a travelling officer receives duty concession, he/she must register and use the motor vehicle for which the duty concession was granted to perform his/her official duties.
- (xiii) Where a travelling officer's registered motor vehicle is unavailable for use he/she may seek approval from the Permanent Secretary, Head of Department, Chief Executive Officer or their delegate to use another motor vehicle owned by him/her or an entrusted motor vehicle, by registering same in accordance with (5.15.1)(i) above.
- (xiv) Where a travelling officer acquires a motor vehicle through a finance lease or hire purchase agreement and the ownership of the vehicle is vested in the lessor, and will be transferred to the officer on the expiration of the finance lease agreement or the hire purchase agreement, such motor vehicle shall be permitted to be registered for the purposes of obtaining the applicable motor vehicle travelling allowance.
- (xv) In order for the HRMD to do a proper evaluation of (5.15.1) (xiv), the lease/hire purchase agreement must be submitted along with the documents at (5.15.1) (i). On completion of the lease arrangement, the travelling officer must submit the relevant documents showing that ownership has been transferred to him/her.

#### **5.15.2 Responsibilities of Travelling Officers**

- (i) HRMD, on registration of a motor vehicle must require the travelling officer to sign the attached Travelling Officer's Declaration Form, attesting to their knowledge and understanding of their responsibilities based on the Instructions herein. Unless the Travelling Officer's Declaration Form or any other applicable form is duly completed, HRMD shall not issue instructions to the Accounts Department to effect payment of the travel allowance.
- (ii) Travelling Officers (existing and new) are required to sign the Travelling Officer's Declaration Form (see Appendix 1).

**5.15.3 Motor Vehicle Not Owned by Travelling Officer**

- (i) Where a travelling officer does not own a motor vehicle but is in possession of one and uses it to perform his/her official duties free of any encumbrances, approval must be sought through the HRMD and granted by the Permanent Secretary, Head of Department, Chief Executive Officer or a designated senior officer for the officer to be paid the applicable travelling allowance.
- (ii) The Permanent Secretary, Head of Department, Chief Executive Officer or a designated senior officer may approve the application based on the submission of a signed Entrusted Motor Vehicle Declaration Form (A) from the owner of the motor vehicle (see Appendix 2) and a signed Entrusted Motor Vehicle Declaration Form (B) by the travelling officer (Appendix 3). Both declarations must be witnessed by the Senior Human Resource Officer.
- (iii) The HRMD shall execute due diligence activities as appropriate, including examination of:
  - (a) The Declarations, the Motor Vehicle Registration, Certificate of Fitness and the Travelling Officer's Drivers Licence to ensure their validity.
  - (b) The Motor Vehicle Insurance Certificate to ensure that the officer who is seeking permission to use the motor vehicle is covered by the insurance policy.
- (iv) The HRMD must ensure that the entrusted (i.e. borrowed) motor vehicle is not prohibited as per Section 5.15.1 (ii).
- (v) If the documents submitted at (5.15.3) (iii) (a) are acceptable, the HRMD shall:
  - (a) witness both Entrusted Motor Vehicle Forms (A and B)
  - (b) validate the existence of the entrusted vehicle
  - (c) advise the Accounts Branch of the approval and the effective date of payment.  
The effective date shall be the date witnessed by the Senior Human Resource Officer.
- (vi) The Entrusted Motor Vehicle Declaration Forms (see Appendices 2 and 3) **must be** renewed annually by the Travelling Officer.
- (vii) Where an officer whose permanent appointment is not in a travelling post and is acting in a travelling post for varying periods, the entrusted vehicle must be registered for each acting period subject to (vi) above. There shall be no limit in the number of years for which this officer may be allowed the use of an entrusted vehicle.
- (viii) An officer once appointed in a travelling post is entitled to use an entrusted vehicle for a period not exceeding two (2) cumulative years.

- (ix) Notwithstanding (viii) above, the appointed travelling officer in special circumstances (e.g. motor vehicle accident), may be given an extension not exceeding one (1) year at the discretion of the Permanent Secretary/Head of Department. The Financial Secretary must be promptly notified of this extension.

**5.154 Travelling Claims**

- (i) A Travel Claim Form (formerly Transport Allowances Voucher) shall no longer be required for payment of the travel allowance (i.e. Fixed Travelling, Upkeep, Commuted, Motor Cycle allowance, including that payable at the reduced rate) to which an officer is entitled.
- (ii) A claim should only be submitted in respect of official mileage, claims involving others (i.e. commonly referred to as passenger mileage), toll, or any other allowance stipulated by Staff Order (11.4). The claim shall be done using P6 - Travel Claim Form (see appendix 4).
- (iii) Travelling officers must submit their signed Travelling Officer's Declaration to HRMD upon assuming a post to which travelling is attached. Notwithstanding, where an officer assumes a new assignment to which travelling is attached in another MDA, a new Travelling Officer's Declaration must be signed. The declaration must be submitted to HRMD along with all requisite documents at 5.15.1(i) to be paid the applicable travelling allowance.
- (iv) The travelling allowance shall be automatically discontinued and paid at the reduced rate for any reason stipulated by these Instructions (see Appendix 1: Traveling Allowance Conditions).
- (v) Where a MDA does not have a mechanism in place which electronically monitors the payment of travelling allowance, the HRMD shall be required to manually monitor the eligibility for the payment of the appropriate rate of travelling allowance (i.e. Fixed, Upkeep and Commuted).
- (vi) A mileage claim (mileage, toll, etc.) submitted for a period in excess of three (3) months after actual travel but not exceeding six months (6) months, requires the prior approval of the Permanent Secretary, Head of Department, Chief Executive Officer or any appropriate officer to whom this function has been delegated. This approval shall be subject to the recommendation of HRMD as to an acceptable reason for the delay in submission.
- (vii) Unclaimed allowances (mileage, toll, etc.) in excess of six (6) months shall not be eligible for payment unless approval is granted by the Financial Secretary.
- (viii) Mileage claim (mileage, toll, etc.) must be checked, and signed by an appropriate senior officer certifying that:

- (a) the officer has a motor vehicle registered with HRMD for official travel; and
  - (b) the trips for which the officer is claiming mileage were done for official duties and the mileage claimed is fair and reasonable.
- (ix) The travelling officer and supervisor shall be held liable and subject to surcharge by the Financial Secretary for any claim paid where it is found that the mileage paid was inaccurate or the trip was not made.
  - (x) Notwithstanding (ix above), the certifying officers in the Accounts Department shall be held liable and subject to surcharge by the Financial Secretary for any claim paid where it is found that the mileage paid was inaccurate.
  - (xi) Mileage (except casual allowance) can only be claimed based on the use of travelling officer's registered vehicles in performing official duties.
  - (xii) Claim for mileage in respect of travelling must be based on the most appropriate and direct route. Where an officer is unable to use the most appropriate and direct route a written reason must accompany the claim or be placed on the claim form.
  - (xiii) Where an officer is required to travel in respect of official duties or to attend training courses, the claim for mileage must be from the point of departure being either residence or the official place of work, whichever is nearest to the destination; unless there is evidence that the officer reported to the official place of work prior to departure.
  - (xiv) Where travelling allowance is to be paid for a portion of a month, the calculation shall be based on calendar year as shown below:

$$\frac{\text{number of calendar days for which the allowance is payable} \times \text{monthly travel rate}}{\text{number of calendar days in the month}}$$

- (xv) In the case of lump sum payments/ spanning prior periods<sup>1</sup> (calendar year), the following formula should be used:

$$\frac{\text{number of days for which the allowance is payable} \times \text{annual travel rate}}{365/366 \text{ days}}$$

### 5155 Use of a Chauffeur

- (i) Travelling Officers shall be eligible to make a claim for a chauffeur's allowance at the prescribed rate where the officer is: -

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<sup>1</sup> Prior period – relates to instances where it is not feasible or practical to apply the monthly calculation

- (a) learning to operate a motor vehicle. This shall be applicable for a period not exceeding twelve (12) months from the date of approval;
- (b) unable to drive due to a disability or medical conditions.
- (ii) The Permanent Secretary, Head of Department, Chief Executive Officer or a designated senior officer must grant prior approval for the engagement of a chauffeur by a travelling officer. The travelling officer must own a motor vehicle or be in possession of an Entrusted Motor Vehicle.
- (iii) The request for approval for use of a chauffeur must be submitted to HRMD along with a medical certificate attesting to the disability or medical condition of the travelling officer.
- (iv) The chauffeur if approved must be engaged by the relevant travelling officer to drive the motor vehicle, registered as per 5.15.1.
- (v) The chauffeur's allowance shall be paid to the Travelling Officer at the applicable rate using the Travel Claim Form (see P6) and the Chauffeur's Allowance Certificate (see Appendix 6).
- (vi) The chauffeur's allowance must be discontinued where the travelling officer:
  - (a) has obtained a valid Driver's Licence, or the one-year period has expired in keeping with 5.15.5(i)(a),
  - (b) no longer has a medical condition preventing him/her from driving;
  - (c) for whatever reason, is relegated to the payment of travelling at the reduced rate payable to Travelling Officer without a motor vehicle (Travelling Allowance Conditions overleaf of the Travelling Officer's Declaration Form attached refers); and
  - (d) embarks on vacation leave or any other leave of absence from work for which the Permanent Secretary/Head of Department has not approved the payment of Chauffeur's allowance.

**5.15.6 Registered Motor Vehicle Unavailable for Use**

- (i) Where a Travelling Officer's motor vehicle is not available for use due to the following:
  - (a) written off
  - (b) disposed of
  - (c) stolen
  - (d) undergoing major repairs
  - (e) or for any other justifiable reasonhe/she must immediately inform the HRMD of the date the motor vehicle became unavailable for use.

- (ii) Where the registered motor vehicle becomes unavailable during the month, travelling officers shall be paid the full allowance for that month and the following month providing the officer is not being paid an Alternate Travelling Allowance in accordance with Staff Order 11.3.7.
- (iii) The Alternate Travelling Allowance, if approved by the Permanent Secretary/Head of Department/Chief Executive Officer, shall be a reimbursement of the cost of hiring an alternate transportation. This amount shall not exceed the travelling allowance applicable to the relevant travelling officer.
- (iv) Where the registered motor vehicle remains unavailable for use after the period stipulated at (ii) above, the officer shall be paid travelling allowance at the reduced rate; unless the Permanent Secretary, Head of Department or Chief Executive Officer in special circumstances grant approval for payment of full travelling for an additional month. Under no circumstances shall there be any further extension.
- (v) Any consideration for the granting of an extension as per (iv) above must be supported by a request from the officer which may include a copy of a police report (where applicable) and other relevant documentation to substantiate that the registered motor vehicle is unavailable for use.

**5157 Partially and Fully Maintained Motor vehicles (Assigned Vehicle)**

- (i) Eligible officers who elect to operate a partially or fully maintained motor vehicle shall not be required to submit motor vehicle documents.
- (ii) Officers who elect to operate a partially maintained motor vehicle must only be paid the appropriate percentage of allowance, as per the Government of Jamaica Revised Comprehensive Motor Vehicle Policy for the Public Sector.
- (iii) Officers who elect to operate a fully maintained motor vehicle must not be paid a travelling allowance or mileage.

**5158 Travel Register**

- (i) Permanent Secretaries, Heads of Departments and Chief Executive Officers shall be required to maintain a Travel Register for recording all particulars in respect of travelling allowance and mileage paid to each travelling officer.
- (ii) The Travel Register shall be kept on a continuous basis and shall not be closed for each financial year. See Appendix 7, for template of the register.



## **5.16 Reimbursement of Toll Charges**

### **5161 Officers to be Reimbursed**

- (i) Reimbursement of toll charges shall be paid to the following officers in the performance of their official duties:
  - (a) Public officials who are assigned fully or partially maintained motor vehicles in conformance with GOJ Revised Comprehensive Motor Vehicle Policy.
  - (b) Public officers who are Travelling Officers
  - (c) Public officers who are not Travelling Officers and are authorized to use their personal vehicles to perform official duties, and
  - (d) Drivers of official or fleet vehicles

### **5162 Requests for Reimbursement**

- (i) Request for reimbursement of toll charges must be claimed on the appropriate P6 or P8 Form (see Appendices 4 and 5).
- (ii) The official toll receipt(s) must be signed by the relevant Certifying Officer as to its validity and copied; and attached to the P6 or P8 Form

### **5163 Toll Card (T-Card/ Transponders)**

- (i) Toll accounts may be opened and T-Cards obtained in respect of any official vehicle (including emergency, assigned, fleet) that will require regular journeys on toll roads.
- (ii) Permanent Secretaries, Chief Executive Officers and Heads of Departments must authorize the operation of all toll accounts.
- (iii) The Transport Manager must keep a T-Card Register (see Appendix 8) of all T-Cards/Transponders obtained. The account number that is printed on the card must be entered in the register.
- (iv) The Transport Manager is responsible for the safe custody of T-Cards and may be held accountable for the inappropriate use or loss of these cards if found culpable
- (v) The Transport Manager must obtain a monthly statement for each T-Card and use this to prepare a monthly reconciliation with the motor vehicle's Daily Assignment Record of the T-Card usage.
- (vi) Where there is any unauthorized journey, the T-Card charge(s) must be recovered from the responsible driver.

**5.164 Toll Charges for Vehicles Used by Ministers and Security Detail**

- (i) Permanent Secretaries may establish toll budgets for each Minister to cover toll expenses;
- (ii) Transport Managers must obtain a T-Card for each Minister to be used for vehicles assigned to the Minister and his /her Security;
- (iii) The T-Cards/Transponders shall be electronically encoded with information relating to the designated government-owned assigned vehicle. The account number that is printed on the card/transponder must be entered in the Toll Register.
- (iv) The toll budget to cover travel expenses of Ministers and their Security must be capped at a maximum of \$40,000.00 and \$32,000.00 respectively on a monthly basis. This is to ensure that cost containment, vehicle efficiency and effective control of Government expenditure are achieved.
- (v) Under no circumstance should a T-Card exceed its budgetary allocation.
- (vi) The T-Card operates as a debit card and not a credit card; therefore, Transport Managers must initiate timely deposits in keeping with the prescribed monthly limits. Where it becomes necessary for Ministers and their security to pay toll charges, reimbursement must be made in keeping with 5.16.2 above.

**5.165 Damage and Loss of Cards**

- (i) Lost and damaged T-Cards must be reported immediately to:
  - (a) the Ministry of Finance in keeping with Financial Instruction 7.7 Loss of Public Property; and
  - (b) the Toll Operator in order to effect the necessary cancellations and replacements.
- (ii) Where it is proven that the misplacement/loss or damage of the T-Card was due to negligence on the part of the custodian, the replacement cost must be borne by that individual
- (iii) Where there is disposal of a vehicle by sale, in keeping with the Government of Jamaica Revised Comprehensive Motor Vehicle Policy for the Public Sector, the T-Card is to be cancelled with immediate effect, once the vehicle has been disposed.
- (iv) If there is a permanent change of the fleet vehicle used by the security detail, the card is to be cancelled with immediate effect and contact made in writing to the Toll Operator for balances to be transferred to a new card for the replaced vehicle.

**Circular No. 8**

May 20, 2020

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 (Miss)  
Financial Secretary

## TRAVELLING 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 or guidelines governing payment of travel allowance (Instructions 5.15) and will abide herewith. I also declare that the motor vehicle that is being registered for travel claim is not registered by another party for travel claim whether in the public or private sector.

I will advise the Human Resource Management Division (HRMD) of any condition(s) such as those stated overleaf or the Staff Orders or any other act/policies that will cause me to be ineligible for payment of the Travelling Allowance whether at the full or reduced rate. I agree that any amount of Travelling Allowance received for 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 further agree that in the event of my separation from the organisation, the full amount due to the Government shall be recovered immediately from amounts due to me and any outstanding balance thereof will be settled by me based on agreement with HRMD.

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

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

Witnessed/Verified By:

\_\_\_\_\_  
Senior HRM Officer/Designee

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

See Travelling Allowance Conditions overleaf

**Travelling Allowance Conditions**

Circumstances Causing the Higher Rate of Travelling Allowance to be Discontinued or Payment to be made at the Reduced Rate		Effective Date for Discontinuation or Payment at the Reduced Rate
1.	Officer is permanently reassigned to a post for which travelling is not attached	Discontinued three (3) months after the effective date of re-assignment. Ref: Staff Order 11.6.1
2.	Officer is temporarily reassigned to a post for which travelling is not attached or is paid at a lower rate	Discontinued six (6) months after the effective date of re-assignment subject to review of the secondment or acting position by HRMD. Ref: Staff Order 11.6.1
3.	Officer is on pre-retirement and is employed during such leave with terms that include the payment of travelling allowance	The pre-retirement travelling is discontinued as at the date of the new employment. However, in the case where the pre-retirement travel rate is higher than the new employment travel rate, the officer should be paid only the pre-retirement travel allowance up to the end of the pre-retirement leave. Ref: Staff Order 11.6.2.
4.	Motor Vehicle Registration expires	Payment at the reduced rate takes effect the month following the date of expiration of the Motor Vehicle Registration
5.	Motor Vehicle Insurance expires	Payment at the reduced rate takes effect the month following the date of expiration of the Motor Vehicle Insurance
6.	Certificate of Fitness expires	Payment at the reduced rate takes effect the month following the date of expiration of the Motor Vehicle Certificate of Fitness
7.	Driver's Licence expires/suspended	Payment at the reduced rate takes effect the month following the date of expiration/suspension of the Driver's Licence of the owner or Chauffeur
8.	Entrusted Vehicle Declaration Forms expires	Payment at the reduced rate takes effect the month following the date of expiration of declaration form
9.	Motor Vehicle is Unavailable for Use (that is, Stolen, Under Repairs, Written Off, etc.)*	Payment at the reduced rate takes effect One month following the month the vehicle was stolen
10	Travelling Officer who embarks on no pay leave	Discontinued at the start date of No pay leave Staff Order 11.6.2
11	Travel Officer embarks on study leave abroad	Discontinued at the end of vacation leave utilized for the purpose of study. Ref. Staff Order 11.6.2(i).
12	Travel Officer who resigns, or is separated from the service, or is permanently transferred out of the service.	Discontinued as at the date of resignation, separation from the service, or permanently transferred out of the service. Ref. Staff Order 11.6.2(ii).
13	A registered motor vehicle being used to claim a travelling allowance for more than one person.	Discontinued with immediate effect, and recovery from the public officer.

\*An additional month may be granted by the Permanent Secretary/Head of Department/Head of Department

# Entrusted Motor Vehicle Declaration Form (A)

*(Valid for 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 Travelling Officer**

official duties freely and unencumbered at the:

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

I also declare that the aforesaid motor vehicle is not the subject of any travelling allowance being paid by a ministry/department/agency or any public body or any other prohibited vehicle such as a commercial or public passenger vehicle. Finally, I further declare that I will immediately advise the abovenamed MDA or any public body upon my revocation of the assignment of this motor vehicle to the travelling officer.

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

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

\_\_\_\_\_  
**Senior HRM Officer/Designee**

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

## Entrusted Motor Vehicle Declaration Form (B)

*(Valid for one year only)*

I \_\_\_\_\_ of  
Name of Travelling Officer

\_\_\_\_\_  
Address of Travelling 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 travelling 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 Travelling Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior HRM Officer/Designee

\_\_\_\_\_  
Date

Circular No. 8

# P6 - Travel Claim Form

Organisation No.										Voucher Number											
Ministry/Department																					
Event Number			Fin Pat		Fund Source			Commitment Reqn No.				Accounting Period		Fiscal Year		Year		month		Day	
														20		/20		20			

Name of Officer .....Make of Vehicle .....

Motorcar	Actual Mileage	.....at	.....per km	\$	_____	
Or	Motorcycle	Passenger Mileage	.....at	.....per km	\$	_____
				Toll Charges	\$	_____
				Total	\$	_____

*I hereby certify upon honour that I have, during the month of .....performed the travelling set out overleaf and have kept as my own property a .....for which the allowance as provided in the Staff Orders for the Public Service 2004 is payable to me, and that the said.....has not been let out for hire. I further certify upon honour, that all travelling on private business or pleasure has been excluded from the total mileage making up this claim*

Signature of Claimant		Date
<i>I hereby certify that I have examined this claim and found it to be for travelling on duty only, and the trips made and mileage incurred have been necessary for the proper performance of the officer's duties. However, the information regarding the driver's license and the motor vehicle documents have not been verified by me.</i>	Document	Expiry Date
	Driver' License	
	Motor Vehicle Registration Certificate	
	Motor Vehicle Certificate of Fitness	
	Motor Vehicle Insurance Certificate	
..... Certifying Officer	..... Date	

CLASSIFICATION	LINE NO 01	LINE NO. 02	LINE NO. 03
Function/Subfunction			
Programme/SubProg.			
Project/SubProject			
Activity/SubActivity			
Object/S1/S2			
Amount \$			
Amount in Words	Tax Registration Number (TRN)		CMTS Ref#/Cheque No.
			<b>Total \$</b>

Voucher Processing Details	Authorisation ( Finance &Accounts Division/Branch/Unit )(Accountable Officers)
Officer's Signature	I certify that this voucher has been properly prepared; the payee(s) entitled to the amount stated herein, that the rates and prices are fair and reasonable, the calculations are correct, according to regulations and contract, and that warrant funds are available.
Prepared by:	
Checked by:	
Posted by:	
Send to Treasury by:	
	_____ Certifying Officer
	_____ Authorising Officer
	_____ Date
	_____ Date



**Circular No. 8**

Date	From	To	Name of Passengers	Purpose/Remarks	Km	Passenger Km	Toll \$
<b>Total/ Subtotal C/F Km</b>							



## P8 - Toll Charges Reimbursement Voucher

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Ministry/Department

<b>Fin Pat</b>	<b>Fund Source</b>	<b>Commitment Reqn No.</b>	<b>Period</b>	<b>Accounting Fiscal Year</b>	<b>Year</b>	<b>month</b>	<b>Day</b>
20	20	20	20	20	20	/	20

Name of Driver ..... Vehicle .....

*I certify upon honour that I paid the sum of \$ ..... for toll charges as per receipts attached in the pursuit of official duties whilst driving the above named vehicle for trips listed overleaf.*

.....  
**Signature of Claimant**

.....  
**Date**

*I hereby certify that I have examined this claim and found the toll charges to be valid and arose entirely in the performance of official duties.*

.....  
*Certifying Officer*

.....  
*Date*

<b>CLASSIFICATION</b>	<b>LINE NO 01</b>	<i>Paid By Cash</i>
Function/Subfunction		Received the sum of
Programme/SubProg.		_____
Project/sub-Project		_____
Activity/Sub-Activity		_____
Object/S1/S2		\$
Amount \$		being reimbursement of toll charges.
<b>Payee No.</b>		<b>Payee Name</b>
<b>Cheque No.</b>		

<p><b>Voucher Processing Details</b></p> <p>Checked by _____</p> <p>Posted by _____</p>	<p><b>Authorisation ( Finance &amp;Accounts Division/Branch/Unit) (Accountable Officers)</b></p> <p><i>I certify that this voucher has been properly prepared ,the payee entitled to the amount stated herein, the calculations are correct ,according to regulations and contract, and that funds are available.</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Certifying Officer <span style="float: right;">Authorising Officer</span></p>
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**Circular No. 8**

Date	From	To	Purpose/Remarks	Toll Charges
<b>TOTAL \$</b>				

## CHAUFFEUR ALLOWANCE CERTIFICATE

<b>Name of Chauffeur:</b>	
<b>Driver's Licence:</b>	
<b>Address of Chauffeur:</b>	
<b>Chauffeur's Telephone Number(s):</b>	

I certify that during the month of ..... I provided chauffeur services for  
..... to assist him/her in performing his/her official duties.  
*Name of Travelling Officer*

I further certify upon honour, that all travelling on private business or pleasure by  
..... has been excluded from the days and  
*Name of Travelling Officer*

the official mileage noted overleaf.

\_\_\_\_\_  
**Signature of Chauffeur**

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

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

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





