

TRAVELLING ALLOWANCES ACT

CHAPTER 23:50

Act

6 of 1914

Amended by

45 of 1979

46 of 1979

47 of 1980

10 of 1988

Current Authorised Pages

<i>Pages (inclusive)</i>	<i>Authorised by L.R.O.</i>
1-42	..

UNOFFICIAL VERSION

L.R.O.

UPDATED TO DECEMBER 31ST 2012

Index of Subsidiary Legislation

	<i>Page</i>
Travelling Allowances Regulations (GN 29/1953)	6

Note on Subsidiary Legislation

The Third Schedule of the Travelling Allowances Regulations (GN 29/1953) (which sets out the designation of the officers who are required to keep and use sufficient means of transport) has been omitted since this Schedule is soon to be updated.

Note on Adaptation

Under paragraph 6 of the Second Schedule to the Law Revision Act (Ch. 3:03) the Commission amended certain references to public officers in this Chapter. The Minister's approval of the amendments was signified by LN 120/1980, but no marginal reference is made to this Notice where any such amendment is made in the text.

CHAPTER 23:50

TRAVELLING ALLOWANCES ACT

ARRANGEMENT OF SECTIONS

SECTION

1. Short title.
2. Interpretation.
3. Transport.
4. Transport allowance.
5. Subsistence allowance.
6. Application for allowance.
7. Transfer expenses.

CHAPTER 23:50

TRAVELLING ALLOWANCES ACT

1950 Ed.
Ch. 9, No. 12.
6 of 1914.
Commencement.

An Act relating to Travelling Allowances to Public Officers.

[24TH MARCH 1914]

Short title.

1. This Act may be cited as the Travelling Allowances Act.

Interpretation.

2. In this Act—

“Officer” includes every person temporarily or permanently employed in the public service of Trinidad and Tobago;

“salary” includes all pensionable emoluments;

“station” means any place where an Officer is for the time being resident in the performance of the duties of his office;

“travelling” shall not be taken to include any stay in any one place which is shown to the satisfaction of the Minister not to have been necessary in the interest of the public service.

Transport.
[10 of 1988].

3. (1) Officers when travelling on duty may be furnished with reasonable transport at the public expense.

(2) The Minister may make Regulations prescribing the nature and conditions of the transport to be allowed under this Act.

(3) Subject to any Regulations made under this section, if any question arises as to the reasonableness of the transport claimed by any Officer under this section, the Chief Personnel Officer shall decide upon the claim and his decision is final.

Transport allowance.
[45 of 1979
46 of 1979
47 of 1980
10 of 1988].

4. (1) The Chief Personnel Officer, whenever he thinks it necessary, may require sufficient means of transport to be kept by any Officer for the performance of his duties, and shall prescribe the allowance to which any such Officer is entitled for the upkeep of such means of transport; but this allowance shall not be paid in respect of any period during which such means of transport is not available for travelling in and for the performance of such duties.

(2) Every Officer entitled to the allowance shall before payment thereof, furnish a certificate that he has kept the requisite means of transport during the past month for the performance of his public duties.

5. Officers whilst properly travelling and absent from their stations on the public service shall, subject to the provisions of this Act and any Regulations hereunder, when the Chief Personnel Officer is satisfied that they have used due diligence and dispatch in the performance of such service, be entitled to receive for such travelling and absence a subsistence allowance in accordance with Regulations to be made by the Minister.

Subsistence allowance.
[10 of 1988].

6. All applications for subsistence allowances shall be accompanied by a return in such form as may be prescribed in the Regulations made under this Act.

Application for allowance.

7. Where an Officer is transferred from one station to another, and the circumstances are such that no allowance will become payable to the Officer, the Chief Personnel Officer may authorise the repayment to the Officer of an actual out of pocket expenses which he may necessarily have incurred in connection with the transfer.

Transfer expenses.
[10 of 1988].

SUBSIDIARY LEGISLATION

TRAVELLING ALLOWANCES REGULATIONS

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation.
2. Construction.
3. Variation of allowances.
4. Discretion of Minister.
5. Officer acting in higher office.
6. Hours of departure and arrival.
7. Definition of “month”.
8. Definition of “district”.
9. Definition of “station”.
10. Diary to be kept by Officer claiming subsistence and mileage and commuted allowances.
11. Form of voucher.
Certificate of Head of Department.
12. Prompt rendering of account.
13. Government vehicles.
14. Use of Government vehicle by Officer.
15. Officer required to hire transport.
16. Use of Government vehicles.
17. Officer owning private motor vehicle.
18. Re-employment of pensioners.
19. Payment of travelling expenses by private firm or individual.
20. Free transport of vehicle to and from Tobago.
21. Special authority to accompany voucher.

UNOFFICIAL VERSION

UPDATED TO DECEMBER 31ST 2012

REGULATION

TRAVELLING BY BUS OR STEAMER

22. Classification relating to travelling by Bus and Steamer.
23. Issue of tickets for Steamers.
24. Ticket for servant.

MEANS AND GRADES OF TRANSPORT

25. Means of transport.
Grading of motor vehicles.
Limit of mileage.
Option of Officer to keep higher grade motor car.
Option of Officer to keep a lower grade motor car.

MILEAGE AND SPECIAL ALLOWANCES

26. Annual mileage.
27. Rate of mileage allowance.
Exceeding mileage limit.
Travelling between office and residence.
28. Limit of Officer's mileage.
29. Officer allowed alternative means of transport.
Certificate when submitting claims.
30. Change of Officer.
31. Officer acting for another Officer.
32. Transfer of Officer to another office.
33. Claim of difference of mileage.

CHAUFFEUR'S ALLOWANCE

34. Allowance for chauffeur.
35. Officer acting temporarily in another office.
36. Allowance to Officer on sick or local leave.
37. Allowance to Officer not granted chauffeur's allowance.
38. Certificate to accompany voucher.

ARRANGEMENT OF REGULATIONS—*Continued*

REGULATION

DEPRECIATION AND SEA BLAST ALLOWANCE

39. Special depreciation, sea blast allowance.

**STANDING CHARGES WHEN MOTOR VEHICLE
IS NOT IN USE**

40. Temporary appointment to district where use of motor vehicle is not necessary.

**SPECIAL TRAVELLING FACILITIES FOR OFFICERS
ON TRANSFER**

41. Allowances to Officers on transfer for travelling between residence and station.
42. Transport expenses of Officer to new station for finding a house.

SUBSISTENCE ALLOWANCE

43. Rate of subsistence allowance in Trinidad and Tobago.
Certificate to be furnished.
Temporary transfer from one district to another.
44. Subsistence allowance not payable for travelling within district without special authority.
Officer claiming allowance within district.
45. Officers receiving mixed allowance.
46. Approval of Chief Personnel Officer to undertake messing in lieu of subsistence in an emergency.
47. Subsistence allowances to Officers staying at Rest Houses, Hotels, etc.

REMOVAL EXPENSES

48. Removal expenses.

ADVANCES TO PURCHASE MEANS OF TRANSPORT

49. Advance to purchase transport required or authorised.
50. Advance to effect insurance.
51. Officer not to dispose of means of transport if advance not repaid.

REGULATION

52. Advance not to be given to Officer on temporary appointment, contract, etc.
53. Advance to be limited to actual cost of means of transport.
54. Minister of Finance to fix maximum advances.
55. Officer must obtain approval before purchasing other means of transport.
56. Inspection of used vehicles before approval of advance to purchase.
57. Officer purchasing vehicle of higher grade.
58. Repayment of advances.
59. Advances for effecting insurance, purchase of bicycle, etc.
60. Officer getting advance must enter into agreement.
61. Repayment of advance by Officer leaving Service.
62. Advances on motor vehicles for purpose of effecting repairs.
63. Exemption from motor vehicles tax.
64. Application to Board of Inland Revenue.
65. Disposal of motor vehicles.

TRAVELLING OF OFFICERS ON DUTY BY AIR

66. Officers authorised to travel by air to Tobago.
Flight insurance for Officers travelling on duty.

FIRST SCHEDULE.

SECOND SCHEDULE.

THIRD SCHEDULE.

FOURTH SCHEDULE.

FIFTH SCHEDULE.

SIXTH SCHEDULE.

[Subsidiary]

*29/1953.

TRAVELLING ALLOWANCES REGULATIONS

made under the Act

Citation. **1.** These Regulations may be cited as the Travelling Allowances Regulations and shall have effect as from 1st January 1953.

Construction. **2.** In construing these Regulations, Heads of Departments, Financial Officers and Officers submitting claims for travelling expenses and subsistence allowance should be guided by the following principles:

- (a) that no Officer should be out of pocket as the result of having to travel on duty;
- (b) that no Officer should derive any pecuniary benefit from travelling on duty;
- (c) that an Officer should be protected from himself when he is assessed to keep a motor vehicle of any one grade but elects to keep and use a motor vehicle of a higher grade in lieu thereof.

Variation of allowances. **3.** Any allowance under these Regulations may be discontinued or diminished at any time without any compensation to the Officer to whom it has been allowed.

Discretion of Minister. **4.** Any contingency not provided for in these Regulations shall be dealt with by the Minister in his discretion.

Officer acting in higher office. **5.** Any Officer appointed to act in a higher office will, for the purpose of these Regulations, be deemed to be the holder of the office and to be in receipt of the initial salary thereof.

Hours of departure and arrival. **6.** The hour of departure and arrival, as the case may be, shall be determined by the hour of departure from or arrival at the Officer's station; but when the journey from the Officer's residence is shorter than from his office, and he travels direct from his residence to his destination, the mileage claimed shall be computed from his residence.

*These Regulations have been amended by the following GNs 184/1953, 26/1954, 98/1955, 30/1956, 166/1957, 47/1958, 116/1958, 55/1966, 1/1968, 94/1970, 47 of 1980 and 55/1988.

7. For the purpose of these Regulations “month” shall be deemed to be a calendar month.

Definition of “month”.

8. “District” for the purpose of these Regulations means any area which an Officer either by the nature of his duty or by the terms of his appointment is required to cover for the due performance of his duties.

Definition of “district”.

9. An Officer’s station shall be the head office of his district, or in the absence of such head office, the principal place in which he transacts his official business.

Definition of “station”.

10. Every Officer to whom a mileage or commuted transport allowance is payable will be required to keep a diary showing the dates, points and time of departure and arrival, and distance of and reasons for all journeys on official business. The Officer will be expected to keep the diary clean and in a tidy condition and shall present it for inspection by the Head of his Department or other Officer authorised by him.

Diary to be kept by Officer claiming subsistence and mileage and commuted allowances.

11. (1) All claims for subsistence allowance and travelling expenses shall be made out in the form from time to time approved by the Comptroller of Accounts. The certificate to be given on the form shall be regarded in every particular as an honour certificate, that the whole expenditure has been necessarily incurred in the interest of the Public Service, and that the various items of travelling or transportation expenses have been actually disbursed.

Form of voucher.

(2) The certificate of the Head of Department concerned implies that he has personally satisfied himself that the claim is reasonable and that the claimant was travelling on duty during the time specified. The certificate must be in the form prescribed in the Fourth Schedule.

Certificate of Head of Department.

Fourth Schedule.

(3) Claims under this regulation must, if possible, be supported by voucher.

Prompt rendering of account.

12. (1) All claims for subsistence allowance and travelling expenses must be rendered and paid as promptly as possible; any case of unnecessary delay in submitting a claim will render the claim liable to be rejected.

(2) Claims for travelling allowances must be prepared and submitted immediately after the last day of the calendar month to which they relate.

(3) If for any valid reason any claim is delayed, a certified explanation for the late submission of the claim must be endorsed on the voucher by the Head of Department.

Government vehicles.

13. A Government vehicle shall be used solely in the performance of public duties, save and except on such conditions as the Minister of Finance may from time to time impose. In cases of emergency when it is not possible to obtain the prior approval of the Minister of Finance, the Head of Department may authorise the use of the Government vehicle by an Officer and report the matter immediately to the Minister of Finance, giving the full circumstances. The unauthorised use of a Government vehicle for private purposes is strictly forbidden.

Use of Government vehicle by Officer.

14. If an Officer who is required to keep a motor vehicle for use in the performance of his duties is in receipt of a commuted allowance, and is at any time, owing to the vehicle being temporarily out of use, allowed the use of a Government vehicle, he shall receive only such proportionate part of the commuted allowance as is due to him.

Officer required to hire transport.

15. Where an Officer is permitted to hire his means of transport instead of owning same, he will draw such allowance under such conditions as the Minister of Finance may from time to time approve.

Use of Government vehicles. [94/1970]. *Third Schedule.

16. Officers travelling on duty, except those enumerated in Parts I and II of the Third Schedule, and those whose minimum salaries exceed one thousand nine hundred and twenty dollars a

*See Note on Subsidiary Legislation on page 2.

year, shall, whenever possible, travel in Port-of-Spain by omnibus, or elsewhere by any form of transport operated by Government: (launch or steamer): However, where in the interest of the Service a Head of Department considers it advisable that an Officer of his Department for whom provision is not made in Parts I and II of the Third Schedule should on any special occasion use his motor vehicle on official business, he may authorise the Officer to do so and to claim mileage at the following rates—in the case of a “standard car”—forty cents per mile; in the case of a “light car”—thirty-four cents per mile. The special circumstances must be stated on the voucher and the Comptroller of Accounts if he is satisfied as to the advisability for the use of the motor vehicle shall pass the claim.

Third Schedule.

17. No Officer who owns a motor vehicle may be preferred to act in an office requiring the use of a motor vehicle for that reason, and any Officer who is in possession of his private means of transport may, if required to act in an office requiring the use of a motor vehicle, be called upon to use alternative means of transport instead of using his private motor vehicle for the performance of his duties.

Officer owning private motor vehicle.

18. A pensioner who is temporarily re-employed, whether in the office which he held prior to his retirement or in another office shall, for the purposes of these Regulations, be deemed to be in receipt of a salary equivalent to the salary which he drew immediately prior to retirement.

Re-employment of pensioners.

19. The Minister of Finance may authorise the payment into public funds by way of reimbursement from a private firm or individual of expenses incurred in travelling by a Government Officer for any supervision undertaken in his official capacity.

Payment of travelling expenses by private firm or individual.

20. (1) An Officer who is required to keep and use a motor vehicle for the performance of his duties and who is visiting Tobago on official business, may be permitted by the Chief Personnel Officer to transport his vehicle to and from Tobago by Coastal Steamer at Government expense, provided that the mileage to be covered on duty is not less than one hundred miles.

Free transport of vehicle to and from Tobago. [116/1958 55/1988].

(2) Judges of the High Court holding Assizes in Tobago will be permitted to transport their motor vehicles to and from Tobago at Government expense, provided that no claim for mileage allowance is made in respect of travelling in Tobago.

(3) Law Officers engaged at the hearing of any criminal or civil proceedings or matter in Tobago will be permitted to transport their motor vehicles to and from Tobago at Government expense. No claim for mileage allowance shall be permitted in respect of the travelling of the officers in Tobago.

(4) An Officer stationed in Tobago who is required to keep or authorised to use a motor vehicle shall be permitted by the Chief Personnel Officer to transport such vehicle to Tobago by Coastal Steamer at Government expense at the time of purchase of the vehicle.

(5) An Officer stationed in Tobago who is required to keep or authorised to use a motor vehicle may, subject to the approval of the Chief Personnel Officer, be granted permission for the free transport of his motor vehicle to Trinidad not more than once every six months for the purpose of effecting major repairs.

(6) The prior approval of the Minister of Finance should be obtained for the transport of vehicles to and from Tobago under this regulation.

Special authority to accompany voucher.

21. Any special authority granted under these Regulations shall be quoted on the claims submitted to the Comptroller of Accounts to be passed for payment.

TRAVELLING BY BUS OR STEAMER

Classification relating to travelling by Bus and Steamer. [55/1988].

First Schedule.

22. Officers when travelling on duty are entitled to travel by Government Bus and Steamer in accordance with the classifications set out in the First Schedule. However, an Officer travelling on duty by the Coastal Steamer may be permitted by his Head of Department to travel by a class higher than that to which he is entitled under this regulation if accommodation is not available in the class by which he is eligible to travel.

The Chief Personnel Officer may, in any particular case, authorise any Officer to travel by a class higher than that to which he is entitled under this regulation.

23. (1) An order for the issue of a Steamer ticket, signed by the Head of Department or his duly authorised Deputy or Assistant must be presented at the Steamer Booking Office by the person in whose name it is drawn and exchanged for a ticket.

Issue of tickets for Steamers.

(2) An Officer requiring an order for the issue of a ticket must make early application to the Head of his Department, and any Officer who travels without obtaining the necessary order will be required to pay the cost of his ticket. Except in special circumstances claims for refund in cash of Steamer fares will not be admitted.

24. An Officer travelling on duty, when necessarily accompanied by a servant, may be provided with an order for the issue of a third class steamer ticket for the servant.

Ticket for servant.

MEANS AND GRADES OF TRANSPORT

- 25.** (1) The Chief Personnel Officer may —
- (a) require an Officer to keep and use sufficient means of transport for the performance of the duties of his office, or
 - (b) where an Officer is not so required to keep sufficient means of transport authorise an Officer to make use of his own vehicle for travelling on duty.

Means of transport. [94/1970 55/1988].

However, in any case where an Officer is required to keep and use or authorised to make use of a motor vehicle, the Chief Personnel Officer shall prescribe the grade of motor vehicle to be kept and used or to be made use of by the Officer for the performance of the duties of his office and shall fix a limit of the annual mileage to be covered in respect of the office.

Grading of motor vehicles.

Limit of mileage.

*Third Schedule.

(2) Officers holding the offices enumerated in Part I of the Third Schedule shall be required to keep and use the means of transport shown thereunder and Officers holding the offices enumerated in Part II of that Schedule are authorised to make use of the means of transport shown thereunder. An Officer who holds an office enumerated in that Schedule in respect of which office the authorised means of transport is a motor car, shall not be permitted to use a motor car, if his salary does not exceed one thousand six hundred and eighty dollars a year but shall use such other means of transport as may be prescribed by the Chief Personnel Officer.

However, the Chief Personnel Officer may at any time amend the said Schedule by adding thereto any other office or removing therefrom any office included in or added thereto or by varying the grade of means of transport to be kept and used or to be made use of by the Officer.

Option of Officer to keep higher grade motor car.

(3) If any Officer who is required to keep or authorised to use a motor car of any one grade elects and is granted permission to keep and use a motor car of a higher grade in lieu thereof, he is entitled only to the rate fixed for the grade of motor car for which he is assessed.

Option of Officer to keep a lower grade motor car.

(4) Any Officer who is required to keep or authorised to use a motor car of any grade may, with the approval of the Chief Personnel Officer, keep and use a motor car of the lower grade in lieu thereof, but he is entitled only to the rate fixed for the lower grade motor car.

MILEAGE AND SPECIAL ALLOWANCES

Annual mileage. [55/1988]. *Third Schedule.

26. The annual mileage to be covered in respect of the office held by each Officer enumerated in Parts I and II of the Third Schedule shall not exceed the limit shown in column five of Part I or in column four of Part II of that Schedule but the Chief Personnel Officer may at any time amend the columns by varying the amount of annual mileage shown thereunder.

*See Note on Subsidiary Legislation on page 2.

27. An Officer who has not been granted a commuted allowance and is authorised to use his own vehicle—motor car, or bicycle for travelling on duty may be paid a mileage allowance at the rates set out in Part I of the Second Schedule but—

Rate of mileage allowance. [55/1988].

Second Schedule.

(a) no payment shall be made in respect of journeys less than one mile and in journeys in excess of one mile claims for distances of less than half-a-mile shall not be admitted;

(b) no payment shall be made in respect of mileage in excess of the annual mileage fixed as in regulation 26 except with the special authority of the Minister of Finance;

Exceeding mileage limit.

(c) no allowance shall be payable in respect of journeys between an Officer's residence and his office for the purpose of attendance at office except with the special authority of the Chief Personnel Officer.

Travelling between office and residence.

28. A Head of Department if he considers it advisable in the interest of the Service or if he has reason to believe that an Officer of his Department for whom an annual mileage limit is fixed in Part I or Part II of the Third Schedule is travelling so excessively as to exceed his annual mileage or in any way so as to impair his efficiency, may limit the Officer's mileage to a monthly basis. In all cases the reason for the action as well as the monthly mileage allotted to the Officer shall be reported to the Comptroller of Accounts.

Limit of Officer's mileage.

*Third Schedule.

29. (1) Where an Officer who is required to keep or authorised to use a motor vehicle is not in possession of the motor vehicle owing to his not having yet purchased it or to the vehicle being temporarily laid up for repairs and authority is granted for him to use alternative means of transport, the Officer will be expected to travel by public service vehicles, and refunds for the hire of taxis will only be met in special circumstances. A Head of Department may give approval for an Officer to use alternative means of transport for a period not exceeding two months. Where the period is expected to exceed two months the prior approval of the Chief Personnel Officer must be obtained. A detailed monthly statement

Officer allowed alternative means of transport. [55/1988].

*See Note on Subsidiary Legislation on page 2.

of actual expenses incurred, supported by receipts where possible, must be attached to the voucher submitted for payment and the Officer shall be refunded such expenses incurred provided the amount claimed does not exceed the equivalent in cash of one-twelfth of his fixed annual mileage. The receipts given should be specific as to the times during which the vehicle was used on official business by the Officer and should give details of the journeys.

(2) An Officer who is temporarily granted permission to use alternative means of transport and is in possession of a bicycle may, with the approval of his Head of Department, use the bicycle and be paid the rate fixed for a bicycle provided that the allowance for a bicycle together with the amount claimed for other means of transport does not exceed the amount allowed under subregulation (1).

Certificate when submitting claims. Fourth Schedule.

(3) Any Officer submitting a claim under subregulations (1) and (2) shall furnish monthly with his claim a certificate in the form contained in Part II of the Fourth Schedule.

Change of Officer.

30. A Head of Department shall notify the Comptroller of Accounts as soon as possible of any change in an Officer's station.

Officer acting for another Officer. [55/1988].

31. Unless otherwise specially provided an Officer who is required to keep or authorised to use a motor vehicle and who is appointed to act in another office shall take into account any consequent mileage covered during any one year against the office in which he is acting as well as against his substantive office. Any Officer appointed to act in another office may, with the approval of the Chief Personnel Officer, be temporarily allotted mileage on a monthly basis or for the whole period during which he is required to act.

Transfer of Officer to another office. [55/1988].

32. If an Officer who is required to keep or authorised to use a motor vehicle is transferred to an office where he is not required to travel, the Officer is not entitled to draw any travelling allowance, and the fact that the Officer may have obtained an advance for the purchase of a motor vehicle does not entitle him to draw an

allowance for a post not scheduled under these Regulations. However, where an Officer who is required to keep or authorised to use a motor vehicle is transferred to an office requiring him to keep a motor vehicle of a lower grade, he may with the approval of the Chief Personnel Officer continue to use the higher grade vehicle for the performance of his duties and be paid the rates for the higher grade vehicle until he has disposed of it.

33. (1) Where it is proved that in any calendar year an Officer who is required to keep or authorised to use a motor vehicle had the maintenance of his vehicle on official duty for the whole year and did not receive payment at the higher rate applicable to his grade of vehicle as set out in paragraph (b)(i) of Part I of the Second Schedule in respect of mileage done by him up to the limit of the total payable at the higher rate for the twelve months of that year, an additional allowance shall be paid to cover the difference between such rate and that at paragraph (b)(ii) of Part I of the Second Schedule applicable to his grade of vehicle.

Claim of difference of mileage.

Second Schedule.

(2) An Officer who was not in possession of his prescribed means of transport or who was temporarily allowed the use of alternative means of transport or who was on vacation leave for one month or more, is not entitled to claim difference of mileage in respect of such periods during which his vehicle was not used on official duty.

CHAUFFEUR'S ALLOWANCE

34. Where the Chief Personnel Officer is satisfied that the nature an Officer's duty necessitates the employment of a chauffeur, an allowance at the rate of one hundred and forty dollars a month may be granted to the Officer but the allowance set out in column (4) of Part I of the Third Schedule shall remain in force until varied or revoked which column the Chief Personnel Officer may amend by adding thereto or removing therefrom any allowance included or added thereto.

Allowance for chauffeur. [30/1956 44/1970 55/1988].

*Third Schedule.

*See Note on Subsidiary Legislation on page 2.

Officer acting temporarily in another office. [166/1957 55/1988].

35. An Officer in receipt of a monthly chauffeur's allowance when temporarily required to act in an office in which a chauffeur's allowance is not payable may, with the authority of the Chief Personnel Officer, in special circumstances, be allowed to draw the whole or part of the allowance but the maximum period for which the Chief Personnel Officer may authorise the payment of the whole or part of any such allowance shall not in any case exceed two months.

Allowance to Officer on sick or local leave.

36. An Officer in receipt of a monthly chauffeur's allowance may, when absent on sick leave in Trinidad and Tobago or on local leave for a period not exceeding in either case fourteen days at any one time, draw without special permission such part of the allowance as may not be required for the *locum tenens* for the performance of the duties of the office.

Allowance to Officer not granted chauffeur's allowance. [94/1970].

37. An Officer travelling on duty, who has not been granted a chauffeur's allowance, may be granted in respect of a chauffeur's allowance, the sum of six dollars in respect of any day's journey of one hundred miles or more in Trinidad or sixty miles or more in Tobago on which he employs a licensed chauffeur and may be permitted to claim refund of expenses up to a maximum of two dollars and fifty cents per day, incurred in supplying the chauffeur with a meal except that in the case of an Officer travelling on duty on journeys in excess of one hundred miles in Trinidad or sixty miles in Tobago necessitating his absence from his station for a period exceeding twenty-four hours, he may at the discretion of the Comptroller of Accounts be paid a chauffeur's allowance in respect of each day of such absence at the rate of six dollars and that the amount claimed does not in any one month exceed sixty dollars.

Certificate to accompany voucher.

38. Any Officer who is granted a chauffeur's allowance or any Officer submitting a claim for a chauffeur's allowance in accordance with the preceding regulations shall furnish with his claim the certificates in the form provided in Parts III and IV of the Fourth Schedule.

Fourth Schedule.

DEPRECIATION AND SEA BLAST ALLOWANCE

39. The mileage rates set out in paragraph 2(b) of Part I of the Second Schedule include a special allowance to cover additional wear and tear on motor vehicles as may result from the use of the vehicles on roads of low standard. In addition, special allowances calculated as a percentage of the mileage rates applicable to the grade of motor vehicle an Officer is required to keep or authorised to use may be paid at the rates indicated and under the conditions stated in Part II of the Second Schedule, to take care of the circumstances as may tend to increase further the wear and tear on motor vehicles. However, the Chief Personnel Officer may at any time amend that Schedule by adding thereto any other area or removing therefrom any area included therein or added thereto, by varying or revoking the rates set out therein or by varying the conditions there stated.

Special depreciation, sea blast allowance. [94/1970 55/1988].

Second Schedule.

STANDING CHARGES WHEN MOTOR VEHICLE IS NOT IN USE

40. (1) If any Officer who has been required to keep a motor vehicle for the performance of his duties is temporarily assigned duty in a place or district where the use of the motor vehicle is not possible or necessary, he may, with the approval of the Minister of Finance, be allowed to draw for a period of not more than six months such portion of the standing charges set out in Part III of the Second Schedule, as the Minister of Finance may think fit, provided that the Officer certifies that the vehicle has been placed in storage and the wheels removed. However, if an Officer elects to continue to use his vehicle for private purposes during the period of his temporary transfer, the Comptroller of Accounts may, with the approval of the Minister of Finance, agree to the suspension for a period not exceeding six months of the repayment of any instalment on the advance for the purchase of the vehicle.

Temporary appointment to district where use of motor vehicle is not necessary.

Second Schedule.

(2) An Officer required to keep a motor vehicle for the performance of his duties who proceeds on vacation leave for a period of one month or more, may, with the approval of the Minister

Second
Schedule.

of Finance, be allowed to draw for a period not exceeding six months, such portion of the Standing Charges set out in Part III of the Second Schedule, as the Minister of Finance may think fit, provided that the Officer is not proceeding on leave prior to retirement, that the vehicle remains in his ownership in Trinidad and Tobago, and he certifies that it has been placed in storage and the wheels removed.

(3) An Officer who has been granted Standing Charges under subregulation (1) or (2) and who, on resumption of duty in an office in which he is required to travel, submits an application for permission to dispose of the vehicle in respect of which he was granted Standing Charges, is not eligible, except in special circumstances, to have his application considered unless the application has been made after the expiration of a period of not less than that in respect of which he was in receipt of Standing Charges or unless he refunds such portion of the Standing Charges paid to him as represents the difference between the amount so paid and an amount that would be payable for a period from the date of his resumption of duty to the date of disposal of the vehicle.

(4) Any payment to an Officer by way of Standing Charges shall be reduced by the amount of any rebate of Licence Duty which he may receive in respect of the period for which he has been paid Standing Charges.

SPECIAL TRAVELLING FACILITIES FOR OFFICERS ON TRANSFER

Allowances to Officers on transfer for travelling between residence and station. [184/1953 26/1954 55/1988].

41. (1) Where an Officer is transferred to a district and housing accommodation is not readily available in that district or the period of the Officer's transfer is not sufficiently long to justify requiring him to reside in that district, and he continues to reside in his former district, he is eligible for the following allowances for travelling between his residence and his station:

(a) if he has been transferred temporarily, and—

- (i) is required to keep or authorised to use a motor vehicle in either his former or his new district, an allowance at the rates set out in Part I of the Second Schedule;

Second
Schedule.

- (ii) is not required to keep or authorised to use a motor vehicle in either his former or his new district but keeps and uses a motor vehicle, an allowance at the rates set out in paragraph 2(b)(ii) of Part I of the Second Schedule for two-thirds of the meilage travelled; Second Schedule.
- (iii) does not keep a motor vehicle, such allowances as may be approved by the Chief Personnel Officer based on such other means of transport as may be approved by him.

(b) if he has been transferred permanently, and—

- (i) keeps and uses a motor vehicle, an allowance at the rates set out in paragraph 2(b)(ii) of Part I of the Second Schedule for two-thirds of the mileage travelled; Second Schedule.
- (ii) does not keep a motor vehicle, such allowances as may be approved by the Chief Personnel Officer based on such other means of transport as may be approved by him.

(2) No Officer shall be allowed to claim for more than one return journey per day between his residence and his station in his new district.

(3) Except with the permission of the Chief Personnel Officer, allowances granted under this regulation shall not continue longer than six months in the case of a temporary transfer and three months in the case of a permanent transfer.

42. Except where official quarters are provided and if the Head of Department considers it necessary, the travelling expenses of an Officer or a member of his family acting on his behalf shall be paid for one preliminary visit to his new station prior to his transfer thereto for the purpose of finding a house. The expenses payable to an Officer in such cases would be the equivalent of the amount he would have received had he been travelling on duty. Transport expenses of Officer to new station for finding a house.

SUBSISTENCE ALLOWANCE

Rate of subsistence allowance in Trinidad and Tobago. [94/1970 55/1988]. Fifth Schedule.

43. (1) Officers travelling on duty in Trinidad and Tobago, unless otherwise specially provided for, shall be paid over and above their actual reasonable travelling expenses, subsistence allowance at the rates set out in the Fifth Schedule. However, Officers who are absent from their station for an extended period and who are required to break the continuity of their absence by attendance at their station on instructions from their Head of Department shall be permitted to draw travelling expenses for the return journey and subsistence allowance at such rates as if the periods of absence from their station were not continuous provided that the maximum subsistence allowance payable per month is not exceeded. If, however, an Officer returns to his station for his own convenience, e.g., on a Sunday or Public Holiday, he shall be allowed travelling expenses for the return journey but he may only be paid subsistence allowance at the reduced scales in respect of the actual periods of absence from his station as though the periods of absence from his station were continuous.

(2) For the purpose of calculating a period of absence entitling an officer to claim subsistence allowance, an absence of not less than six hours but less than twelve hours shall count as one-third of a day; an absence of not less than twelve hours but less than eighteen hours shall count as one-half of a day; and an absence of over eighteen hours up to twenty-four hours shall count as a full day. In cases where an officer is required by the Permanent Secretary or the Head of his Department to sleep away from home, although not completing an absence of over eighteen hours, the full day shall be allowed. After the first twenty-four hours each completed hour shall count as one-twenty-fourth of a day.

An absence of less than six hours shall count as one-third of a day if the absence includes any of the following three periods:

- (a) 6.00 a.m. to 8.00 a.m.
- (b) 11.00 a.m. to 1.00 p.m.
- (c) 6.00 p.m. to 8.00 p.m.

(3) Every Officer submitting a claim for subsistence allowance shall furnish with his claim therefor a certificate in the form contained in Part V of the Fourth Schedule.

Certificate to be furnished.

Fourth Schedule.

(4) Where an Officer is temporarily transferred from one district to another to perform the duties of another Officer, the Officer so transferred shall be allowed to draw subsistence allowance in accordance with these Regulations for a period not exceeding one month after the transfer, but where the period of the transfer exceeds one month an Officer may with the approval of the Chief Personnel Officer draw subsistence allowance for a period in excess of one month.

Temporary transfer from one district to another.

44. (1) Except in special circumstances and with the specific authority of the Chief Personnel Officer no subsistence shall be paid to an Officer in respect of any travelling within the limits of his district with the exception of the Officers specified in Part II of the Fifth Schedule. However, the Chief Personnel Officer may amend Part II of the Fifth Schedule by adding thereto or removing therefrom any special authority granted.

Subsistence allowance not payable for travelling within district without special authority. [55/1988]. Fifth Schedule.

(2) Any Officer (other than those specified in Part II of the Fifth Schedule) to whom a district has been assigned may charge for subsistence within the limits of his district provided that he is required to sleep away from home or is absent from his station for not less than twelve consecutive hours. After the first twenty-four hours, twelve hours shall count as one-third of a period.

Officer claiming allowance within district. Fifth Schedule.

45. (1) Officers who are in receipt of commuted travelling and subsistence allowances shall be subject to a proportionate deduction of such allowances for periods of absence from their assigned districts when in receipt of subsistence and travelling allowances. Such Officers when absent on vacation, sick or local leave shall not be permitted to draw any part of this commuted allowance provided that where authority is granted to use a motor vehicle the whole allowance shall be treated as if it were a commuted transport allowance and the relevant provisions of these Regulations shall apply.

Officers receiving mixed allowance.

(2) Officers in receipt of rations and free quarters or an allowance in lieu thereof as part of their emoluments may when on special duty or when on temporary transfer to another district be permitted to draw subsistence allowance in accordance with these Regulations provided that free quarters and rations are not further provided in the district to which they have been transferred.

Approval of Chief Personnel Officer to undertake messing in lieu of subsistence in an emergency. [55/1988].

46. When in an emergency the Commissioner of Police considers it necessary that Officers and members of the Police Service should be supplied with cooked rations in lieu of subsistence, the authority of the Chief Personnel Officer shall be obtained before any expenditure is incurred. In any such application the reasons necessitating such an expediency should be explained, as well as the manner in which it is proposed to undertake the messing. The amount that would normally have been payable for subsistence and the amount it is proposed to expend on messing should also be stated. Under no circumstances should such a responsibility be undertaken without the prior approval of the Chief Personnel Officer.

Subsistence allowances to Officers staying at Rest Houses, Hotels, etc. [55/1988]. Fifth Schedule.

47. (1) Officers travelling on official duty, who stay in Rest Houses in Trinidad and Tobago, shall be paid subsistence allowance at the rates set out in the Fifth Schedule.

(2) Officers travelling on official duty, who are obliged to stay in Hotels or Boarding Houses in Trinidad and Tobago, due to the absence or unavailability of Rest House accommodation, shall be paid subsistence allowance at the rates set out in the Sixth Schedule.

Sixth Schedule.

However, except in the case of Members of Cabinet and of Judges of the Supreme Court, an Officer's stay in a Hotel or Boarding House shall not exceed fifteen days, unless special authority to exceed that period has been obtained from the Chief Personnel Officer and Members of Cabinet and Judges of the Supreme Court may stay in Hotels or Boarding Houses when available in lieu of Rest Houses.

REMOVAL EXPENSES

48. (1) The transportation of the household effects of an Officer who is being removed from one station to another whether on promotion or otherwise, unless the removal is due to his own request, shall be undertaken by Government. Removal expenses. [94/1970].

(2) In cases where Government means of transport are not available for this purpose, the actual out of pocket expenses shall be paid by Government, provided that the Head of Department is satisfied that the most economical means of transportation has been utilised.

(3) In the case of the removal of an Officer belonging to a Department which possesses its own transport vehicles, use may be made of those vehicles for the removal of the Officer's household effects provided that no other suitable means of Government transport are available and that it is convenient to the Department.

(4) The expenses referred to above may include the transport expenses of an Officer's wife and children (if any) and of two servants and the transport of furniture and other reasonable household effects, but no allowance will be paid for the transport of animals or vehicles save such as an Officer is required to keep or authorised to use for his official duties, nor of plants, poultry and the like.

(5) The expense of crating furniture will not be borne by Government except in the case of transport by coastal steamers when crating shall be arranged by the Trinidad and Tobago Department of Works.

(6) When an Officer stationed away from his home in Trinidad and Tobago dies while on duty, the removal expenses from his station to any other part of Trinidad and Tobago may be paid *ex gratia* out of public funds at the discretion of the Minister of Finance within the limit of the amount prescribed in these Regulations for the removal expenses of an Officer.

(7) An Officer transferred between Trinidad and Tobago shall be allowed free transport of a motor car if he owns one at the time of his transfer.

(8) A travelling Officer travelling from Trinidad to Tobago on duty for more than one week shall be allowed free transport of his motor car.

ADVANCES TO PURCHASE MEANS OF TRANSPORT

Advance to purchase transport required or authorised. [98/1955 1/1968].

49. If it is in the interest of Government that an Officer shall be required to keep or authorised to use a motor vehicle or other means of transport for the performance of his official duties an advance may be made by Government, at such interest as the Minister of Finance may direct, for the purchase of the vehicle or for the purchase of other means of transport. All applications for such advances should be made to the Comptroller of Accounts in the form approved by him from time to time.

Advance to effect insurance.

50. An Officer who obtains an advance for the purchase of a motor vehicle shall be required to effect insurance thereon. Any Officer who is required to keep or authorised to use a vehicle for the performance of his duties may be granted an advance to cover the amount of the insurance premium.

Officer not to dispose of means of transport if advance not repaid.

51. An Officer who is required to keep or authorised to use a motor vehicle or other means of transport and who has been given an advance under these Regulations shall be required to obtain and use the motor vehicle or other means of transport, and the Officer shall not dispose of the motor vehicle or other means of transport so long as any part of the sum or sums advanced remains unpaid except with the consent of the Comptroller of Accounts and on such conditions as the Comptroller of Accounts may at his discretion impose.

Advance not to be given to Officer on temporary appointment, contracts etc. [55/1966].

52. (1) No advance shall be made to any Officer—
(a) on temporary appointment;
(b) on contract unless the repayment of the advance shall be made by the Officer within the period of his contract, but the period of repayment of the advance may be extended beyond the term of the contract if the Officer provides adequate security to the satisfaction of the Comptroller of Accounts;

- (c) appointed to act in an office the holder of which is required to keep or authorised to use means of transport unless the period of the acting appointment is not less than six months and he obtains his means of transport within the first month of the commencement of the acting appointment;
- (d) for the purpose of paying licence duty;
- (e) who is not actually required to keep a bicycle, even if he receives an allowance for the use of his own bicycle on official duty.

(2) Notwithstanding subregulation (1)(a), the Minister of Finance may, in his discretion, approve the making of an advance to an officer on temporary appointment upon such terms and conditions as he thinks fit, if the Minister is satisfied that the special circumstances of his case warrant the making of the advance.

53. An advance shall be limited to the actual cost of the motor vehicle or other means of transport required to be kept or authorised to be used by an Officer, subject to the maximum amount prescribed by the Minister of Finance and subject to the Officer not having been previously given an advance for the purchase of a motor vehicle or other means of transport.

Advance to be limited to actual cost of means of transport.

54. The Minister of Finance shall from time to time fix the maximum amount that may be advanced for the purchase of a motor vehicle or other means of transport and shall take into consideration the market price at which the motor vehicle or other means of transport is being sold.

Minister of Finance to fix maximum advances.

55. If an Officer who has been granted an advance to purchase a motor vehicle or other means of transport wishes to obtain a further advance towards the purchase of another motor vehicle or other means of transport, he shall seek the prior approval of the Comptroller of Accounts before effecting a sale or “trade in” of the motor vehicle or other means of transport. Such further advance

Officer must obtain approval before purchasing other means of transport.

shall only be granted when the Comptroller of Accounts is satisfied that the Officer has properly disposed of his motor vehicle or other means of transport and the Officer has paid off any outstanding balance on his previous advance and on any advance granted for repairs and has declared the full amount realised from the sale or “trade in” of the motor vehicle or other means of transport. In arriving at the amount to be advanced the amount realised from the sale or “trade in” of the Officer’s motor vehicle or other means of transport shall be deducted from the cost of the motor vehicle or other means of transport being purchased except that—

- (a) where an Officer has a balance outstanding on a previous advance, a reduction in the amount to be deducted in respect of the proceeds of sale or “trade in” may be allowed to enable the outstanding balance to be settled;
- (b) in special circumstances, the Comptroller of Accounts may in the interest of the Service, authorise an advance to an Officer before a sale has been effected on such terms and conditions as he may impose.

Inspection of used vehicles before approval of advance to purchase.

56. An Officer who applies for an advance to purchase a used vehicle shall be required before the advance is made to present the vehicle for inspection by a Licensing Officer or other Government Officer acceptable to the Comptroller of Accounts and the Officer applying for the advance. The vehicle shall be inspected and valued and the Comptroller of Accounts if satisfied as to the condition and the price at which the vehicle is being sold shall approve the advance. No advance shall be given in excess of the price at which the vehicle is valued.

Officer purchasing vehicle of higher grade.

57. An Officer who is required to keep or authorised to use a motor vehicle of any one grade and who elects to purchase a vehicle of a higher grade may with the approval of the Minister of Finance and without prejudice to any of the foregoing regulations be allowed an advance only to meet the cost of the lower grade vehicle.

58. An Officer who has been granted an advance under these Regulations shall repay the advance by equal monthly instalments unless otherwise directed by the Comptroller of Accounts. The fact that deductions towards repayment of an advance have not been made from an Officer's salary does not in any way relieve him of his obligation to comply with the conditions under which the advance is made and any such deduction not made from an Officer's salary shall be paid into public funds or nearest Revenue Office by the Officer not later than the last day of the month in which the deduction has not been made and the receipt forwarded to the Comptroller of Accounts for his information.

Repayment of advances.

59. An advance for the purchase of a bicycle or for the purpose of effecting insurance shall be repaid within one year and an advance for the purchase of a motor vehicle shall be repaid within such period as the Minister of Finance may from time to time direct.

Advances for effecting insurance, purchase of bicycle, etc.

60. In the case of an advance for the purchase of means of transport the Officer shall enter into an agreement on the approved form; but in the case of an advance for the purchase of means of transport other than a motor vehicle which has been insured the Officer shall furnish adequate security to the satisfaction of the Comptroller of Accounts.

Officer getting advance must enter into agreement.

61. An Officer who has been given an advance under these Regulations for the purchase of means of transport and who has not completed the repayment of the advance may, on leaving the Service, through compulsory retirement or on transfer to another country, be allowed, subject to the approval of the Comptroller of Accounts, one of the following options:

Repayment of advance by Officer leaving Service.

- (a) the Officer may within such period as the Comptroller of Accounts may allow pay off the balance outstanding on the advance and retain the means of transport;
- (b) the Officer may be allowed by the Comptroller of Accounts a period of time within which to sell the means of transport and pay off the balance outstanding on the advance.

However, an Officer who is dismissed or resigns from the Service and does not immediately pay off the balance outstanding on an advance given under these Regulations or an Officer who has been allowed an option as at subregulation (a) or (b) and has not fulfilled the requirements relating to the option shall hand over the means of transport to Government to be sold in such manner as Government considers fit and is liable for such amount as the proceeds of the sale may fall short of the balance outstanding on the advance and any expenses incidental to the sale and shall be refunded such amount as the proceeds of the sale may exceed the balance outstanding on the advance and any expenses incidental to the sale.

Advances on motor vehicles for purpose of effecting repairs.

62. An Officer who is required to keep or authorised to use a motor vehicle for the performance of his official duties may be granted for the purpose of assisting in effecting repairs to the vehicle, an advance under such terms and conditions as may be prescribed by the Minister of Finance from time to time, but any such application shall be accompanied by a statement of the repairs necessary together with an estimate of the cost, from a reputable garage or dealer in motor vehicles.

Exemption from motor vehicles tax. [98/1955 1/1968].

63. (1) Exemption from the payment of motor vehicles tax on a motor vehicle manufactured in Trinidad and Tobago and purchased by an officer may, with the approval of the Board of Inland Revenue be granted to an officer as under—

- (a) the total tax in case of an Officer who is required to keep a vehicle for use in the performance of his official duties;
- (b) half the tax in the case of an Officer who is authorised to use a vehicle for travelling on official duties.

(2) The concession referred to in subregulation (1)(a) and (b) shall apply in the case of an officer who holds an acting appointment over a period of not less than six months.

64. Applications for exemption from the payment of motor vehicles tax shall be addressed to the Board of Inland Revenue through the Permanent Secretary or Head of Department who in forwarding the applications should certify that all the relevant provisions of these Regulations have been complied with.

Application to Board of Inland Revenue. [1/1968].

65. An Officer to whom the concession referred to in regulation 64 is granted will, subject to the approval of the Board of Inland Revenue, be permitted to dispose of the motor vehicle on the following conditions:

Disposal of motor vehicles. [1/1968].

- (a) an Officer required to keep and use a vehicle and who sells the vehicle to another Officer at any time within two years from the date on which he received the concession shall not be required to refund any part of the tax if the vehicle is sold to another Officer required to keep a vehicle but shall refund one-half of the duty if the vehicle is sold to an Officer authorised to use a vehicle;
- (b) an Officer authorised to use a vehicle who sells the vehicle within two years from the date on which he received the concession to an Officer required to keep a vehicle or to another Officer authorised to use a vehicle shall not be required to refund any part of the tax;
- (c) an Officer otherwise disposing of his vehicle shall refund—
 - (i) the full amount of the tax allowed under regulation 64 if the vehicle is disposed of within one year of its purchase;
 - (ii) half of the tax if the vehicle is disposed of after one year but within two years of its purchase.

TRAVELLING OF OFFICERS ON DUTY BY AIR

Officers authorised to travel by air to Tobago. [47/1958].

66. (1) The following public Officers may when travelling on official duty between Trinidad and Tobago avail themselves of the air services:

- (a) Heads and Deputy Heads of Departments;
- (b) Judges of the High Court;
- (c) Law Officers of the State;
- (d) Officers whose salaries are not less than six thousand dollars a year.

All other Officers shall travel by coastal steamer except that in a case of emergency Heads of Departments may authorise an Officer whose salary is less than six thousand dollars a year to travel by air and shall immediately after giving the authorisation satisfy the Comptroller of Accounts of the special circumstances of each case.

Flight insurance for Officers travelling on duty.

(2) Facilities exist for the insurance of Officers who are required to travel by air on duty. The procedure for effecting the insurance and the terms and conditions under which the insurance is issued shall be as advised by the Comptroller of Accounts from time to time.

Regulation 22.

FIRST SCHEDULE

**TRAVELLING BY COASTAL STEAMERS
("TRINIDAD" AND "TOBAGO")**

1st Class:

Public Officers whose salaries are not less than nine hundred dollars a year.
Officers, Members of the Inspectorate and Officers in the Second Division of the Police Service.
Qualified Nurses of the Health Department.

2nd Class:

Public Officers whose salaries are less than nine hundred dollars a year.
Unqualified Nurses of the Health Department.
Constables of the Police Service.

3rd Class:

All other Government employees.

ON THE TRINIDAD GOVERNMENT RAILWAY

1st Class:

Public Officers whose salaries are not less than nine hundred dollars a year.
Nurses of the Health Department.
Officers, Members of the Inspectorate and Officers in the Second Division of the Police Service.

3rd Class:

Constables of the Police Service.
All other Government employees.

NOTE.—For the purposes of this Schedule, Public Officers shall include Contract Officers and Officers holding temporary appointments.

SECOND SCHEDULE

Regulations 27,
33, 39, 40, 41.
[94/1970].

PART I

1. For the purpose of these Regulations a “standard car” shall be a car with a cubic capacity of more than one thousand three hundred and a “light car” a car with a cubic capacity of not more than one thousand, three hundred.

2. The rates of allowance payable for the use of vehicles under regulation 27 are as follows:

(a) an Officer authorised to use his own means of transport—

Motor Vehicles:

<i>Standard Car</i>	<i>Light Car</i>
30 cents per mile	24 cents per mile;

(b) Officers required to keep and use sufficient means of transport—

(i) Bicycle—eight dollars per month

(ii) Motor Vehicles:

<i>Standard Car</i>	<i>Light Car</i>
\$90.00 upkeep allowance	\$64.50 upkeep allowance
12 cents per mile mileage allowance	10 cents per mile mileage allowance;

- (c) an Officer who prior to 1st January 1970 was required or authorised to use a motor car which under the Regulations was regarded as a Standard grade car and who continues to be required to keep or be authorised to use a motor car under these Regulations shall be allowed to draw the rates payable under these Regulations in respect of a standard car while the car remains in his possession and is being used on official duty;
- (d) the upkeep allowance shall also be paid in the following circumstances:
- (i) an ordinary sick leave;
 - (ii) on occasions of casual absence;
 - (iii) on vacation leave up to a maximum of thirty-five working days in any twelve-month period;
 - (iv) during a period of leave earned and deferred under the 1967 Civil Service Regulations;
 - (v) for the first three months only in respect of a period of full pay study leave not exceeding twelve months. (Where a period of full pay study leave exceeds twelve months the allowance shall not be paid for any part of the period);
 - (vi) where an Officer travels abroad on official duties;
 - (vii) during a period of leave accumulated under regulation 78 of the Civil Service Regulations, 1967;
 - (viii) where an Officer has been granted special duty leave up to fourteen days;
 - (ix) where an Officer has been suspended from duty without loss of pay;
 - (x) on reinstatement after a period of interdiction, provided the arrears of the allowance are applied towards the instalments which had been suspended during the period of interdiction;
 - (xi) where an Officer is on sick leave followed by extended sick leave during any month, the upkeep allowance shall be paid for the whole of that month;
- (e) in respect of leave earned under the 1956 and 1960 Regulations an allowance of seventy-four dollars per month for a standard car and fifty-nine dollars and fifty cents per month for a light car shall be paid for a maximum period of six months.

PART II

(a) Rates for special allowances under regulation 39:

Depreciation Allowance

<i>Areas</i>	<i>Rates for Standard Car</i>	<i>Rates for Light Car</i>
Tobago ...	3¢. per mile	2¢. per mile
Blanchisseuse	} 2¢. per mile	} 1½¢. per mile
Caroni		
Nariva-Mayaro		
St. David		
Victoria (except San Fernando)		
South Trinidad		
St. Andrew		
St. George (East)		
St. Patrick		

in special depreciation areas in Trinidad the allowance shall be paid in addition to the upkeep allowance and mileage allowance payable under Part I and shall apply to Officers stationed in the areas stated above and shall be payable in respect of official travelling within their districts;

(b) *Sea Blast Allowance*

<i>Areas</i>	<i>Rates</i>
Tobago ...	10 per cent of upkeep allowance
Cedros	} 5 per cent of upkeep allowance.
Toco	
Blanchisseuse	
Mayaro	

(i) The above-mentioned rates shall apply to Officers stationed in Districts in the Areas stated above and shall be payable in respect of official travelling within their Districts.

(ii) No Officer who qualifies for a special allowance may claim such allowance at more than one of the rates indicated above. Where an Officer's District consists of Areas in respect of which different rates

are payable, application shall be made to the Comptroller of Accounts to have a single rate fixed and no special allowance shall be claimed until the Comptroller of Accounts has advised of the rate.

- (iii) Any Officer who is not stationed in Tobago and who has been granted permission by the Minister of Finance to use his motor vehicle in Tobago and to claim mileage for travelling on duty in Tobago may claim in respect of the travelling the special allowance at the rate of twenty-five per cent.
- (iv) The rates of special allowances and the conditions of payment shall apply to Officers in receipt of commuted travelling allowances in cases where the allowances are based on mileage.

PART III

Annual standing charges relating to the upkeep of a motor vehicle shall be regarded as (regulation 40)—

In the case of a Standard Car	\$888
In the case of a Light Car	714
In the case of a Motor Cycle	312

Regulations 16,
20, 25(2), 26,
28, 34,
[30/1956].

*THIRD SCHEDULE

Regulations 11,
29, 38, 43.

FOURTH SCHEDULE

PART I

FORM OF CERTIFICATE TO BE FURNISHED BY OFFICERS RECEIVING MILEAGE ALLOWANCES UNDER REGULATION 11

I hereby certify that I was travelling on duty on the days specified, by the vehicle which I am ***required* to keep or *authorised* or *permitted* to use, that the mileage claimed is correct and that the mileage covered was entirely on official duty and that I have used my own car.

*See Note on Subsidiary Legislation on page 2.

**Strike out when it does not apply.

UNOFFICIAL VERSION

UPDATED TO DECEMBER 31ST 2012

PART II

**FORM OF CERTIFICATE TO BE FURNISHED BY
OFFICERS SUBMITTING CLAIMS FOR REFUNDS OF
OUT OF POCKET EXPENSES UNDER REGULATION 29**

I hereby certify that I was travelling on duty on the days specified and that the amounts claimed are according to tariff or are otherwise fair and reasonable and were actually paid. I further certify that the total amount claimed does not exceed the equivalent in cash of one-twelfth of my fixed annual mileage.

PART III

**FORM OF CERTIFICATE TO BE GIVEN BY HEADS OF
DEPARTMENTS ON CLAIMS OF SUBORDINATE
OFFICERS UNDER REGULATION 38**

I hereby certify that the Officer is entitled to employ a licensed chauffeur and that the duties in respect of which the above allowance is claimed have been properly performed to my satisfaction.

Date (Sgd.).....
Head of Department

PART IV

**FORM OF CERTIFICATE TO BE FURNISHED BY
OFFICERS RECEIVING CHAUFFEUR'S ALLOWANCE
UNDER REGULATION 38**

I hereby certify that during the month of I employed and paid a licensed chauffeur.

Date..... (Sgd.).....

PART V

**FORM OF CERTIFICATE TO BE FURNISHED BY
OFFICERS SUBMITTING CLAIMS FOR SUBSISTENCE
ALLOWANCE AND THE REFUND OF TRANSPORT
EXPENSES UNDER REGULATION 43**

I hereby certify that I was travelling on duty on the days specified and that it was necessary for me to be away from my station on official duty during the periods stated and that I was required by the Head of my Department to sleep away from home. I further certify that the transport expenses claimed under (b) are according to tariff or are otherwise fair and reasonable and were actually disbursed.

(Sgd.)

Date.....

Regulations 43,
44, 47,
[30/1956
94/1970].

FIFTH SCHEDULE

PART I

- (a) The following rates of subsistence shall be paid:

Officers in receipt of salary of not less than seven thousand two hundred dollars a year—nine dollars per day;

Officers in receipt of salary of less than seven thousand two hundred dollars a year—seven and a half dollars per day;

- (b) Officers required to travel on duty from Tobago to Trinidad and who are required to overnight in Trinidad shall be paid as follows:

Officers in receipt of salaries not less than seven thousand two hundred dollars a year

Hotel expenses at a rate not exceeding twenty-five dollars per night plus a subsistence allowance of two dollars per night.

Officers in receipt of salaries of less than seven thousand two hundred dollars a year

Hotel expenses at a rate not exceeding twenty dollars per night, plus a subsistence allowance of two dollars per night;

UNOFFICIAL VERSION

UPDATED TO DECEMBER 31ST 2012

- (c) Officers required to travel from Tobago to Trinidad on duty and who do not overnight in Trinidad shall be paid subsistence as follows:
- (i) for an absence of twelve hours or more —
 - (A) a subsistence allowance of ten dollars in the case of officers in receipt of a salary of not less than seven thousand two hundred dollars a year;
 - (B) a subsistence allowance of eight dollars in the case of officers in receipt of a salary of less than seven thousand two hundred dollars a year;
 - (ii) for an absence of not less than four hours and not more than six hours, one-third of the allowance shall be paid; for an absence of over six hours but less than twelve hours, two-thirds of the allowance shall be paid; where, however, the period of absence is less than four hours but the absence falls between 6.00 a.m. and 8.00 a.m. or 6.00 p.m. and 8.00 p.m. they shall be paid one-third of the allowance and if the absence is less than four hours but falls between 11.00 a.m. and 1.00 p.m. they shall be paid one-half of the allowance.

PART II

**OFFICERS GIVEN SPECIAL AUTHORITY TO CLAIM
SUBSISTENCE WHEN TRAVELLING ON DUTY WITHIN
THEIR DISTRICTS—REGULATION 44**

Officers whose districts extend beyond the limits of the County in which their stations are located: After an absence of not less than six consecutive hours when travelling outside the limits of the County in which their stations are located.

Magistrates and Officers of a Magistrate's Department: When unavoidably absent from their stations for a period of not less than six consecutive hours for the purpose of attending any of the Courts of their respective districts.

Paymasters: After an absence of not less than six consecutive hours from Port-of-Spain, San Fernando, and Scarborough.

Officers whose district is Tobago and are stationed at Scarborough: After an absence of not less than six consecutive hours from their stations when visiting Charlotteville.

The Executive Engineer, Nariva-Mayaro: After an absence of not less than six consecutive hours from his station when visiting Guayaguayare.

Regulation 47.
[30/1956].

SIXTH SCHEDULE

SUBSISTENCE ALLOWANCES UNDER REGULATION 47

		<i>Maximum per day</i>	
		\$	¢
The Chief Justice of the Supreme Court of Trinidad and Tobago and Members of Cabinet	Hotel expenses (board and lodging) plus ten per cent (10%)	12	00
Officers whose salary is not less than \$6,000 a year	do.	10	00
Officers whose salary exceeds \$3,000 a year but is less than \$6,000 a year	do.	8	00
Officers whose maximum salary is not less than \$1,080 a year but does not exceed \$3,000 a year	do.	6	00
Officers whose salary is less than \$1,080 a year	do.	4	00