

TECHNICAL ADVISORY

Re: TRAVELLING ALLOWANCE

GUIDELINES OF THE NEW RATES FOR TRAVELLING ALLOWANCES

Listed below are amended travelling Allowances which are to be used commencing April 1, 2010.

<u>POSTS</u>	<u>FROM</u> \$	<u>TO</u> \$
Managing Directors/Chief Executive Officer	725,160.00*	870,192.00*
Senior Managers	582,912.00*	699,494.00*
Middle Managers	487,920.00*	585,504.00*
Genuine Travelling Officers	381,600.00 30.00 per kilo	457,920.00 36.00 per kilo
Genuine Travelling Officers (No mileage)	474,696.00*	569,635.00*
Supervisors	279,264.00 and 30.00 per kilo	335,167.00 36.00 per kilo
Casual miles (Mileage without travelling allowances)	36.00 per kilo	43.00 per kilo
Commuted	259,200.00	311,040.00

NB. This must only be used as a guide in determining the tax-free portion of the travelling allowance. The above figures represent the maximum, which may be allowed. Officers, therefore, should be satisfied that the amount allowed represents "bona fide" travel expenses incurred to perform official duties.

***The asterisks denote that the travelling allowance is inclusive of mileage.**