

**APPLICATION FOR APPROVAL OF TAX FREE TRAVELLING ALLOWANCE
DECLARATION OF TRAVELLING OFFICER**

I, _____
(Full Name and TRN of Travelling Officer)

of _____
(Address of Travelling Officer)

do hereby declare that I, with effect from _____, was assigned a
(Date)

(Vehicle Year, Model, Type and Registration Plate Number)

by _____
(Full Name and Address of Motor Vehicle Owner)

for the purpose of performing my official duties at

(Name and Address of Organization)

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 any other organization, Government Department/Ministry/Agency or any public body. Finally, I further declare that I will immediately advise the Human Resource Division of the above named organization upon the owner's revocation of the assignment of this motor vehicle to me or in the event of any circumstances where I am unable to satisfactorily perform my official duties through the free unencumbered use of the said motor vehicle.

(Signature of Travelling Officer)

(Date)

Witnessed in the presence of _____

Justice of the Peace for the Parish of _____ on this

_____ day of _____

(Declaration will be valid for one year only)