

APPLICATION FOR TRAVEL GRANT/TRAVELLING ALLOWANCE

I holding the post of
..... and drawing salary at the rate of Rs in scale
..... atCollege hereby applies for the travel grant/travelling allowance in
connection with the maintenance and running expenses of my car (Make Registration No.
.....) which I am using to attend office and any other official duty.

I understand that this travel grant/travelling allowance precludes any claim for the refund of expenses incurred
by me on official travelling.

DATE: SIGNATURE:

Name of Manager: Name of School:

I certify that the above named officer is using car registration no. to attend duty with effect
from

Transmitted, please.

DATE: SIGNATURE:

Decision of Director, Private Secondary Education Authority

* Application approved

* Application not approved for reasons stated overleaf

DATE:

SIGNATURE:

Director

* Delete as necessary

PART B

TRAVEL GRANT/TRAVELLING ALLOWANCE

I holding the post of
..... and drawing salary at the rate of Rs. in the scale of
..... at College hereby undertake to notify the Private
Secondary Education Authority as and when:

- (i) I transfer / sell my vehicle to another person;
- ii) I acquire a new vehicle; iii) I go on
leave for a complete calendar month.

It is understood that the amount paid to me is subject to the conditions below:

- a) Travel Grant/Travelling Allowance is payable only on vehicles registered by the National Transport Authority (NTA) as private car or dual-purpose (DP) private vehicle.
- b) The vehicle must be owned by the employee/spouse/father/mother. The employee must use it to attend work.
- c) No travel grant/travelling allowance/mileage allowance is payable in respect of vehicle exempted from specific duty concessions (such as agricultural purposes), as such vehicles should invariably be used for the purpose for which fiscal exemption has been granted.
- d) For new applications, travel grant/travelling allowance is payable on a pro-rata basis as from the date of eligibility, date the car is first used to attend duty or as from the date the vehicle is registered with the National Transport Authority (NTA) in the name of the officer/spouse/father/mother whichever is the later.
- e) In case of disposal of vehicle initially considered for travel grant/travelling allowance purposes, the officer concerned should produce a copy of the registered deed of sale or "Certificate of Ownership" – issued by the NTA.
- f) Travel grant/travelling allowance is payable on a pro-rata basis prior to the date of disposal of the vehicle. No travel grant/travelling allowance is payable as from the date of disposal to the date prior to the new acquisition.

- g) In case of change of vehicle, travel grant/travelling allowance is payable on a pro-rata basis as from the date the new vehicle is registered in the name of the member of staff/spouse/father/mother. However, no two persons shall be granted travel grant/travelling allowance in respect of one and the same vehicle under consideration.
- h) No travel grant/travelling allowance/commuted allowance is applicable in case of vehicles under repairs throughout the calendar month and not used at all.
- i) In the event a vehicle is being involved in a road accident and declared total loss, travel grant/travelling allowance is payable up to the preceding day the officer attended duty.
- j) The amount is reduced to Rs 3,255 for travel grant and to Rs 4,570 for travelling allowance in cases of approved leave either locally or abroad, study leave with pay, official mission or on school holidays but not required to attend duty at all during a whole calendar month.

Consequently, where applicable any amount overpaid will be recouped from future payments.

SIGNATURE: Applicant:

Manager:

Date:

/bd