

1st. Amendment Staff Circular No; 2021/10 dated 1st December 2021
Date of this amendment 4th January 2024

**APPROVAL PROCEDURES FOR OFFICIAL TRAVELLING
AND
REGULATIONS RELATING TO REIMBURSEMENT OF LODGING AND TRANSPORT
EXPENSES**

Please note that. Part two paragraph 4 (b) of the above stated circular is amended to read as follows with Immediate effect

Amended Paragraph 4

**REGULATIONS GOVERNING REIMBURSEMENT OF LODGING AND
TRANSPORT EXPENSES (subject to requirements in part one of this circular
where applicable)**

REIMBURSEMENT OF TRAVELNG EXPENSES

a) Travel by Public Transport all grades	<p>i. Reimburse actual expenditure incurred for travelling for official purposes by public transport</p> <p>ii. Using of other forms of transport needs the prior approval of the Branch Manager for Branch Staff and that of CEO/ Executive Director for staff at Head Office. Claim to be supported by bills / receipts of the service provider</p>
b) Travel by Personal Vehicles or Rented Vehicle in the Grades of Branch Manager and above	<p>Reimburse Claims based on Mileage subject to (a) ii above</p> <p>a) Private Motor Vehicle Rs 40/- per Km</p> <p>b) Private Motor Cycle Rs 30/- per Km</p> <p>c) Hired or Rented car Rs 50/- per Km</p>
c) If a company vehicle is used, subject to conditions in part one of this circular reimbursement of transport expenses to a staff member will not arise	

All other terms and conditions in the original circular remain unchanged

Please the bring the contents of this amendment to the notice of all staff member and file same ~~ent~~ with the original circular for easy reference


ASSISTANT GENERAL MANAGER
(Finance and Strategic Planning)


CEO EXECUTIVE DIRECTOR