

Auditor General's Department
306/72,
Polduwa Road,
Battaramulla.

To all the officers

Travel on Duty Within the Island

In recommending, approving and making payment for the applications forwarded for the travels on duty within the island, a regular procedure should be followed as specified below.

1. The Diary Form in terms of the Treasury Format 110 for the Divisional Heads and the Diary Form in terms of the Treasury Format 149 for the other officers should be forwarded together with the application.
2. The Diary Form as referred to above should be forwarded along with the application made for the travels within the urban limits and a report on the field inspection should be submitted in pursuance of the Annexure , in addition.
3. Official travelling must be done as rapidly as circumstances permit, by the quickest possible route and in a manner involving the least expense to the Government. If the distance of the journey (Return journey) exceeds 12 kilometers, the Combined Allowances are entitled as the full Combined Allowances for a period not less than 12 hours for the settlement of expenses on subsistence and lodgings (For 7 miles) and half Combined Allowances for a period not less than 6 hours.
4. Where an officer stays outside his place of work for a period exceeding 24 hours, an additional allowance of 25 per cent is entitled for each of such 24 hours duration.

5. In case of the field inspections where temporary accommodations are required to be arranged on weekends and the other public holidays, the full Combined Allowance and additional 25 per cent allowance may be paid. The Divisional Heads should satisfy to that effect and the weekends and the other public holidays for which the payments due to be made should be specified in the report furnished together with the relevant Travelling Claim.
6. Where the field inspections are involved in an office located at a distance exceeding a possible train journey of 25 kilometers outside the permanent place of work (For possible single short journey such as Colombo- Gampaha, Colombo- Kalutara, Colombo- Negombo), the travelling expenditure incurred on luxury busses are not reimbursed and if an officer happens to return, on completion of the duty, to his temporary lodging situated within a distance of not more than 50 kilometers from his permanent place of work on the same day he actually commences the duty and the approval therefor is granted by the Divisional Head, the travelling expenditure applicable to the use of luxury busses and the express ways may be reimbursed.
7. Where the Government vehicle facilities are sought for the field duty activities, action should be taken to obtain the prior approval of the Divisional Head therefor and the Number of the vehicle thus traveled should be stated in the Travelling Claim.
8. The officer should indicate in the Travelling Claim the actual expenditure incurred and the amount claime for the reimbursement and the Divisional Head should specifically indicated in the Field Inspection Programme the allowance desired to be paid by him as full Combined Allowance, half Combined Allowance, and Combined Allowance for the weekends etc.
9. In the determination of the distances and the durations of travelling, it should be deemed that the journey was commenced form the place of work or the residence, whichever is the nearest and the duration should be determined according to the time of start and end of the journey and the Combined Allowances should be computed accordingly.

10. Every information sought should be incorporated in the Travelling Expenditure Claim and the residence, the place of work, temporary lodgings, distance of the journey, Employee No. and the Code No. of the Branch should be specifically and precisely indicated.
11. In addition, an officer who is entitled to the mileage may obtain the mileage according to the fees prescribed.
12. The provisions of this circular substitute the circulars issued heretofore in this connection.



Gamini Wijesiunghe
Auditor General

The Report to be Forwarded with the Travelling Claim

Division:-

Branch:-

Name of the Officer:-

Relevant Year and Month:-

Serial No. of the Approved Programme:-

Post:-

Date	Period of Service		Place of Auditee	Office or the Audit Unit (Eg:- Stores, Sites etc.)	Distance for the place of inspection/ office from the place of work or residence, whichever is the nearest. K.m.	Distance for the place of inspection/ office from the temporary lodging K.m	Other Remarks (Eg: Leave availed of during the period of field inspection)
	From	To					

It is hereby certified that the above particulars are correct. The report of the inspection has been presented.

Date:-

Signature:-

- (a) Dates for which payment of Combined Allowance is not recommended
 - (i) Weekends:-
 - (ii) Public Holidays
 - (iii) Dates on which duty is not discharged.

- (b) If the payment of accommodation allowance for night is not recommended as it is not necessary to stay out at night, such dates:-

- (c) The dates recommended for the deduction of the allowance in respect of the leave availed of during the period of field inspection.
 - (i) Full Combined Allowance
 - (ii) Half Combined Allowance

The particulars of the Superintendent of Audit/ Audit Examiner Mr./Mrs./Mess appearing in the obverse page is correct and the Field Inspection Report has been submitted.

Subject to the above matters the payment of travelling expenses is recommended/ not recommended.

Signature:-

Name:-

Supervising Officer :-

Date

Approval of the Divisional Head

Payment is approved.

Signature of the Divisional Head:-

Name:-

Division:-

Date:-