

# THE TREASURY

## PASSAGES SECTION

### PASSAGE BENEFITS

**1. Who are eligible for passage benefits?**

Officers on permanent and pensionable establishment drawing a minimum salary of Rs 25,525 or after having completed five years of service.

**2. What is the minimum balance required to be eligible for payment of passage benefits?**

Minimum balance of passage benefits should be Rs 10,000 except for exam fees – SC/HSC, vocational training and university.

**3. At what rate is passage benefits calculated?**

An officer earns passage benefits at the rate of 5% of gross annual salary (basic salary + compensation).

**4. Who are the beneficiaries?**

Public officers, their spouses, mother/father and children below 21 years as well as dependent children aged up to 30 years and who are following a full time course in a tertiary institution either locally or abroad.

**5. What documents are required?**

- ☞ Quotation from Travel Agent;
- ☞ Copy of birth and marriage certificates if accompanied by family;
- ☞ Studentship certificate for children between 21 and 30 years.

**6. What is the balance accumulated?**

The Ministry/Department concerned will provide details regarding the Officer's balance.

**7. How do I know that the application has been submitted to the Treasury?**

Contact the HR section of the Ministry/Department where you are posted.

8. **When should the letter of confirmation be collected from the Treasury?**

The Passages Section of the Treasury will contact you when the letter of confirmation is ready, (you should provide your contact number with your application).

**POCKET MONEY**

9. **When is pocket money credited?**

Pocket money is credited not later than 3 working days before the date of departure provided that the application is submitted to the Treasury three weeks before departure.

10. **What document is required for pocket money?**

Copy of air ticket has to be submitted.

11. **Does pocket money covers stay at inland hotel?**

Only the amount spent is refunded. It should be supported by documentary evidence.

**REFUND OF PASSAGE BENEFITS AFTER TRAVEL**

12. **What documents to submit?**

- ☞ Copy of air ticket;
- ☞ Receipt from travel agent;
- ☞ Copy of passport extract showing date of departure and arrival or copy of boarding pass for Rodrigues.