

### ***Payment of passage benefits***

1. Application for passage benefits, (HRMM Appendix 4F);
2. Passage benefits computation, (HRMM Appendix 4G);
3. Copy of document certifying bank Account Number;
4. Quotation from Travel Agent;
5. Undertaking Form;
6. Copy of National Identity Card;
7. Birth and marriage certificates if accompanied by family; and
8. Studentship certificate for children between 21 and 30 years.

### ***Passage benefits to resigned officers/deceased officer***

1. Application for passage benefits, (HRMM Appendix 4F);
2. Passage benefits computation, (HRMM Appendix 4G);
3. Copy of document certifying bank Account Number;
4. Copy of National Identity Card; and
5. Letter of resignation or Affidavit in case of death of officer.

### ***Refund of passage benefits for travelling already effected***

1. Application for passage benefits, (HRMM Appendix 4F);
2. Passage benefits computation, (HRMM Appendix 4G);
3. Copy of document certifying bank Account Number;
4. Copy of National Identity Card;
5. Copy of air ticket;
6. Receipt from Travel Agent; and
7. Copy of passport pages showing date of departure and arrival or boarding pass.

### ***Refund of expenses at inland hotels/recreational resorts***

1. Application for passage benefits, (HRMM Appendix 4F);
2. Passage benefits computation, (HRMM Appendix 4G);
3. Copy of document certifying bank Account Number;
4. Copy of National Identity Card; and

5. Detailed receipt from hotel.

***Payment of Exam Fees***

1. Application for passage benefits, (HRMM Appendix 4F);
2. Passage benefits computation, (HRMM Appendix 4G);
3. Copy of document certifying bank Account Number;
4. Birth certificate of children; and
5. Certificate from college/institution.

***Payment of passage benefits at a discounted rate of 90%***

- 1 Application for passage benefits, (HRMM Appendix 4F);
2. Passage benefits computation, (HRMM Appendix 4G);
3. Copy of document certifying bank Account Number; and
4. Copy of National Identity Card.