

**Paper for  
Panel on Administration of Justice and Legal Services  
of the Legislative Council**

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**Revised Arrangement on Claims for Leave Passage Allowance  
by Eligible Judges and Judicial Officers**

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**Purpose**

This paper sets out the revised arrangement on claims for leave passage allowance (“LPA”) by eligible Judges and Judicial Officers (“JJOs”).

**Background**

2. An eligible officer entitled to receive LPA on a fully accountable basis is required to submit claim(s) for the allowance. Claims for LPA are processed by the Treasury in accordance with the rules and procedures laid down in the Civil Service Regulations (“CSRs”). The Judiciary generally follows the arrangement applicable to civil servants in the payment of LPA to JJOs.

3. The Civil Service Bureau (“CSB”) in the Administration had, in response to a request made by the Panel on Administration of Justice and Legal Services (“AJLS Panel”) in February 2006, issued a paper to the Panel on 27 February 2006 [LC Paper No. CB(2)1245/05-06(01)], explaining the system of payment of LPA by the Government to eligible civil servants. In 2006, the CSB consulted the Corruption Prevention Department of the Independent Commission Against Corruption (“ICAC”) and the Treasury on whether any improvement to the system was warranted. The CSB had also stated in its paper that it would keep the Judiciary informed of any modifications made to the payment arrangements for LPA in respect of the civil service if appropriate.

4. The Judiciary was informed by the CSB that on review, it was noted that while the Civil Service Regulations (“CSRs”) had clearly set out the criteria governing the grant of LPA, there was room for tightening up the application and payment arrangements. In the light of the ICAC's recommendations, the CSB revised the application form and introduced changes in the submission and processing of claims for LPA. The CSB promulgated on 3 October 2006 a revised application form for LPA for use by eligible civil servants with effect from 23 October 2006.

### **Revised Arrangement for JJOs**

5. As the claims for LPA from JJOs are processed by the Treasury and the rules and procedures laid down in the CSRs are followed in the payment of LPA to JJOs, the Judiciary has decided to adopt the revised application form for LPA for use by eligible JJOs with effect from 23 October 2006.

### **Major New Requirements**

6. The major new requirements in submitting claims for LPA are set out below -

- (a) The claimant is required to confirm that he/she has paid for the travel-related expenses in respect of the claims for reimbursement of LPA;
- (b) The claimant is required to confirm that all invoices/receipts in support of the amount claimed are true and correct and he/she has certified so by initialling on the original itemized invoices/receipts attached to the application; and
- (c) It is now pointed out clearly in the application form that only receipts issued in the name of the claimant or his/her eligible family member(s) (i.e. his/her spouse or dependent children) would be accepted by the Treasury.

### **For Information**

7. At the AJLS Panel meeting on 23 October 2006, the Judiciary Administrator briefed Members on the above new arrangements and agreed to provide the information in a paper for Members' information.

Judiciary Administration  
15 November 2006