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22 August 2019

Clerk to Panel on Public Service
Legislative Council
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong
(Attn: Ms Shirley HAU)

Dear Ms HAU,

**Legislative Council Panel on Public Service
Follow-up to Meeting on 15 April 2019**

At the Panel meeting on 15 April 2019, a member requested the Administration to provide information on the types of travelling allowances for eligible civil servants who work in offices in relatively inaccessible locations or who use their own vehicles in performing duties, such as the rates and the eligibility. Relevant information is provided below.

Supplementary Travel Allowance (“STA”)

Civil servants who are required to work in “designated offices”¹ in relatively inaccessible locations or locations to which the cost of travel is relatively high may be eligible² for STA. STA is intended to be a reasonable travel subsidy for civil servants

¹ “Designated offices” refer to government offices located in the outlying islands (including Lantau Island), the border areas or areas which are relatively less accessible (determined according to a set of established criteria such as the journey time from the nearest commuter centre).

² Civil servants working in “designated offices” may claim STA except those residing in the same region as their place of work; or are drawing Remote Stations Allowance at the same time or being provided with quarters at their place of work; or are provided with government transport between the “designated office” and a pick-up/drop-off point which does not qualify for the payment of STA.

to cover the average cost of the “additional” travelling expenses between the “designated offices” and their nearest commuter centres.

The current rates of STA for each single journey made by civil servants to “designated offices” is \$17 for those located in the outlying islands and \$5.5 for those in other locations. The rates are adjusted annually in accordance with the established mechanism.

Remote Stations Allowance (“RSA”)

Disciplined services staff of the Correctional Services Department and the Hong Kong Police Force who are required to work in remote stations³ or in the Cape Collinson Correctional Institution (“CCCI”); and required to live in departmental quarters in those stations for operational reasons, are eligible for RSA as compensation for the physical, social and financial hardships. A recipient of RSA may also receive an Additional Allowance (“AA”) for each child up to a maximum of four children at any one time if his/her child(ren) is / are living in a remote station together with him / her but attending schools in the urban area.

The present rates of RSA for staff working and living in remote stations and in CCCI are \$1,725 and \$863 per month respectively, whilst the rates of AA are \$382 and \$191 per child per month for staff working and living in remote stations and in CCCI respectively. The rates are adjusted annually in accordance with the established mechanism.

Duty Mileage Allowance (“DMA”)

DMA is paid to eligible civil servants who, for operational reasons, use their private vehicles for duty purposes upon obtaining approval from their respective departments.

Specifically, an officer may claim DMA if he / she drives his / her private vehicle for duty purposes –

- (i) between two places of work;
- (ii) direct from home to a place of outside duty and then back home if the duty is undertaken wholly outside normal duty hours; and the journey is a separate return journey taken in between two normal home-office journeys; or

³ Including remote stations in Cheung Chau, Lamma Island, Hei Ling Chau and south Lantau.

- (iii) direct from home to office and then direct back home if the duty is undertaken in response to emergency / on-call duty wholly outside normal duty hours; and the journey is a separate return journey taken in between two normal home-office journeys,

The current DMA rate for motor cars is \$3.32 per kilometre while that for motor cycles and scooters is \$1.23 per kilometre. The rates are adjusted annually in accordance with the established mechanism.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Benjamin MOK', with a stylized flourish at the end.

(Benjamin MOK)

for Secretary for the Civil Service

c.c. Hon Gary FAN Kwok-wai
Chairman, Legislative Council Panel on Public Service