

## SCHEDULE OF ALLOWANCE AND EXPENSES

### 1. SHIPPING OF PERSONAL EFFECTS:

Solely for the purpose of reimbursing a proportion of the cost of shipping personal effects to and from Papua New Guinea, at Recruitment and Repatriation, the following allowances will be payable:-

<u>Country of Recruitment</u>	<u>Single</u>	<u>Accompanied</u>
Canada }	K2,000	K4,000
New Zealand }		
India/Sri-Lanka }		
United Kingdom }		
United States }		
Australia }	K1,500	K3,000
Philippines }		
Hong Kong }		
Singapore }		

In addition, K250 for each dependent child accompanying the employee at recruitment and repatriation. The allowance will be paid as a reimbursement for expenses incurred in packing, shipping or excess baggage charges.

### 2. SHIPMENT OF PROFESSIONAL EQUIPMENT

Shipment of tools, text books, and instruments required for normal performance of professional technical, or trade duties will be reimbursed to a maximum volume of half cubic metre, or cost of K1,500 whichever is the less, provided that approval has been given by the employing Department in advance of shipment and the items are not available in the employing Department.

### 3. RECRUITMENT EXPENSES - EN-ROUTE ENFORCED STOPOVER

Provided that the employee (and where appropriate authorised dependants) travel in accordance with instructions, from the Department of Personnel Management, reasonable hotel accommodation expenses incurred by the Employee as a result of enforced stop-overs may be claimed on production of receipts subject to approval by the Secretary, Department of Personnel Management.

### 4. MEALS SUBSISTENCE ALLOWANCE - ARRIVAL IN PAPUA NEW GUINEA.

If on arrival in Papua New Guinea, an employee (and where appropriate authorised dependants) are accommodated in a hotel whilst awaiting suitable housing, the State will pay for hotel room charges, and in addition, the maximum daily allowance for meals as follows:

Employee	-	K180	Spouse	-	K180
Child	-	K100.			

Any charges incurred by the employee for meals over and above this amount and any other charges will be to the employee's account.

### 5. SHIPMENT ALLOWANCES FOR RECRUITMENT/TRANSFER WITHIN PAPUA NEW GUINEA.

Where movement of personal effects from previous to a new work location is necessary, the employing Department shall pay for road and/or sea freight costs of up to 2 cubic metres for an employee on unaccompanied status, and up to 5 cubic metres for an employee on accompanied status