

MONTHLY STATEMENT OF EXPENDITURE
In Support of a Commuter Allowance

**(Relevant only for Commuters between Jost Van Dyke /
Anegada and Tortola)**

I, _____ [name] of _____
_____ [address] hereby certify that:

1. I am employed with the Government of the Virgin Islands at the _____ [department] located in Tortola.
2. I commute to work by _____ [plane/boat] and incur traveling expenses.
3. That proof of my traveling expenses is attached hereto by way of original receipts.
4. That my Declaration in support of a commuter's allowance was last submitted to the Director of Human Resources on _____ and a copy is attached hereto.

NOTES

1. Only original plane or boat fare receipts should be attached.
2. A copy of a Declaration in support of a commuter's allowance must have been submitted to the Director of Human Resources within the last 12 months of this statement. Otherwise, a renewed Declaration should be made and lodged with the Director of Human Resources and a copy attached hereto.
3. This statement is to be submitted to the Finance and Planning Officer of the Deputy Governor's Office every month.