

### DECLARATION in SUPPORT of a COMMUTER'S ALLOWANCE

I, \_\_\_\_\_, [full name] of \_\_\_\_\_  
\_\_\_\_\_ [physical address] hereby declare as follows:

1. That I am ordinarily resident in \_\_\_\_\_ [island] but work for the \_\_\_\_\_ [name of department] Department of the Government of the Virgin Islands in Tortola.
2. That I commute to work by \_\_\_\_\_ [plane/boat] and incur traveling expenses.
3.
  - A. That proof of my residence is attached hereto by way of copies of electricity bills for the past three months addressed to me at the above address. (Exhibit I)
  - OR
  - B. That proof of my residence is attached hereto by way of a letter from the District Officer confirming my continued residence in \_\_\_\_\_ [island] over the past 12 months. (Exhibit II)
4. That should I cease to be ordinarily resident in \_\_\_\_\_ [island] I will inform the Director of Human Resources immediately.
5. That should I cease to commute to Tortola, I will inform the Director of Human Resources immediately.
6. That the information given above is true and correct.

Declared this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Witness \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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[Name of Declarant]

Exhibit I

Copies of Electricity bills for the past 3 months attached.

OR

Exhibit II

Letter to Director of Human Resources (from District Officer) confirming residence on sister island over the past 12 months attached.

NOTES

1. This Declaration in support of a commuter's allowance should be submitted to the Director of Human Resources at the beginning of January every year.
2. Copies of electricity bills are acceptable.