

My No: EST/6/06/TVL/3010  
Ministry of Public Administration  
and Management  
Independence Square  
Colombo 07

17.02.2017

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Reimbursement of paid Ticket Fee for travelling by Expressways**

At such occasions where an officer uses an expressway for any special duty, which do not fall under the category of routine duties, with the prior approval of either the Chief Accounting Officer or Accounting Officer, the ticket fee paid for driving the vehicle on expressways or the ticket fee paid at an instances of travelling by luxury bus on expressways can be reimbursed.

02. The responsibility of the relevant authorities is to grant prior approval for an officer to use expressways for the performance of duties, if the authority is personally satisfied to the effect that the cost to be borne by the Government for the use of expressways is not higher than the cost that incurs when normal highways are used for such travelling.

03. The provisions of this circular shall be effective from 01.01.2017. All the institutions shall manage the expenses for the purpose in year 2017 within the limit of provisions of each institution and no request shall be made for additional provisions from the General Treasury in this regard.

04. This circular is issued with the concurrence of the General Treasury.

Sgd/ J.J. Rathnasiri  
Secretary  
Ministry of Public Administration and Management