1. Who are eligible for passage benefits?
   Officers on permanent and pensionable establishment drawing a minimum salary of Rs 25,525 or after having completed five years of service.

2. What is the minimum balance required to be eligible for payment of passage benefits?
   Minimum balance of passage benefits should be Rs 10,000 except for exam fees – SC/HSC, vocational training and university.

3. At what rate is passage benefits calculated?
   An officer earns passage benefits at the rate of 5% of gross annual salary (basic salary + compensation).

4. Who are the beneficiaries?
   Public officers, their spouses, mother/father and children below 21 years as well as dependent children aged up to 30 years and who are following a full time course in a tertiary institution either locally or abroad.

5. What documents are required?
   - Quotation from Travel Agent;
   - Copy of birth and marriage certificates if accompanied by family;
   - Studentship certificate for children between 21 and 30 years.

6. What is the balance accumulated?
   The Ministry/Department concerned will provide details regarding the Officer’s balance.

7. How do I know that the application has been submitted to the Treasury?
   Contact the HR section of the Ministry/Department where you are posted.
8. **When should the letter of confirmation be collected from the Treasury?**
The Passages Section of the Treasury will contact you when the letter of confirmation is ready, (you should provide your contact number with your application).

**POCKET MONEY**

9. **When is pocket money credited?**
Pocket money is credited not later than 3 working days before the date of departure provided that the application is submitted to the Treasury three weeks before departure.

10. **What document is required for pocket money?**
Copy of air ticket has to be submitted.

11. **Does pocket money covers stay at inland hotel?**
Only the amount spent is refunded. It should be supported by documentary evidence.

**REFUND OF PASSAGE BENEFITS AFTER TRAVEL**

12. **What documents to submit?**
- Copy of air ticket;
- Receipt from travel agent;
- Copy of passport extract showing date of departure and arrival or copy of boarding pass for Rodrigues.