



## Secretariat

15 February 2021

---

### Information circular

To: Members of the staff

From: The Secretary-General

Subject: **Reimbursement of the costs of COVID-19 testing**

1. The purpose of the present circular is to provide staff members and their eligible dependants, consultants and individual contractors (hereinafter “personnel”) with guidance on reimbursement of costs incurred for mandatory testing for the coronavirus disease (COVID-19).
2. On the basis of staff rules 4.15 and 7.20 ([ISBA/ST/SGB/2020/1](#)), the personnel may be reimbursed for costs incurred for COVID-19 tests where such tests are mandated by Governments or airlines for the purposes of travel, subject to the following conditions:
  - (a) Reimbursement will be approved only where testing immediately prior to or immediately after travel (for example, for release from quarantine) is a mandatory requirement of the air carrier or the authorities in the relevant destination country;
  - (b) Reimbursement will be approved only in respect of official travel. This includes travel on appointment or separation from service, travel on official business, travel on home leave, family visit travel, education grant travel, etc., regardless of whether the lump sum option is chosen. It does not include discretionary travel at the personnel’s own expense, regardless of whether or not leave is taken;
  - (c) Reimbursement will be made only to the extent that the costs of testing are not covered by the Authority’s health insurance policy (Sagicor for national staff and Cigna for international staff). For this reason, staff are requested to first approach a medical doctor for a referral prior to testing and to make a claim through their insurance;
  - (d) Claims for reimbursement should be submitted within 14 days of returning to office from travel on a voucher for reimbursement of expenses (F10) form with supporting documents attached.
3. The present circular shall take effect on the date of its issuance and apply retrospectively to claims for reimbursement from 1 January 2021.

(Signed) Michael Lodge  
Secretary-General

