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Our Ref: (38) PSMB/20/8 Klt. 5
Date: 14 December 2009

EMPLOYERS CIRCULAR NO. 22/2009

EMPLOYERS ARE ALLOWED TO CLAIM MEAL ALLOWANCES FOR EXTERNAL TRAINERS CONDUCTING IN-HOUSE TRAINING PROGRAMMES

1. PURPOSE

- 1.1 The purpose of this circular is to inform employers that they are allowed to claim for meal allowances for external trainers conducting in-house training programmes.

2. BACKGROUND

- 2.1 Meal allowances are provided to cater for two tea breaks and one meal for trainees and internal trainers when in-house training programmes are conducted in the employers' premises.
- 2.2 In 2008, the Board of Directors of PSMB has approved that employers can claim for meal allowances for trainees and internal trainers up to a maximum of RM20.00 per person per day when in-house training programme a minimum of seven (7) hours are conducted. If the training is conducted for a minimum of four (4) hours (part of the programme with duration of at least 7 training hours), employers can claim meal allowances of RM10.00 per person per day.

3. TERMS AND CONDITIONS

3.1 The Board of Directors of PSMB at its meeting held on 8 September 2009 had decided that employers are allowed to claim for meals for external trainers when conducting in-house programmes subject to the following conditions:-

3.1.1 The maximum number of external trainers per training programme allowed is two (2) trainers per day; and

3.1.2 To be eligible for meal allowance, in-house training must be conducted for a minimum of seven (7) hours a day. If the training is conducted for a minimum of four (4) hours per day (part of the programme with duration of at least 7 training hours) the entitlement will be half of the eligible rate.

4. EFFECTIVE DATE

4.1 This circular is effective from the date of this circular letter.

Thank you.

**“PEKERJA TERLATIH MENJANA KECEMERLANGAN”
“KERANA MU MALAYSIA MAJU”**

Yours sincerely,

(M. ZA'BA BIN MOHAMAD ZAHAM)
Manager
Training Grant Division
For Chief Executive
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