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**EMPLOYER CIRCULAR NO. 3/2008**

**INCREASE IN THE RATE OF MEAL ALLOWANCE**

**1. PURPOSE**

- 1.1 The purpose of this circular is to inform employers that the rate for daily meal allowance has been increased from RM10.00 to RM20.00 per person for trainees and internal trainers when in-house training programmes of 7 hours are conducted in the employers' premises.

**2. BACKGROUND**

- 2.1 PSMB encourages employers to utilise their HRD levy payments in retraining and skills upgrading of their workforce. Employers who have training rooms or suitable training facilities are encouraged to conduct in-house training programmes within their premises. In-house training programmes conducted at the premises of employers are more cost effective than being conducted at hotels or rented training venues. This can save company's time since trainees are not required to travel to hotel / training venues to attend training.
- 2.2 Meal allowance is provided to cater for tea breaks and one meal for trainees and internal trainers when the in-house training programmes with at least 7 hours are conducted in the employers' premises.

**3. NEW RATE OF MEAL ALLOWANCE**

- 3.1 In view of the numerous requests and feedback from employers during the consultative visits by PSMB officers to the premises of employers, the PSMB's Board of Directors at its recent meeting held on 24 April 2008 had decided on the following :
- a. Meal allowance for trainees and internal trainers for the duration of the training programme(s) of 7 hours be increased from RM10.00 to RM20.00 per person per day; and
- b. Meal allowance of RM10.00 per person per day for trainees and internal trainers if the in-house training (part of the programme with a duration of at least 7 training hours) is conducted for a duration of minimum four (4) hours.

**4. DATE OF IMPLEMENTATION**

- 4.1 PSMB hopes that with the decisions of the Board, employers are encouraged to organise more in-house training activities.
- 4.2 This circular is effective from the date of this circular letter.

Thank you.

**"PEKERJA TERLATIH MENJANA KECEMERLANGAN"**

**"PEKERJA PRODUKTIF NEGARA KOMPETITIF"**

Yours sincerely,

**( MEJ (B) VAN WENG HONG )**

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