



PEMBANGUNAN SUMBER MANUSIA BERHAD
(Human Resources Development Berhad)
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EMPLOYERS CIRCULAR NO. 9/2005
ECONOMY CLASS FOR TRAVELLING BY AIR

1. PURPOSE

- 1.1 The purpose of this circular is to inform employers about the economy class for travelling by air that would qualify for financial support by Pembangunan Sumber Manusia Berhad (PSMB) for local and overseas travels.

2. BACKGROUND

- 2.1 Employers who are registered with PSMB and paying the HRD levy to the Human Resource Development Fund (HRDF) are eligible to apply for financial assistance to defray all or a major portion of the training costs.
- 2.2 An economy class air travel ticket is considered as an "allowable cost" by PSMB. Currently, applications for air travel are based on the actual cost of the airfare taking consideration other related charges incurred in the purchase of an air ticket.

3. ALLOWABLE COSTS

- 3.1 In our efforts to encourage more employers to send their workers for retraining and skills upgrading, PSMB has decided that other related charges incurred in the purchase of an economy class air ticket would qualify as part of the financial assistance under the HRDF.
- 3.2 Accordingly, the cost of an economy class air ticket will include airport tax, administrative fee and fuel surcharge.

4. EFFECTIVE DATE

- 4.1 This circular is effective as from 1 September 2005.

Thank you.

"PEKERJA TERLATIH MENJANA KECEMERLANGAN "
"PEKERJA CEMERLANG NEGARA TERBILANG"

Yours sincerely,

(MEJ (B) VAN WENG HONG)

General Manager
Training Grant Division
b.p Chief Executive
Pembangunan Sumber Manusia Berhad