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HR Community Digest - Transport Allowances

Some companies provide Transport Allowances for their employees. While some companies may encourage their workers to take public transport to work and not provide for employees who drive, others may offer different provisions for the two categories of employees. This is largely dependent on the industry and scope of their work, as some jobs require their employees to travel island-wide, such as salesmen and field service engineers.

In our online HR Forum, HR Practitioners generally agreed that Transport Allowances are determined by whether employees can drive and their job title. Employees who travel by public transport are paid S\$80 to S\$100 monthly. However, the allowance for employees who drive are largely dependent on their seniority. Executives and Managers have a monthly Transport Allowance between S\$500 to S\$900, with petrol reimbursement included. If excluded, Petrol cost is further reimbursed monthly, ranging from S\$300 to S\$500. For positions equivalent to Head of Departments or higher, some provide S\$850 monthly with no cap for petrol reimbursement whereas others lease cars and provide petrol cards. Due to the nature of their job, employees who have to travel to Malaysia for work reasons can claim S\$0.30 to S\$0.70 extra for every kilometre driven.

In all, the discussions showed that most companies provide Transport Allowances, determined by the employee's seniority and qualification to drive, inclusive of miscellaneous fees, such as Petrol Reimbursement, Parking Fees and ERP Surcharges, whereas others calculate separately depending on the seniority of the post.

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Developing Effective HR Policies & Procedures Workshop

- 8 June 2016

What will happen if there are no traffic rules and traffic lights?: Chaos.

What happens if there are too many rules and too many lights? : Chaos also!

HR policies and procedures provide fundamental rules about and guidelines to practices and behaviour of the people in the organisation. They can be likened to game rules. They safeguard fairness and equality for all in the organisation, guide management and supervisors, and clearly explain expectations. HR policies reflect organisational culture and ensure compliance with employment legislation. More than drawing boundaries HR policies should also recognise and address people's needs.

Hence, the challenge is to strike a balance between having too many and having too few policies by having the right approach and by creating relevant and effective HR policies so as to effectively manage talent to deliver business results.

For details, please click on: <http://hrsingapore.org/hrpolicies/>

Course Outline

- Why HR policies are important.
- Defining policy and procedure.
- How culture impacts HR policies.
- A Case Study: GM's Faulty Ignition Switch Car Recall.
- Some considerations before drafting HR policies.

- 9 steps in developing policies.
- Effect on bad HR policies.
- Group discussions on some policies.



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