PROPOSED REIMBURSEMENT AND REMUNERATION POLICY:

In order to **claim remuneration from Council**-

**A. State employees** [funded by public funds] must comply with section 13 of the Veterinary and Para-Veterinary Professions Act, Act of 19 of 1982, [as quoted]:

"13. Allowances of members of council and committees.—(1) Members of the council or of any committee referred to in section 11 or 12 may be paid out of the funds of the council in respect of their services as such members such travelling and subsistence allowances as the council may determine.

(2) Any such allowance so paid to any member who is an officer shall be in accordance with the laws governing his or her employment by the State."

1. Application must be made in terms of section 30 of the Public Service Act; and
2. Where relevant leave must be granted to attend Council- and Committee meetings.

**Private practice and industry employees**

1. Where relevant, leave must be granted to attend Council- and Committee meetings [Not applicable if self-employed]; and
2. Loss of income in the event of an invoice being issued need to be submitted, where relevant.
3. Council only pays a day fee in line with the relevant budget.
4. Loss of income will only be relevant for inquiry witnesses and respondents. VAT is added if the respondent or witness or member have a VAT registered company.

To be reimbursed for costs incurred –

It is up to members to comply with all employer requirements when remuneration is received outside of employment.

The Tax and Employer requirements are Councillor and Committee member’s own responsibilities.

**B. Travel and accommodation costs**

1. All actual travel [incurred by using a private vehicle and/or rental vehicle] and accommodations costs will be funded by Council at the **most economical rate**.
2. Reimbursement of travel and accommodation expenses arranged by Councillors or Committee members will only be reimbursed upon receipt of original receipts.
3. Currently an agreed rate [R 6.4 per km] is paid which takes wear and tear, kilometres and fuel into consideration.
4. Inspections: The first 100km is paid at 6.4km and over and above that the rate is 4km( R4/km).

**C. Booking arrangements and funding**
1. **Booking requests:** In the event that the booking arrangement form is not received as per the request sent out in each case then no bookings will be made on the member’s behalf. The most economical rates will apply for travel and accommodation costs **provided that the relevant original receipts are submitted.**

2. No New booking arrangements will be made if requests are made within less than seven days.

3. Changes to arrangements made will be made on request.

4. **Strategic Planning sessions:** All Councillors have to attend the dinner and discussions after dinner on the first day of the strategic planning sessions. Accommodation at the venue where the strategic sessions take place will therefore be arranged for Councillors who are local e.g. based in Gauteng or those Councillors who do not normally require accommodation.