



**NATIONAL BARGAINING
COUNCIL
FOR THE PRIVATE SECURITY SECTOR**

Central Office Park, Block Q, No.400,
16th Road, Randjespark, Midrand

Email: ceo@nbcps.org.za

NBCPSS Policy number BC001

**NATIONAL BARGAINING COUNCIL FOR PRIVATE
SECURITY SECTOR (NBCPSS)**

COUNCILLORS TRAVELLING POLICY

March 2020



NBCPSS Policy number BC001

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Background

The council was official registered with department of labour on the 21st June 2018. The councillors were inaugurated on the 25th September 2018. The councillors travelled from time to time for council activities. It is in that background that the council deem it fit to develop a policy to travel policy.

1. Policy and Procedural Framework

The following policy will apply in relation to any travel by Councillors on NBCPSS business:-

1.1. Air Travel

Where possible, all flights must be booked 2 to 3 weeks prior to the Councillors' meeting so that discounted flights can be obtained. All Councillors are to fly on SAA (where possible) on economy class and do not have the use of VIP lounges.

1.2. Accommodation

Where Councillors are to attend Councillors' meetings it could be a standard requirement for the Councillors who are not living within a certain radius to stay overnight in a suitable place. All accommodations will be done in not less than 4 Star Hotel or similar accommodation.

Each Councillor will be allowed breakfast, lunch and supper with two soft drink per meal

1.3. Car Hire

Group B Intermediate cars (unless circumstances call for a more suitable/larger car) are to be used where a car is needed for the Councillor to travel to a location on NBCPSS business.

1.4. Personal Car Expenses

If a Councillor uses his/her own car, they will be reimbursed for each trip made for official business of the NBCPSS, at AA rates per km with a capping of 200 KM per single trip activity. Special circumstances where there are higher costs involved for example Flights, requires pre approval from EXCO.



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1.5. Other Expenses

The council must reimburse councillors for cost incurred on the line of duty whilst performing council activities such as food, airport parking, Gautrain ticket, etc.

2. It is the responsibility of all NBCPSS Councillors to comply with this policy. It is the responsibility of the Councillors to ensure that this Policy is adhered to.
3. If any Councillor is in breach of the procedure regarding flight, car hire and hotel accommodation, the relevant costs will be for his/her account.

4. Related Personal Travel

Any personal expenses incurred during, before, or after official NBCPSS business are the responsibility of the individual Councillor concerned. If the Councillor wishes to take a side trip before or after the official NBCPSS business trip, then any expenses associated with these trips are the responsibility of the Councillor.

5. Travel Procedures

Approvals

- 5.1. All travel must be approved in advance by the CEO of Councillors unless the travelling to be approved is for the CEO in that instance the Chairperson or Deputy of the Council must approve the travelling.
- 5.2. Where the travel has been approved by the CEO of Councillors, the Chairperson or Deputy shall sign the approval form.
- 5.3. The Councillor wishing to undertake the travel shall complete the necessary claim form and submit it to the CEO



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5.4. A record of all the approvals shall be kept by the CEO.

6. Risk Management

Aligned to the NBCPSS risk management policy, not more than 3 (three) Councillors will travel on the same flight simultaneously.

7. Policy Review (Amendment)

The council will review the policy on annual basis or as and when necessary to do so.

8. Effective Date

The policy will be effective upon endorsement by the council. The council takes note that since the 25th September 2018 till to date, Councillors have incurred cost for the work done for the council whilst levies weren't flowing in council account.

8.1. Travelling Reimbursement

The council shall reimburse retrospectively all councillors for the travelling expense immediately after endorsement of the policy.

The rest of the provision shall be waived to later enforcement except clause 1.4 which shall be applied immediately.



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Signed at Midrand. on this the 1st day of Aug. 2020

C OELOFFE
Name and Surname

[Signature]
General Secretary- Signature

Signed at Midrand on this the 11 day of Aug 2020

[Signature]
Chairperson- Signature

ANNA D. MASHILO
Name and Surname- Chairperson