



**Ministry of Youth and Sports**

**POLICY ON MEALS, TRANSPORT, ACCOMODATION and ALLOWANCES DURING MoYS TRAINING**

**CONTENTS**

<b>TOPIC</b>		<b>PAGE</b>
1.0	<b>POLICY OBJECTIVE</b>	2
2.0	<b>POLICY</b>	2
3.0	<b>BACKGROUND</b>	2
4.0	<b>DEFINITIONS</b>	3
5.0	<b>RELEVANT LAWS AND AUTHORITIES</b>	3
6.0	<b>PROCEDURES</b>	3
7.0	<b>GUIDELINES</b>	8
8.0	<b>EFFECTIVE DATE</b>	8
9.0	<b>REVIEW DATE</b>	8
10.0	<b>KEY SEARCH WORDS</b>	8
11.0	<b>RECOMMENDATION BY PERMANENT SECRETARY</b>	9
12.0	<b>ENDORSEMENT BY THE MINISTER</b>	9

## **1.0 POLICY OBJECTIVE**

The objective of this document is to provide a guideline on all costs involving; allowances, meals, reimbursements, transport, official travel by staff and arrangements and processes pertaining to MYS Training program implementation.

This policy recognises that funding must only be utilised where it is necessary to enable the effective implementation of the MYS core functions or to advance organisational and Government strategy.

## **2.0 POLICY**

- 2.1 All items procured or arrangements made for MYS training where Ministry funding is involved shall conform to the Finance Manual, Financial Instructions, Procurement Regulation 2010 and Procurement Guidelines.
- 2.2 All training costs, allowances, meals, reimbursements, transport and official travel by staff of MYS or recommended non-staff members during the training shall be approved by the Permanent Secretary (PSYS) prior to disbursement.
- 2.3 MYS shall ensure that confirmed Service Providers/Vendors provide timely and quality services at all times prior to, during and after Training.
- 2.4 Any deviation from the procedures mentioned in this policy will be severely dealt with.

## **3.0 BACKGROUND**

- 3.1 Implementation of Youth and Sports development Training programs is a core function of the Ministry of Youth and Sports and it is important that a guideline is put in place to govern the utilisation of funds to ensure its prudent use.
- 3.2 Regardless of funding source, the Ministry has always exercised caution due to an onus of public accountability in the use of funds. Furthermore the Ministry has tried to ensure that all funding utilisation reflects integrity, restraint, accountability and transparency.
- 3.3 It is noted that different standards and criteria have been used in the past and the need to standardise procedures through this policy is vital.
- 3.4 This policy sets out the criteria and requirements for accommodation, meals, allowances and transport for staff and non-staff members engaged in any MYS training program.

#### 4.0 DEFINITIONS

**Staff:** Staff Members of the MYS and also includes participants in training programs.

**Non Ministry Staff:** Individuals who do not belong to the MYS and to whom the policy applies.

**Vendors:** means service providers to the MYS.

**Shift Worker:** Officer that works on a shift basis.

**Day worker:** Officer that works on a daily basis.

#### 5.0 RELEVANT LAWS AND AUTHORITIES

- 5.1 Financial Management Act 2004
- 5.2
- 5.3 Financial Instructions 2010
- 5.4 Procurement Regulations 2010
- 5.5 General Orders 2011
- 5.6 Transport Policy 2013
- 5.7 Finance Manual 2016

#### 6.0 PROCEDURES

##### 6.1 Meals

6.1.1 In any training Program where meals are provided by an approved vendor, non-staff members shall not be provided with meal allowances. In such cases, staff members will be included but may choose to receive meal allowance due to dietary requirements (e.g. Halaal).

6.1.2 Meal Allowances will only be provided if staff members are:

- 6.1.2.1 working on an overtime basis namely 2 hours before or after the regular work time
- 6.1.2.2 at a different work station located at least 45kms from the staff member's official work station.

6.1.3 Staff members who wish to claim meal allowances shall provide their own meals and not partake in meals provided by the approved vendors in the course of any program (6.1.1 above refers).

## **6.2 Transport**

6.2.1 Staff and Non-Staff members have a duty of care for their personal safety when travelling.

6.2.2 Staff members may apply to use MYS vehicles or public transport during Training. Transportation using a Government vehicle shall be provided only to staff members or otherwise if approved by the PSYS.

6.2.3 Payments for approved transportation in terms of land, sea or air travel, shall be paid directly to the approved vendors through Purchase Orders, Cash or Cheques depending on the situation at hand.

6.2.4 In cases where a travel allowance is preferable, an analysis of different alternatives shall be made to the PSYS and recommendations made for his/her consideration.

### **6.2.5 Use of Official Vehicles/Boats**

6.2.5.1 Vehicles/boats must only be used for official purposes unless approved in writing by the Permanent Secretary or permitted under an officer's term of employment.

6.2.5.2 Any officer requiring transport for official purposes must inform the Transport Officer and the respective Divisional Youth Officers. It shall be the duty of the Transport Officer to make the necessary arrangements for transport.

6.2.5.3 Authorised drivers are not allowed to transport any officer unless informed by the Transport Officer or the Divisional Youth Officers.

6.2.5.4 Assigning a vehicle to an officer other than the Permanent Secretary or Minister or Assistant Minister is strictly prohibited. Vehicle will be assigned to the Unit or Division only where necessary.

6.2.5.5 Use of official vehicle/boat to transport officers to participate in sporting activities and social gatherings are prohibited, unless approved by the PSYS.

- 6.2.5.6 Officers other than the Permanent Secretary are not allowed to be picked up and/or dropped off home during normal working hours unless working overtime, involved in urgent and priority work assigned, or with prior approval of the *PSYS*.
- 6.2.5.7 An "Official Vehicle Pass" will need to be obtained from the Permanent Secretary (Y&S) for use of Government vehicles beyond normal working and odd hours. Arrangements for the official pass are the responsibility of the driver and Transport Officer.
- 6.2.5.8 Officers found using official vehicle/boat for unauthorized purposes are liable to pay private hire rates (in accordance with section 520 Rates for Motor Vehicle: G.O. 2011), be surcharged, and/or disciplined, depending upon the circumstances in which the vehicle/boat was used.

### 6.2.6 Private Passengers

- 6.2.6.1 The Permanent Secretary may authorize the carriage of private persons as passengers in Ministry vehicles or boats in the following circumstances:
  - a) Taking private members to inspect Ministry projects or schemes;
  - b) Taking Trainers to conduct training or trainees to attend training at various training venues or visit sites related to training.
  - c) Where such a gesture is considered desirable, carrying overseas visitors or officials;
  - d) Where a person is carried under such authority his name should be entered in the running sheet for the day.

### 6.3 Accommodation

- 6.3.1 Accommodation will depend on the area identified for Training. In approved cases where specific accommodation venues are provided, accommodation cost shall be paid directly to vendors.
- 6.3.2 In areas where no specific accommodation is provided, staff members shall arrange their own accommodation and request a subsistence allowance.
- 6.3.3 An application for a subsistence allowance shall be made only if an officer spends 24 hours away from his/her workstation with no accommodation provided.

## 6.4 Reimbursements

- 6.4.1 Payment of re-imbursements shall be paid directly to the staff member's bank account or through petty cash for HQ Staff.
- 6.4.2 All re-imbursements must be accompanied by original receipts. Photocopied receipts will not be accepted for any re-imbursement approval.
- 6.4.3 Non-travelling officers must submit their re-imbursement claims on the date on which the expense is incurred.
- 6.4.4 Travelling officers must submit their re-imbursement claims three (3) days upon resumption at their respective stations through their unit, section or divisional heads.
- 6.4.5 Re-imbursement of claims is not permissible in a new financial year.
- 6.4.6 All expenditures should be incurred in accordance with 5.0 above.

## 6.5 Allowances

- 6.5.1 All Allowances payable to Ministry's' established staff and GWEs should be paid in accordance to the following;

- 6.5.1.1 Meal Allowance

Officers shall be paid meal allowance under the following circumstances:-

**(a) Day Worker**

(i) If required to work or undertake official travel two (2) hours before or beyond normal working hours.

(ii) If required to work or undertake official travel during the lunch meal period during normal working days.

(iii) An additional meal allowance for each successive period of 5 hours continuous work performed immediately after the initial meal break at (a) (i) above.

(iv) In respect of Saturdays, Sundays and gazetted Public Holidays, he shall be paid a meal allowance if he is required to work and/or undertake official travel continuously for each period of not less than five (5) hours.

(v) An additional meal allowance for each successive period of 5 hours continuous work and/or official travel immediately after the initial qualifying period at (a) (iv) above.

(vi) The provision in (a) (iv) above shall also apply to day workers during working days (but outside of normal working hours) in circumstances not covered under provision (a) (i) to (a) (iii).

(vii) An Officer who qualifies for meal allowance under (a) (vi) above and who is required to continue working after qualifying for the payment of the initial meal allowance shall be paid an additional meal allowance for each successive period of five (5) hours continuous work performed immediately after the initial qualifying period

(viii) Except for (a) (ii) above, no additional meal

**(b) Shift Worker**

(i) If required to work following the termination of his normal shift an Officer shall be paid a meal allowance if he works more than two (2) hours or through a meal time, whichever is earlier. He shall also be paid a meal allowance if he is recalled and required to work through a meal time

(ii) If required to continue working after qualifying for the payment of the initial meal allowance on completion of a full shift an Officer shall be paid an additional meal allowance for each successive period of five (5) hours continuous work performed immediately after his meal break.

(iii) The rate of meal allowance shall be \$9.00.

6.5.2 Acquittals for all allowances paid to youth participants must be accompanied with the daily training attendance register signed by individual recipients of the allowance. The Senior Youth Officers' and the Principal Youth Officers shall countersign on youth participants attendance sheet, verifying participants' time-in and time-out.

6.5.3 All Allowances claimable by Ministry's established staff and GWEs should be applied in timely manner in-line with available cash-flows.

**6.6 Accountable advances**

- 6.6.1 All Accountable advances will be issued to Permanent Established Officer's only.
- 6.6.2 Officer's issued with Accountable advances must provide acquittals with original receipts within 7 days upon completion of travel or activities.
- 6.2.3 Interest will accrue at 12% per annum as set by Ministry of Economy which will apply to accountable advances not acquitted within 7 days.
- 6.2.4 Where accountable advances are not fully recouped within 7days, recovery from salary of the officer will be made within two (2) fortnights.
- 6.2.5 Officer's must acquit earlier accountable advance prior to being issued with another advance.

**7.0 GUIDELINES**

- 7.1 All necessary details and submissions for training shall follow through the normal channel of request for approval at least 7 working days before the training is scheduled to start.
- 7.2 Prompt approval of training requests is imperative for cost containment.
- 7.3 Delayed approvals may incur additional cost to the Ministry.
- 7.4 The PSYS reserves the right to approve or disapprove all items highlighted in this policy.

**8.0 EFFECTIVE DATE .....**

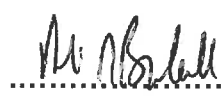
**9.0 REVIEW DATE .....**

**10.0 KEY SEARCH WORDS**

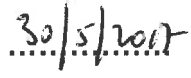
**Allowance, re-imbusement, expenditure, purchase orders.**



**11.0 RECOMMENDED BY THE PERMANENT SECRETARY FOR YOUTH AND SPORTS Ms. ALISON BURCHELL**

  
.....

**SIGNATURE**

  
.....

**DATE**

**12.0 ENDORSED BY THE MINISTER FOR YOUTH AND SPORTS HON. LAISENIA BALE TUITUBOU**

  
.....

**SIGNATURE**

  
.....

**DATE**