


NAMIBIA DEVELOPMENT CORPORATION

STAFFING AND EMPLOYMENT POLICY	AUTHORISED 
SUBJECT CONDITIONS OF SERVICE	DATE 1 DECEMBER 2015

- Personnel not receiving a vehicle allowance should first ascertain the availability of pool transport at the Transport section, before obtaining permission to use private vehicles.

f) Absence from workstation

- A staff member who is absent from his/her workstation whilst on official duty shall receive a travel and subsistence allowance in accordance with the scales determined by the Board or its delegate from time to time.
- Should actual expenditure on subsistence and travel costs exceed the current tariffs, such expenditure shall be compensated only upon the production of the necessary vouchers, in accordance with the latest table of S & T.
- Employees who accompany private consultants or advisors in an official capacity shall, subject to written approval from their Supervisor on the itinerary in question, be permitted to make use of the same hotel facilities as consultants or advisers.
- Should suitable hotel accommodation of a specific or lower grading not be available, employees shall, subject to the written approval of their Supervisor on the itinerary in question, be permitted to make use of hotel facilities of a higher grading.
- Absence per day - Less than 12 hours, no daily subsistence allowance will be paid; the employee shall solely receive an amount sufficient to afford a meal whilst away from his/her duty station. The amount is to be determined by the Board or its delegate from time to time.

The S&T claims form will provide for the employee to indicate in advance which option he/she will take. This option applies to business travel within the borders of Namibia only.

The S&T claim form and travel itinerary form are attached hereto as Annexures 'A' and 'B', respectively.