



# **NVF COMPENSATORY ALLOWANCES POLICY**

## 1. Purpose

The purpose is to compensate NVF Officials for expenses incurred on accommodation, meals and transport when performing official duties away from his/her home town.

*It is important to note that this document is a guide and in no way supersedes existing NVF Regulations as promulgated.*

## 2. Definition

### a) Accommodation

Any registered accommodation facility such a hotel, guest house, rest-camp, a bed and breakfast.

### b) Transport

Any arranged transport or charges in respect of contingent expenses such as taxi-fares for from the home town to the pick-up point or from the home town to where an event shall take place or from home town to the town where the event shall take place.

### c) Per diem

Payment designed to compensate an official in respect of reasonable expenses necessarily incurred by him/her on meals and minor incidentals whilst on NVF official duty.

### d) NVF Official

NVF Official refers to the entire NVF Management, referees, coaches and any other persons officially appointed to execute duties on behalf of the NVF at a specific event.

## 3. Modalities on NVF Compensatory Allowances options and rates

The NVF may give cater for all expenses with exception of per diem or may compensate an official as per the NVF rates. No receipts for the expenditure incurred need to be submitted. The different rates and options per item are not to be mixed or combined except in exceptional circumstances.

### a) **Accommodation**

NVF has two options on accommodation for which the NVF has a prerogative to decide on the best option at the time.

#### **Option 1**

The NVF may book suitable accommodation (hotel, guest house, rest-camp, a bed and breakfast inclusive of meals, but excluding alcoholic beverages and dry-cleaning.

## **Option 2**

The NVF may give money for the purpose of accommodation for which an official shall be responsible for his/her own booking. An official shall be given an amount not less than **NAD 350** per day intended for accommodation. The given amount is determined from time to time by the NVF Board of Administration.

***Any official who opt for a different option other than the above two options shall not be compensated for such unless due to reasonable circumstances that are subjected to the prior approval of the NVF Executive.***

## **b) Transport**

NVF has four options on transport for which the NVF has a prerogative to decide on the best option at a time.

### **Option 1**

The NVF may arrange transport for all officials in which all officials from one town or same direction shall make use of. In an event where an official is unable to travel with an arranged transport, permission should be sought from the NVF Executive for such official to make use of option 2 below.

### **Option 2**

The NVF shall compensate an official for the transport charges incurred in respect of the NVF official duties. These payments are equivalent to the Namibia Bases and Taxi Association (NABTA) fares.

### **Option 3**

The NVF may permit an official to make use of his private vehicle for NVF duties in which the NVF shall compensate on fuel but **NOT** on other incidentals or damages. In this case an official shall be compensated by means of a kilometre rate (**NAD 3.50 per kilometre**) measured from the town of origin to and back from the town where an event took place.

### **Option 4**

The NVF may hire a vehicle to be used by an official(s) for the purpose of the trip.

## **c) Per diem**

The NVF shall give an official money for the purpose of meals for which an official shall be responsible for his/her own meals. However, due to the nature of the duties, NVF may provide *additional refreshments* and or snacks to officials when deemed necessary. An official shall be given an amount not less than **NAD 200** per day from the departure to the arrival date. Departure and arrival date herein refers to the departure from and

back to the home town. The given amount is determined from time to time by the NVF Board of Administration.

It might occur that individual or all elements covered by the *per diem* is paid by a sponsor, in such a case, no compensation of an official is required from the NVF. However, the following rules apply;

- i. Where accommodation is sponsored with breakfast only, NVF shall give **NAD 120** per day;
- ii. Where accommodation is sponsored with full meals, NVF shall give **NAD 80** per day;
- iii. Where accommodation is sponsored without meals, NVF shall give **NAD 200** per day;

NVF's duties are not necessarily taking place during official hours and NVF does not compensate officials per hour, therefore no overtime shall be claimed by an official who has travelled or worked beyond 08h00 and 17h00 hours.

Any NVF Management member travelling to an event on a private capacity shall not enjoy the privileges given to other officials travelling on NVF capacity.

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