



UNIVERSITY OF VENDA

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**POLICY ON PAYMENT OF RELOCATION  
AND REMOVAL OF HOUSEHOLD  
EXPENSES**

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**TITLE AND COPYRIGHT**

Title Policy on Payment of Relocation and Removal of Household Expenses  
Date 27 November 2009  
Author Mr T J Manenzhe  
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## **1. DEFINITIONS AND APPLICATION**

The University of Venda recruits staff from within South Africa and outside the borders of South Africa whose personal belongings and household goods have to be removed on appointment and after the expiry of contract or retirement. The University is therefore responsible for the payment of removal of goods, accommodation and transport expenses for members of staff who are non South African citizens and South African citizens on assumption and expiry or upon retirement. The institution reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

### **1.1 DEFINITIONS**

- 1.1.1 “Freight” means the volume of goods measured in cm<sup>3</sup>
- 1.1.2 “Quotation” means the amount in rands quoted by the removal company for transportation of household goods.
- 1.1.3 “Lowest quote” means the least amount in rands quoted by the removal company.
- 1.1.4 “The removal company” means a registered removal company in terms of the Companies Registration Act.
- 1.1.5 “Financially dependent children” means biological and legally adopted children under the age of 18 or 26 if they are registered students with recognized institution.
- 1.1.6 “Spouse” means a legally married person in terms of the provisions of recognized marriage laws of the respective countries.

### **1.2 APPLICATION**

This policy applies to all members of staff appointed on permanent and fixed term contract.

## **2. PURPOSE**

The purpose of this policy is to provide guidelines for regulating the removal of household goods, travelling and accommodation expenses of newly appointed staff to South Africa and back to their place of origin at the expiry of contract or retirement.

### **3. POLICY STATEMENT**

The University is committed to providing hassle free on-boarding of its newly appointed staff who are recruited from within and outside South Africa.

### **4. POLICY GUIDELINES**

4.1 The policy makes provision for the payment of repatriation costs for employees appointed on contract of not less than twelve (12) months, their spouse and financially dependent children under the age of 26 years on assumption of duty and at the expiry of contract when they finally leave the services of the University of Venda. The policy also makes provision for financial assistance towards payment of household removals, travelling and accommodation expenses.

4.1.1 The University shall pay travelling, accommodation and household expenses for the newly appointed member of staff on assumption of duty. The University will also pay travelling and accommodation expenses for the staff member's family (spouse and children under the age of 18 or 26 if they are registered students at a recognized tertiary institution) from their country or place of origin to the University when they join him/her and back at the expiry of contract when he/she finally leaves the services of the University. The University shall pay removal of household goods of staff members back to their place of origin or where they choose to retire within South African borders upon retirement or on expiry of the contract.

4.1.2 The mode of transport for household removal for members recruited from outside South Africa shall either be by road or by sea freight. A twelve cubic metre container will be the maximum permissible limit.

4.1.3 In cases where the goods of newly appointed staff can be transported by own or hired vehicle which is less than the cost charged by freight companies, such shall be reimbursed in terms of the tariff for official kilometers for distance travelled.

4.2 In case of freight, at least three quotations must be submitted to the Director Human Resources by the staff member concerned and the lowest quotation shall be approved to transport the household effects of a staff member on

appointment, retirement or at the expiry of contract when he/she finally leaves the services of the University.

- 4.3 The University shall in the event of the death of a member pay travel, accommodation and removal of goods expenses in respect of his/her spouse and financially dependent children under the age of 18 or 26 if they are registered students.
- 4.4 A member of staff appointed on a contract of twelve months or less will not be assisted with the payment of removal expenses.
- 4.5 All permanent and contract members of staff (employed on contract of 3-5 years) must serve the University for the full period of the contract, failing which the University will recover the pro-rata portion of the traveling and removal expenses calculated from the date of assumption of duty. This will also apply to staff who are dismissed after a disciplinary hearing.
- 4.6 A member of staff who retires or whose contract expires and is not offered another contract must submit his/her application for the payment of travel and accommodation expenses (for him/herself, spouse and financially dependant children under the age of 26 provided they are registered students) and removal of goods accompanied by three quotations from removal companies before three calendar months from the date of expiry of contract or retirement. Request received after the three months period shall not be approved.

## **5. RELATED POLICIES AND DOCUMENTATIONS**

- 5.1 Recruitment and Selection Policy
- 5.2 Employment Equity Policy
- 5.3 Termination of Employment Policy
- 5.4 Policy on Delegation of Authority


## **6. REGULATORY FRAMEWORK**

- 6.1 The Employment Equity Act
- 6.2 The Labour Relations Act

**7. REVIEW DATE**

The policy will be reviewed after three years or, as and when the need arises.

**8. RECORD OF CHANGES**

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
27 November 2009	Mr T J Manenzhe	27 November 2012
<div data-bbox="224 701 467 890" style="border: 1px solid black; padding: 5px; width: fit-content;">                     UNIVERSITY OF VENDA                      UNIVERSITY REGISTRAR                      01 DEC 2009                      PRIVATE BAG X5050,                      THOHOYANDOU, 0950                 </div> <p data-bbox="191 940 630 1012">Date stamp and signature by the Secretary of Council</p> 		

**9. LIST OF ABBREVIATIONS AND ACRONYMS**

HR.....Human Resources  
 WWW.....World Wide Web  
 UNIVEN.....University of Venda



01 December 2009

\_\_\_\_\_  
 Vice Chancellor & Principal

\_\_\_\_\_  
 Date

