

Department of Higher Education and Training
Recommended
Cellular Telephone and Mobile Device Reimbursement
Policy for Public TVET Colleges





Department of Higher Education and Training
Technical and Vocational Education and Training College
Recommended Cellular Telephone and Mobile Device Reimbursement
Policy

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AMENDMENT AND APPROVAL RECORD

Amendment No.	Amendment description	Originator	Approved By	Date

Name of TVETC: <u>Nkangale</u>		
Cellular Telephone and Mobile Device Reimbursement Policy		
Department: Finance Responsibility : Accounting Officer		
 Prepared and submitted by the Accounting Officer to Council Date: <u>03/12/2015</u>	 Adopted by Council (Signed by Chairperson obo Council) Date: <u>09/02/2016</u>	Implementation Date: <u>01/01/2016</u>

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1. Legislative framework and best practice regulations

Key principles contained in the following legislation and best practices were applied to develop this policy:

- a) CET Colleges Act No.16 of 2006, as amended (the "Act")(formerly the FET Act);
- b) Public Finance Management Act, 1999 (Act No 1 of 1999 as amended by Act 29 of 1999) (PFMA);
- c) National Treasury Regulations, March 2005;
- d) National Treasury Instruction 01 of 2013/2014 (Cost containment measures); and Government Gazette No. 37042, dated 15 November 2013, "Public Finance Management Act, 1999: Amendment to Treasury Regulations".

The following College Codes and DHET recommended policies have a bearing on this policy:

- a) SCM Policy; and
- b) Code of Conduct for Employees.

2. Purpose

The purpose of this policy is to ensure that there are effective controls over reimbursement of costs relating to the usage of privately owned cellular telephone and other mobile devices used for business purposes.

3. Objective

The objective of this policy is to ensure that the College is not exposed to the excess costs resulting from use of private cellular telephone and mobile devices for business purposes.

4. Definitions, acronyms and abbreviations

For the purpose of this policy, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

- 4.1 **"Accounting Officer"** – is the College Principal.
- 4.2 **"Act"** – is the CET Colleges Act No.16 of 2006, as amended.
- 4.3 **"Campus Manager"** – is the College campus head who provides leadership in directing the flow and support to all students, faculty, and staff at the designated campus.
- 4.4 **"College"** – is a Public TVET College (formerly known as a FET College).
- 4.5 **"Department"; "DHET"** – is the Department of Higher Education and Training.
- 4.6 **"Employee"** – is any official, employed by the College, irrespective of grade, full-time or part-time, Council, or Department appointed, or paid on a salaried or an hourly/daily individual basis.

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- 4.7 **"Campus HoD"** – is the Head of a department reporting to a Campus manager.
- 4.8 **"Line Manager"** – is anyone whose duties in the main involve responsibility for the work of others. The term includes not only those who are usually referred to as managers because they are members of the so-called "management echelon" but also all first-line supervisors.
- 4.9 **"TVET"** – is Technical and Vocational Education and Training.
- 4.10 **"VCET"** – Vocational and Continuing Education and Training.

5. Scope

The policy applies to all College Employees who have received approval from the Accounting Officer to use their private cellular telephones or mobile devices in the performance of their College duties and to be reimbursed by the College to a specified limit.

6. Policy Statement

- 6.1 All cellular telephones and mobile device contracts must be in the name of the individual. No College owned cellular telephones or mobile device may be issued to College employees.
- 6.2 Existing contracts in the name of the College must be phased out and cancelled; or transferred into the name of the Employee.
- 6.3 On the termination of the cellular telephone contract the College owned mobile device may be retained by the employee who has used the device during the duration of the contract. However the contract may not be renewed in the Colleges name.
- 6.4 The Accounting Officer shall determine which Employees may be reimbursed for the use their private cellular telephones or mobile devices used in the performance of their duties; and the amount of such reimbursement based on the prescribed maximum limits (para 8.1).

7. Procedures for the determination and payment of the re-imbursive cellular telephone claims.

- 7.1 An application motivating the need for a reimbursive cellular telephone claims (for the use of a cellular telephone or mobile device) must be completed by the Employee, signed by the Line Manager and submitted to the Accounting officer for approval.
- 7.2 The employee must submit the approved monthly claim together with the cellular telephone statement or vouchers to the finance department for reimbursement.
- 7.3 The finance department may only pay the lesser of the monthly cellular telephone invoice or the approved re-imbursive limit.

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- 7.4 If the value of official calls exceeds the predetermined limit described in paragraph 7.1, the user must submit a detailed written motivation regarding such occurrence to the Accounting Officer, for consideration on a monthly basis, after which the excess for the official calls may be considered for payment by the College.
- 7.5 The Line Manager remains the responsible person for his department's cellular telephone expenses and must ensure adequate operational budget provision and effective control.

8. Expenditure Limits

- 8.1 The following maximum expenditure limits will apply to all devices inclusive:
- | | | | |
|----|----------------|--------------------|---------|
| a) | Level 13 | Accounting Officer | - R1100 |
| b) | Level 12 | Deputy Principals | - R 800 |
| c) | Below level 12 | Max Limit | - R 500 |
- 8.2 The Accounting Officer must allocate individual limits to employees below Level 12, based on the requirements of their functions rather than their positions.
- 8.3 Any costs in excess of these limits will be for the employees own account, and will not be refunded, except as detailed in paragraph 7.5 above.

9. Accountability

The following persons are accountable for the successful implementation and monitoring of this policy:

- a) Line managers
- b) Deputy Principle Finance; and
- c) Accounting Officer.

10. Adoption of policy

This policy is effective from the date on which it is adopted by the Council.

11. Availability of cellular telephone and mobile device reimbursement policy

A copy of this policy and other relevant documentation should be made available on the College website.

12. Annual revision of policy

This policy will be subject to an annual review by College management to ensure its relevance. Colleges should forward any inputs and recommendations to the VCET Branch of DHET for possible consideration during the annual review process.

Any recommended changes agreed by the VCET Branch of DHET to the Use of cellular telephone and mobile device policy should be presented to the College Council for adoption.

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CHAIRPERSON OF COUNCIL
MR MI TIBANE



ACTING PRINCIPAL
MR C MAIMELA

09/02/2016
DATE

03/12/2015
DATE