



RHODES UNIVERSITY
Grahamstown • 6140 • South Africa

Payment of Transport Allowance Protocol

Responsible Committee/Unit/Division/Faculty	HR
Responsible Chairperson/Director/Manager	Director of HR
Date	10 March 2013
Status	April 2022: Confirmed by HR to be current



Protocol for the payment of Transport Allowance for Staff

1. Staff eligibility

- a) The transport allowance is paid to all eligible staff irrespective of grade in the institution with the exception of those paid on a cost to employer, remuneration package basis;
- b) The transport allowance is only paid for the trips where staff need to come to work before 7h00 and leave work at 18h00 or later;
- c) The transport allowance is paid to recognise that staff working these different hours usually cannot rely on standard transportation or walking to and from home to work is not feasible;
- d) It recognises that most of these staff may need to enter into contracts with service providers and that these contracts are then for all transportation during the month. Notwithstanding that the contract may be for ALL trips required by the staff member, the allowance only pays for those trips at particular hours as in point 1b. The staff member is liable for the cost of those trips paid for in the contract that fall outside of the hours specified in point 1b above. These contracts ensure that the person is taken to their home and collected from their home for work. This is important for the safety of these staff. The cost per trip of the contracts entered into may differ as this is contingent on a number of factors, the major one being whether the person lives and the distance from the usual taxi-rank pick up point and the person's home;
- e) It is understood that not all staff may use public transportation and some may use their own car but in the interests of fairness, this allowance is paid to all. The allowance is NOT paid where staff are transported by the University. This happens in rare instances such as in the Functions Kitchen.

2. Dispensation

The following remuneration dispensation applies to transport allowances:

- a) The cost per trip shall be determined as follows:
 - The cost of a normal standard taxi fare per trip between Grahamstown and Joza townships shall be taken;
 - A premium of 10% shall be added to this on the basis that a contract entered into may cost more than the standard taxi fare because of point 1d above;
- b) This cost per trip shall be multiplied by the number of trips taken by staff in line with point 1b above in the areas of Food Services, Central Cleaning services and Campus Protection Unit staff. For example, if the cost per trip is R10 and Food Services travel 20 trips per month, the allowance shall be R200 per month. If Central Cleaning travel 10 trips per month, the allowance shall be R100 per month. This amount shall be rounded to the nearest Rand e.g. if the allowance is R154.67, the amount shall be R155 per month; and
- c) The above shall not be a matter for negotiation between the unions and Rhodes University. Where an increase in the taxi fare takes place, the allowance shall be effective on the same day in the same month as the increased fare and implemented with the next pay-run.

Agreed to between Rhodes University and NEHAWU on 8th of March 2013, with NTEU on 10th of March 2013.