



**UNIVERSITY OFTM
KWAZULU-NATAL**
**INYUVESI
YAKWAZULU-NATALI**

Towards Research Leadership
DRILL 
Developing Research Innovation, Localisation, and Leadership in South Africa

Guidelines for DRILL Fellows

Allowable costs in terms of the scholarship amount are:

1. Accommodation and travel that is directly related to the DRILL Research project and Research Development. For a conference/symposium/training programme/course/workshop, please provide the details of the name, date, venue, an abstract acceptance letter or letter of invitation if applicable. Per diems are permissible at SARS for the duration of the conference only. All processes are to be in line with UKZN policy and procedures.
2. Per diems are permissible at SARS for the duration of the conference only. All processes are to be in line with UKZN policy and procedures.
3. Meals and refreshments (including any special dietary requirements) as per NIH and UKZN policy guidelines: please refer to ***Policy 1: College of Health Science Catering Procedures and Guidelines***
 - Tea/coffee with biscuits or muffin/scone by a caterer if event is more than 2 hours. If less than 2 hours, the section hosting the event may provide tea, coffee and biscuits from available supply within the school.
 - Lunch: Half day meetings equivalent to or more than four hours will be served with fresh fruit juice and sandwiches. Full day meetings will be served with a mid-morning tea as described above and Lunch i.e. a choice of a hot meal or finger snacks
4. Transportation: This could be related to research site visits, for patient reimbursement (Ethics approval must be obtained for the latter), for travel to meetings related to the research, for travel to mentor meetings off UKZN Campuses;
5. Photocopying and printing of research materials like data collection tools;
6. Stationery for the sole purpose of your DRILL-related research is allowed; for example paper, pens, files, memory stick; textbooks related to your research, permanent markers, pencils, clutch pencils, erasers, correction fluid, paper clips, erasers, note books, note pads, etc.
Please refer to Policy 2 : Student Guideline to Financial Transactions

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Centre for Rural Health (CRH) | 4th Floor George Campbell Building | Howard College Campus | UKZN

Communicating Principal Investigator: Prof. Petra Brysiewicz

DRILL Co-Principal Investigators: Prof. Jonathan Burns | Prof. Douglas R. Wassenaar | Prof. Fatima Suleman | Dr Mosa Moshabela | Dr Suvira Ramlall

The DRILL programme is supported by the Fogarty International Center (FIC), NIH Common Fund, Office of Strategic Coordination, Office of the Director (OD/OSC/CF/NIH), Office of AIDS Research, Office of the Director (OAR/NIH), National Institute of Mental Health (NIMH/NIH) of the National Institutes of Health under Award Number D43TW010131.

7. Internet and telephone allowance for off-site usage related to the research: Claiming for internet (Data) for work related to their DRILL research is allowable – ***please refer to Policy 3: Productivity Awards.*** The maximum amount that can be claimed from the DRILL Scholarship is R250.00 per month. Amounts exceeding the R250 per month will be for the DRILL Fellows' own expense.
8. Research Equipment: Either one Laptop or a Desktop Computer can be procured but this must be according to UKZN specifications and UKZN policy. ***Please refer to Policy 2 below: Student Guideline to Financial Transactions***
 - All equipment remains the property of UKZN and must be handed to UKZN at the end of the grant period.
 - All equipment must have a UKZN asset tag. Asset numbers to be given to the DRILL Administrator.
9. Payment of a salary to an intern/research assistant in lieu of teaching relief for up 2 and half months per year. Hiring of an assistant or intern must adhere to the UKZN Human Resources Guidelines on Recruitment.
10. Research costs directly related to your DRILL Research project that meet the allowable costs as defined by the NIH (see allowable/unallowable costs below)

The DRILL Scholarship funds cannot be used to pay for the following:

1. Alcoholic drinks
2. Any professional body registration fees e.g. HPCSA, SANC, SAPC, etc
3. Entertainment costs
4. Fines and penalties
5. Fundraising
6. Honoraria
7. Other costs as outlined by the NIH below

All transacting on the DRILL grant must be in accordance with the UKZN and CHS Policies and Procedures and NIH Grant Guidelines. Any deviation to the policy must be motivated and approved by the Finance Manager/ Director Professional Services/ DVC, dependant on the nature of the request. This approval must be obtained prior to processing of the transaction.

Please refer to <http://chs.ukzn.ac.za/ProfessionalServices/Finance/policies.aspx> for further information.

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Items	Explanation of Allowable Costs
Advertising	Allowable only for recruitment of staff, trainees, or study participants; procurement of goods and services; disposal of scrap or surplus materials; and, other specific purposes necessary to meet the requirements of the grant-supported project or activity.
Alcoholic Beverages	Unallowable
Animals	Allowable for the acquisition, care, and use of experimental animals, contingent upon compliance with the applicable requirements of the PHS Policy on Humane Care and Use of Laboratory Animals and the UKZN Animal Ethics Guidelines
Audiovisual Activities	<p>Allowable for the production of an audiovisual.</p> <p>Audiovisuals produced under an NIH grant-supported project must bear an acknowledgment and disclaimer, such as the following:</p> <p>The production of this [type of audiovisual (motion picture, television program, etc.)] was supported by Grant No. _____ from [name of NIH awarding IC]. Its contents are solely the responsibility of [name of grantee organization] and do not necessarily represent the official views of [name of NIH awarding IC].</p>
Books and Journals	Allowable.
Communications	Allowable.
Conference Grant Costs	Allowable.
Consultant Services	Allowable. A consultant is an individual retained to provide professional advice or services for a fee but usually not as an employee of the requiring organization.
Entertainment Costs	Unallowable. This includes the cost of amusements, social activities, and related incidental costs.

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Equipment	Allowable for purchase of new, used, or replacement equipment as a direct cost.
Fines and Penalties	Unallowable except when resulting from violations of, or failure of the organization to comply with, Federal, State, or local laws and regulations and incurred as a result of compliance with specific provisions of an award, or when such payments are authorized in advance in writing by the NIH awarding IC.
Fundraising Costs	Unallowable.
Hazardous Waste Disposal	Allowable
Honoraria	Unallowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for, the recipient of the honorarium. A payment for services rendered, such as a speaker's fee under a conference grant, is allowable.
Incentive Costs	Incentive payments to volunteers or patients participating in a grant-supported project or program are allowable.
Invention, Copyright, Patent, or Licensing Costs	Unallowable as a direct cost unless specifically authorized on the grant award.
IRB or IACUC Costs	Costs associated with IRB review of human research protocols, or IACUC review of animal research protocols, are not allowable as direct
Legal Services	Allowable.

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Maintenance and Repair Costs	<p>Costs incurred for necessary maintenance, repair or upkeep of buildings and equipment) which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition, are allowable. Costs incurred for improvements which add to the permanent value of the buildings and equipment or appreciably prolong their intended life shall be treated as capital expenditures.</p>
Meals	<p>When certain meals are an integral and necessary part of a meeting or conference (i.e., a working meal where business is transacted), grant funds may be used for such meals only when consistent with terms of award.</p> <p>The cost of meals served at a meeting or conference, for which the primary purpose is the dissemination of technical information, is no longer allowable on NIH grants where the primary purpose of the grant is to support a conference or meeting. However when such a meeting/conference is an ancillary effort under a grant where the primary purpose is other than to support such a meeting/conference, then the cost of meals would be allowable. When allowable as a direct charge, the cost of any meal must meet a test of reasonableness. However, recurring business meetings, such as staff meetings, should not be broadly considered as meetings for the primary purpose of disseminating technical information in order to justify charging meals or refreshment to costs to grants.</p> <p>UKZN CHS Guidelines on meals must be adhered to.</p>
Public Relations Costs	<p>Allowable only for costs specifically required by the award or for costs of communicating with the public and the press about specific activities or accomplishments under the grant-supported project or other appropriate matters of public concern.</p>
Publications	<p>Allowable. Charges for publication in professional journals, including author fees, are allowable if such costs are actual, allowable, and reasonable to advance the objectives of the award; are charged consistently (by the journal) regardless of the source of support; and all other applicable rules on allowability of costs are met.</p> <p>The costs of reprints and publishing in other media, such as books, monographs, and pamphlets, also are allowable.</p>

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Recruitment Costs	Allowable subject to the conditions and restrictions contained in the applicable cost principles. These costs may include help-wanted advertising costs, costs of travel by applicants to and from pre-employment interviews, and travel costs of employees while engaged in recruiting personnel.
Registration Fees (for Symposiums and Seminars)	Allowable if necessary to accomplish project objectives.
Rental or Lease of Facilities and Equipment	Allowable subject to the limitations below. Rental costs are allowable to the extent that the rates are reasonable at the time of the decision to lease in light of such factors as rental costs of comparable property,
Salaries and Wages	Allowable. Compensation for personal services covers all amounts, including fringe benefits, paid currently or accrued by the organization for employee services rendered to the grant-supported project.
Salaries and Wages / <u>Compensation of Students</u>	<p>Tuition remission and other forms of compensation paid as, or in lieu of, wages to students under research grants are allowable, provided the following conditions are met:</p> <ul style="list-style-type: none"> • The individual is performing activities necessary to the grant • Tuition remission and other forms of compensation are consistently provided, in accordance with established institutional policy, to students performing similar activities conducted in nonsponsored as well as in sponsored activities • During the academic period, the student is enrolled in an advanced degree program at a grantee or affiliated institution and the activities of the student in relation to the federally sponsored research project are related to the degree program.
Supplies	Allowable.
Teaching Relief	Payment of salary to intern/research assistant in lieu of teaching relief for 2.5 calendar months per annum.

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Trainee Costs	Allowable only under predoctoral and postdoctoral training grants.
Travel	Allowable as a direct cost where such travel will provide direct benefit to the project.
Travel / <u>Employees</u>	<p>Consistent with the organization's established travel policy, these costs for employees working on the grant-supported project may include associated per diem or subsistence allowances and other travel-related expenses, such as mileage allowances if travel is by personal automobile.</p> <p>Domestic travel is travel performed within the recipient's own country.</p> <p>Foreign travel is defined as any travel outside of Canada and the United States and its territories and possessions. However, for an organization located outside Canada and the United States and its territories and possessions, foreign travel means travel outside that country.</p> <p>In all cases, travel costs are limited to those allowed by formally established organizational policy and, in the case of air travel, the lowest reasonable commercial airfares must be used.</p> <p>Grantees must comply with the requirements of the Fly America Act (49 U.S.C. 40118) which generally provides that foreign air travel funded by Federal funds may only be conducted on U.S flag air carriers and under applicable Open Skies Agreements. For additional information regarding the Fly America Act and its exceptions, see Public Policy Requirements and Objectives—Fly America Act.</p>

For further information or if there are any queries in respect of procurement, please contact the DRILL Finance Manager:

Mr Prem Ramnarain

E-mail Address: ramnarainp@ukzn.ac.za

Tel: 031-2604655 (office)

Tel: 0844973673 (cell)



Prof Rob Slotow
Deputy Vice-Chancellor and Head of College
College of Health Sciences
University of KwaZulu-Natal

25/8/17.

Date

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Policy 1: Catering Procedures and Guidelines



**UNIVERSITY OF
KWAZULU-NATAL** TM
**INYUVESI
YAKWAZULU-NATALI**

**COLLEGE OF HEALTH SCIENCE
CATERING PROCEDURES AND GUIDELINES**

Name of policy:	Catering Procedures and Guidelines	
Originator/Author: (name and position)	College Finance : Procurement	
Custodian: (position/office)	College Finance	
Structures Consulted and Approved Guideline	PSF	February 2017
	DVC	June 2017
Effective date:	July 2017	
Review date:	June 2018	
Implementation responsibility:	School Managers and College Office	

1. PREAMBLE

The catering guidelines has been designed to standardize the process, ensure quality, support healthy lifestyles and demonstrate stewardship by controlling the costs incurred by the College of Health Sciences for food provided at essential meetings/work related functions. The guidelines are applicable to all events within the College of Health Sciences irrespective of the source of funding of the event. In all cases, the procurement of food/catering services must be an approved expense, subject to the University Financial Regulations and Procurement policies.

2. OBJECTIVES

- To regulate and control expenditure in relation to catering;
- To regulate instances and events where catering should be provided;
- To indicate what meetings are allowed to have catering;
- To indicate what other gatherings are allowed to have catering; and
- To indicate what type of catering is allowed.
- To ensure College/Schools events are professionally coordinated.

3. INSTANCES/EVENTS WHERE CATERING MAY BE PROVIDED

Approval of all of the following is at the discretion of the Director/Manager:

- College/School meetings of the official governing bodies within the College/School
- Official Academic/Discipline meetings
- Clinical Examinations
- Conferences/Updates/Workshops/Seminars
- Strategic Planning events
- Team Building events
- Any other meeting /function approved by the Director/Manager
- Public Lectures/VIP Guests/International delegations

4. TYPE OF CATERING/WHAT MAY BE PROVIDED

- Tea:
- will only be provided by an approved caterer if an event is more than 2 hours
- will consist of tea and coffee with biscuits **or** muffin **or** scone
- Where catering services are not utilized or the event is under 2 hours, the section hosting the event may provide tea, coffee and biscuits from available supply within the school.
- Lunch:
- Half day meetings equivalent to or more than four hours will be served with fresh fruit juice and sandwiches
- Full day meetings will be served with;
 - a) mid-morning tea as per above.
 - b) Lunch i.e a choice of a hot meal **or** finger snacks

N.B: Changing of meeting times to suit catering needs will not be tolerated. All invoices must be uploaded for payment together with the meeting attendance register.

The College of Health Sciences Finance Offices has liaised with caterers on the supplier database to provide meals at negotiated rates. These caterers are referred to as the

"preferred" caterer and need to be utilized taking into consideration the number of attendees and event on a rotational basis. Copies of the negotiated quotes can be obtained from College Finance.

Benefits of using "preferred" caterer include:

- discounted standard pricing
- Terms and conditions are already negotiated
- No need to provide additional quotes

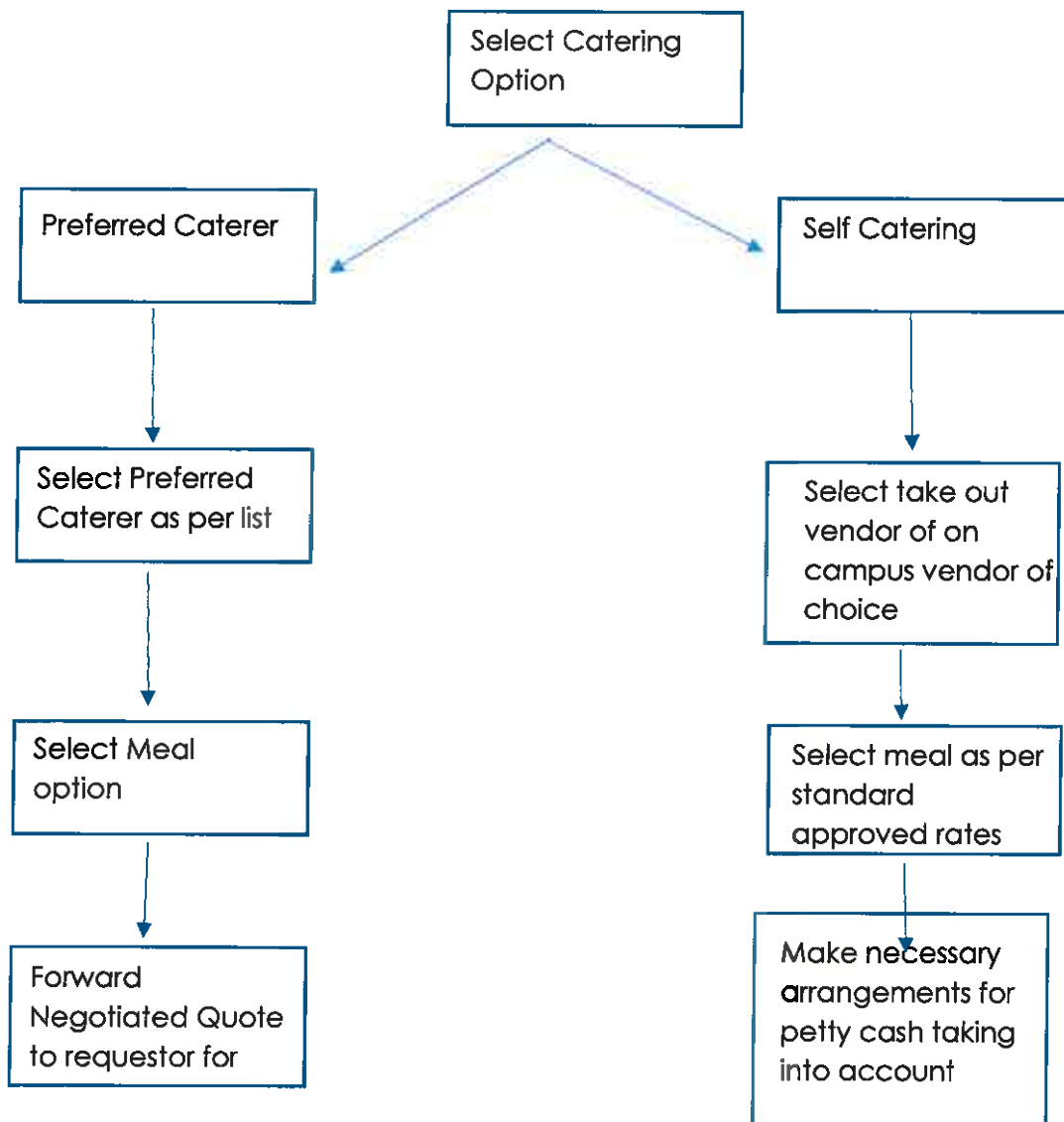
PREFERRED CATERER	CONTACT DETAILS	ADDITIONAL OR NEGOTIATED RATE
1. Exotic Food Caterer	Waseem 082 786 2732 efcaterers@gmail.com	Halaal.
2. Magic Pan	Ashleigh 031 332 1218 0832866341 ashleigh@magicpan.co.za	Delivery charge R170
3. Catering Supreme		Delivery charge dependent on meal option
4. Flavours		
5. Panish	Panish Panish108@gmail.com	Delivery - R200 / waitron charges applicable on numbers less than 30
6. Gravy Bowl	gravybowl@gmail.com TEL: 083 650 5544	Delivery charge R200 – prices valid for more than 15 persons only
7. Jayd	info@jaydmarketing.co.za Tel: 031 332 1686	
8. Taste Bud Snacks	snacksc@gmail.com 031 404 7607	
9. Wooden Spoons Catering	Catering1@highwayfunctionhire.co.za 031 708 110	PMB and DBN
10. Tamleigh	tamleighcatering@gmail.com Tel: 033 326 1700	PMB Only

Standard Approved Rates:

- **Tea and Coffee (inclusive of small snack) - R 15 per person (excl. vat)**
- **Lunch (Inclusive of all except delivery) - R 80 per person (excl. vat)**
- **Sandwiches - R 25 per person (excl. vat)**

5. PROCESS TO BE FOLLOWED

- Requests for all catered events must be submitted at least seven days in advance on the relevant School form (online / hard copy) and accompanied by the preferred supplier quote issued by College Procurement. No form required for the College office.
- The request must clearly state the event being catered for, the date of event and number of people being catered for.
- Once the event has been catered for, please submit the invoice to the appropriate Finance Officer for capturing.



11. Rules

- Only in exceptional circumstances should meetings be held over lunch-time.
- If less than 10 people, an application must be made to the College/School for the use of petty cash instead of obtaining quotes from caterers.
- Quantities provided to the caterers are the responsibility of the individual ordering and based upon the number of planned attendees including presenters, vendors and guests at the scheduled event time.
- Only those attending the event may be catered for – no budgeting for "extras" and "seconds".
- No Catering is to be processed without an order number.
- Any deviation to the policy or standard approved rates will require the DVC's approval.
- Suppliers must be used on rotational basis.
- There is no need for acquiring additional quotes if the order exceeds R15 000.
- Supplier/ customer relationship must be professionally maintained and free lunches are prohibited.
- Positive or Negative Feedback must be submitted in writing to CHS Finance office within 48 hours of the incident.
- Catering is only permissible for exams were exam extend over an entire day.
- Entertaining of VIP guests must be coordinated together with College Public Relations Manager, Maryann Francis.

Policy 2: Student Guideline to Financial Transactions

COLLEGE RESEARCH SCHOLARSHIP

Student Guideline to Financial Transactions

1. PREAMBLE

The Student Research Scholarship Guideline is a document designed to assist the students in procuring research related goods and services and reimbursement of research related expenses. It defines what is deemed to be “allowable costs” in terms of the University Financial Regulations and Procurement Policy. These funds are allocated for a period of one year at a time and will have to be returned if not utilised in the year issued. These funds belong to the University of KwaZulu-Natal and should be utilised for the purpose they were intended.

2. PURPOSE

- To assist Masters, PHD and Post Doc Students with their Research
- To allow for a streamlined process that meets the turnaround time.
- To regulate and control expenditure.
- To clearly define allowable costs
- To regulate and control purchase of assets

3. DEFINITIONS

- *Allowable expense* - A necessary, reasonable, and appropriate expense incurred for the primary benefit of University Research and therefore permitted to be reimbursed or directly charged based on the prevailing policies of the University.
- *Original Receipt* - The original receipt or invoice issued by the supplier or service provider to document and substantiate the business transaction.
- *Reasonable* - An expense that is ordinary and reflects a prudent decision to incur the expense on behalf of University business. Not extreme or excessive.

- *Supporting Documentation* – Refers to documentation to support an incurred University expense that includes the original itemised receipt detailing what was purchased, necessary motivation or approvals, proof of payment where the receipt does not indicate that the amount was paid in full and the relevant finance forms.

4. ALLOWABLE COSTS

The following costs are deemed allowable costs, and must be for research needs.

- Consumables
- Small items of equipment – e.g. recorders
- Specialist services which are outside of the competence of the student such as testing services
- Books and library expenses
- Tools
- Laptops (only for PhD and Postdoctoral students)
- Travel - Subsistence
- Cost of photocopying/printing of questionnaires (*no printers or printer cartridges*)

The following is not allowable,

- Fees
- Cost of typing
- Printing thesis - Supervisor to subsidise
- Attendance of international and local conferences, workshop, symposiums etc.

5. ASSETS

- All asset purchases and disposal must be in line with the University Asset and Procurement policy.
- All assets purchased remain the property of the University until such time as it is disposed of or purchased by the student.
- On completion of the studies, the student has the option to purchase or return the asset to College Office Finance.
- All asset purchases must have prior approval from the supervisor and School Manager, prior to being sent to College Finance.
- All asset purchases will be of the standard version. No additions or brand preferences will be permitted. This will be in line with UKZN ICS prescribed standards.
- All assets purchased should be delivered to the School Finance Office, where these assets will be recorded and tagged by the School Administrator. The completed documentation will then be sent to College Office Finance to be added to asset register.
- The Student needs to furnish an acceptance form on receipt of the asset.
- The College Research Office must notify the College Office Finance, Asset Officer when students have completed their term so that the assets in their possession can be managed.

6. Subsistence and Reimbursements

1. Subsistence

- 1.1 No local or international conferences allowed.
- 1.2 Subsistence limited to field trips travel and others.
- 1.3 SARS approved rates will apply to reimbursement of travel and subsistence.
 - 2.3.1 *Travel using own motor vehicle* R3, 55 per kilometre

2.3.2 *Overnight Accommodation and Subsistence*

*Option 1: Allowance for meals and incidental costs (where an employee/student is by reason of his/her duties required to spend at least one night away from his/her usual place of residence on an occasional basis) where the employee/student pays for his/her meals and incidental costs and for which **receipts need not be provided***
R397 per day

*Option 2: Allowance for incidental costs only (where an employee/student is by reason of his/her duties require to spend at least one night away from his/her usual place of residence on an occasional basis) where the University pays for the employee's/student's accommodation and meals, the employee/student is permitted to claim an allowance to defray incidental costs and for which **receipts need not be provided**:*
R122 per day

2.3.3 *Local Subsistence*

Reimbursement of actual costs, not exceeding the maxima stipulated below, of a meal (or meals) and for which receipts must be provided, in the following circumstances:

<i>Absent for more than 5 hours, spanning a normal mealtime; or</i>	<i>R110</i>
<i>Absent for more than 10 hours, spanning two normal mealtimes.</i>	<i>R150</i>

2. REIMBURSEMENTS

- It is the responsibility of the claimant to ensure that he/she has versed themselves with the relevant University Policies and has sought clarity where necessary from the administrator within the school and the College Finance office. It is highly recommended that the claimant obtain advice from the School Finance Office before procuring any items or services.
- All reimbursements claims and/or requisitions processed against running expense cost centres must be directly related and be seen to be bona fide research expenses. Claims or requests that do not meet these criteria cannot be considered. Travel and subsistence rates which are defined by SARS, will apply to both staff and students. The only difference is that, staff will claim using the expense claim form (blue) and students the yellow requisition form.
- Any claims against petty cash must be for incidentals or for items of very minimal value. Anything else must be purchased via official order. Prior approval must be sort before any cash payments can be made and claim reimbursement thereafter.

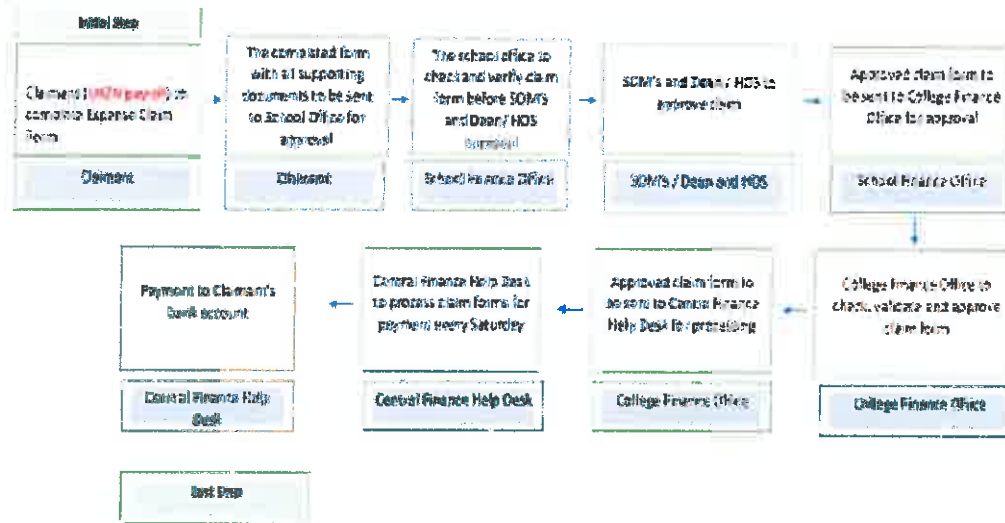
- Cash Advances will only be issued to local students and all receipts must be returned within a month from the date that the advance was issued.
- Students are encouraged to make use of the University Procurement Policy as far as possible. The Procurement Office, College Finance Office, should be consulted to ascertain whether specific requirements for the project can be supplied and whether the purchase falls within the procurement policy. The Procurement Officer, College Finance, and School Finance should be approached for assistance and advice regarding procurement.
- When processing payment to a supplier via EFT, a tax invoice or pro forma invoice (foreign Payment) is required (not a quotation). The invoice must reflect the proper University address, UKZN VAT number (4860209305), the banking details of the supplier and a justification form needs to accompany the EFT (to justify why the supplier is being paid via EFT). Ensure that all source documentation attached to EFT claim form is clear and legible.
- All appointment forms (for appointment of Research Assistants) must be fully completed. There is too much at risk for the Teaching Administrative staff or Finance Administrators to complete forms on behalf of students. There have been instances of incorrect dates, rates of pay etc. and these are extremely difficult to correct after the fact. Payment for translation fees should be process on the appointment form. Cash payments will not be reimbursed.
- It is the responsibility of the student and the supervisor to maintain an excel spreadsheet of expenditure incurred and to ensure that all funds allocated is spent in the year concerned.
- In instances that all or part of the funds awarded is not going to be completely utilised, the student needs to advise the College Research Office.
- All spending of running expense allocation must be reasonable and for the purpose of research and not that of self-gain. Running expenses should be clearly defined into line item expenditures

Other policies to be consulted:

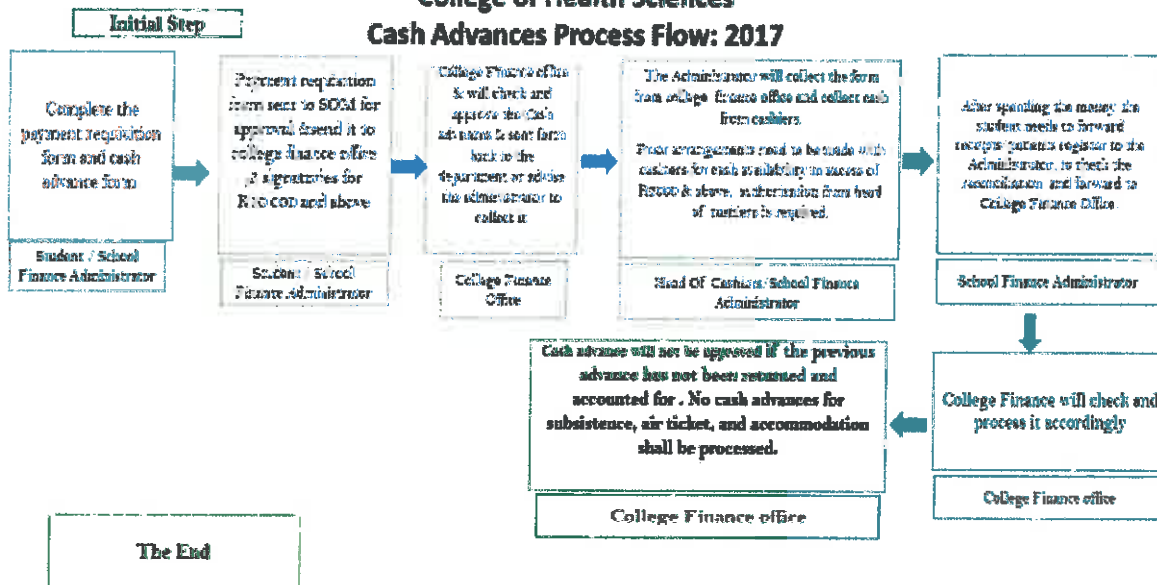
Related Documents (<http://finance.ukzn.ac.za/Policies.aspx>)

1. *Financial Regulations*
2. *Procurement Policy*
3. *Reimbursement Rates*
<http://chs.ukzn.ac.za/ProfessionalServices/Finance/2017financeworkshop.aspx>

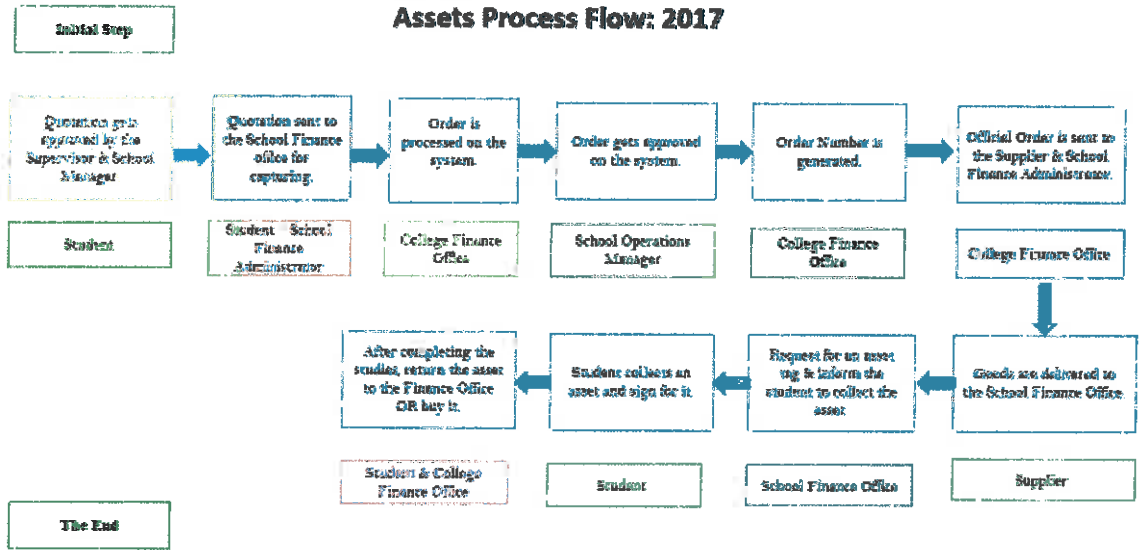
College of Health Sciences Student Subsistence/Reimbursements, Expense Form Process Flow: 2017



College of Health Sciences Cash Advances Process Flow: 2017



College of Health Sciences Assets Process Flow: 2017



Policy 3: Productivity Awards

PRODUCTIVITY AWARDS

Submission procedure

1. IRMA

All staff members are invited annually to record their research output on the IRMA web-based database. Details regarding all SAPSE accredited journal articles are entered onto the database, and first and last pages (and any additional pages if the journal details etc do not appear on either of these two pages) of the articles are sent to the Research Office for auditing.

2. Submission to Faculty Research Committee

The Faculty Research Committees conduct an annual evaluation of all other research output, including books, patents, refereed conference proceedings, journal editorials, journal articles (non-SAPSE), chapters in books, edited books, and creative contributions. Copies of output together with supporting documentation are submitted to the Research Office after a call for submissions.

Note that the award due for graduating students is calculated by the Research Office, on the basis of information recorded in the official faculty graduation books.

PRODUCTIVITY AWARDS TABLE

(Amended Senate 3 November 2010)

Category	Current Productivity Units
Whole Book	100
Patent	80
Accredited journal article	60
Graduated doctoral student	60
Staff graduated with doctoral degree	60
Creative contribution (international)	50
Book editorial	30
Chapter in book	15
Creative contribution (local)	15
Graduated full dissertation masters students	16
Refereed conference proceedings (DoHET/ISI listed)	10
Journal editorial	8

Graduated coursework masters students		8
Refereed conference proceedings (non-DoHET/ISI listed)		4
NRF Rating	Researchers who receive an A-rating for the first time	100
	Improvement in rating by moving between major categories.	100
	Researchers who receive a rating for the first time in other categories (i.e other than A)	60
	Improvement in rating by moving within major categories (A,B,C) eg B2 to B1 or C2 to C1	60
	Retention of NRF rating in the case of A-rated scientists	60

Use of funds

Funds may be used for any research related expenditure, including (a) Personnel (e.g., research and teaching assistance); (b) Running Expenses (e.g., travel, subsistence, field work, operating costs); (c) Equipment (including journal subscriptions and internet subscriptions for home-based research), books, etc); (d) Conference attendance; and (e) Membership of scholarly and professional societies, excluding fees payable to statutory licensing bodies. (f) Study fees payable to another university where the UKZN staff member is the only specialist in a particular field and has to register at another institution for doctoral studies. The funds are spent entirely at the discretion of the awardee (within the strictures of University Finance and Buying policy). There is no time limit for using the funds.

The deployment of these funds must comply strictly with UKZN's financial policies and procedures.