

This policy outlines the basis for compensation paid to employees for local and international travel while on company business.

Local travelling

If an employee is expected to travel by air, the company undertakes to pay for an economy class air ticket. If an employee wishes to change the time/date/airline of his/her flight, the employee should consult the person responsible for the flight booking to ensure that:

- there are other flights available, and
- any additional cost is authorised by one of the directors.

Employees must arrange their own transport to the airport (of departure). If the employee wishes to leave his/her vehicle in the airport's normal parking area (shaded parking), the company will issue a refund, limited to 5 consecutive days, for parking expenses. The use of under roof parking, lockup garages and any other security parking will be for the employee's own account.

Where the employee does not have transport when reaching his/her destination, the company will supply a rental car. The car will be rented from the company's choice of provider and the company will decide from which group the car needs to be selected. No smoking will be allowed in the vehicle. Should a traffic fine be issued during the renting period, the driver responsible for the offence will be responsible for the payment of traffic fines and all other indirect cost associated with it. This will be deducted from the employee's salary in the following month.

If an employee is expected to stay overnight, the company will pay for accommodation at the company's choice of hotel/guesthouse/or other accommodation. The company will issue a refund for meals (if not already included in the accommodation package) when away on business trips limited as follows:

- Daily rate of R452 (Must be claimed back from SARS)

The above total of R452 per day for meals can be utilised according to the employee's dietary requirements, i.e. should an employee wish to spend less on breakfast and more on dinner, he/she will be at liberty to do so provided the total amount claimed for meals per day does not exceed R452 and that no meals are included as part of the accommodation package, i.e. should breakfast be included with the accommodation, the employee will be entitled to spend only R352 on lunch and dinner. However, should an employee's flight to his/or destination depart after 07:00 in the morning he/she would not be entitled to submit any claims for a breakfast meal for that day; or should his/her return flight depart before 18:00 he/she would not be entitled to submit any claims for a dinner meal.

In order to claim the refund, invoices of all expenses must be presented to the Finance Department.

Travelling overseas

If an employee is expected to undertake a business trip to a foreign country and the employee is not in the possession of a valid passport, it is the employee's own responsibility to ensure the timely application/renewal of his/her passport. This will be for the employee's own account (provided that the company pays a subsistence allowance to the employee).

Employees must ensure that they sign the 'Indemnity Form' before they leave the country. No employee is allowed to leave the country (for business purposes) without signing this form.

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The company undertakes to pay for an economy class air ticket at the company's choice of airline. If an employee wishes to change the time/date/airline of his/her flight, the employee should consult the person responsible for the flight booking to ensure that:

- there are other flights available, and
- any additional cost is authorised by one of the directors.

Employees must arrange their own transport to the airport (of departure). If the employee wishes to leave his/her vehicle in the airport's normal parking area (shaded parking), the company will issue a refund, limited to 5 consecutive days, for parking expenses. The use of under roof parking, lockup garages and any other security parking will be for the employee's own account.

The company will also pay for accommodation at the company's choice of hotel/guesthouse/or other accommodation. The company will not pay for any meals (except if breakfast is included with the accommodation) or other personal expenses. An employee will receive a daily subsistence allowance that is in line with the latest maximum tax free allowance permitted by SARS for every day spent outside the country to provide for meals and other personal expenses (such as roaming calls, taxi's, train tickets, etc). The subsistence allowance will be converted to a rand amount at the currency rates applicable on 7 days before departure. If an employee spends more than his/her subsistence allowance he/she must provide proof (invoices, etc.) of all payments and a refund will be issued for business related expenses (including meals).

Employees will be responsible for their own foreign currency requirements, including cashing in any unused currency on returning to South Africa (to comply with the legislation of the SA Reserve Bank).

Use of Company vehicle

Employees who make use of the company vehicle need a valid driver's licence. A garage card will be provided for petrol. The vehicle is only for the use of employees and must not be used to transport family, friends, pets (or any other animal(s)), etc or any goods that is not transported for business related reasons. The vehicle is to be driven only by the employee/s to whom the vehicle is allocated.

No drinking and driving will be allowed. If the driver is found driving under the influence of alcohol or any other illegal substances/drugs he/she will face disciplinary action with the possibility of immediate dismissal.

Should the driver be involved in a motor vehicle accident, he/she has to inform his/her line manager immediately and will be liable for payment of the excess and any other admin e.g. SAP report, quotes, etc., with associated costs(where applicable). The driver must take the necessary precautions to ensure the proper use and safekeeping of the vehicle. A security locking device will be available in the vehicle and the driver must ensure that the device is used to secure the vehicle when leaving it unattended.

Petrol costs will be paid for by the Company under the following conditions:-

- All business travel will be allowed (travel to and from work is deemed as business travel as well as to and from the airport provided that you are on an officially approved business trip outside a 300km radius from your normal place of work.
- The Company will allow personal travel up to 50km per person per calendar month (prorated if vehicle is used for a shorter period) provided that you are on an officially approved business trip outside a 300km radius from your normal place of work. These kilometres are not transferrable to the next calendar month.
- All personal kilometres will be at the employees cost, at R3,35 per kilometre. If the employee is on an officially approved business trip outside a 300km radius from your normal place of work, only the personal kilometres in excess of 50km will be at the employees cost, at R3,35 per kilometre. This deduction will be made from the employee's salary at the next pay date. This cost will be shared if there is more than one employee using the vehicle. Employees would need to manage the distribution thereof amongst themselves.

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- Garage card invoices/receipts to be submitted to finance within one week. Failure to do so will result in the costs being deducted from the employee's salary, the following month.

The Company compulsory log book needs to be properly completed. It is the responsibility of the keyholder to submit the most recent logbook to the Finance Department by 10am on Monday morning. The log book needs to be completed immediately upon completion of the journey. It is the driver's responsibility to ensure that the odometer reading corresponds with the log book reading, before starting his/her journey. If the reading does not correspond, the employee needs to report this immediately to his/her line manager or finance department before the car is used. The log book must not be removed from the vehicle, under any circumstances. No smoking will be allowed in the vehicle.

The employee needs to ensure that the vehicle is washed once in two weeks. This will be for the Company's cost – the budget is R100 per wash. Invoices needs to be submitted to the Finance Department, within one week to ensure refunds are processed.

The employee must ensure that the vehicle is taken for a service when required. This will be for the Company's cost and the booking of the service will be done by the Company.

The driver responsible for the offence will be responsible for the payment of traffic fines. This will be deducted from the employee's salary in the following month.

The driver is responsible to check the oil, water, tyre pressure and tyre condition, whenever they are filling petrol. Upon taking responsibility for the car, the driver needs to ensure that the garage card, log book and key are given to him/her. Driver needs to do a pre-car inspection before taking responsibility/driving the car and report any damages before driving the vehicle. Petrol level is always to be kept above quarter tank.

General

The person responsible for the travel arrangements (the person doing the bookings) must submit a Travel Authorization Form to the Finance Department for approval (by the MD/CEO) for all travel arrangements/expenditure.

The person responsible for the arrangements of the flights and accommodation must provide the Finance Department with supporting documentation of all travel costs (air tickets, accommodation, etc) incurred by the company.

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