



## POLICY

# Travel and Subsistence Policy

Policies and Constitution

|               |            |
|---------------|------------|
| POLICY NUMBER | BDA-HR-002 |
|---------------|------------|

|         |     |
|---------|-----|
| VERSION | 1.0 |
|---------|-----|

|             |                        |
|-------------|------------------------|
| APPROVED BY | BDA Board of Directors |
|-------------|------------------------|

|                |                 |
|----------------|-----------------|
| EFFECTIVE DATE | To be confirmed |
|----------------|-----------------|

|             |                 |
|-------------|-----------------|
| NEXT REVIEW | To be confirmed |
|-------------|-----------------|

## DOCUMENT CONTROL

| Version | Date   | Author                   | Description    |
|---------|--------|--------------------------|----------------|
| 1.0     | [Date] | Ethics & Legal Committee | Initial Policy |

## 1. PURPOSE AND BACKGROUND

The Burgersdorp Development Agency ("BDA") requires its employees, board members, and other authorised persons to undertake travel from time to time in order to fulfil the organisation's mandate. BDA recognises that official travel entails reasonable costs and is committed to reimbursing such costs fairly.

This Travel and Subsistence Policy ("the Policy") establishes the rules and procedures governing all official travel undertaken on behalf of BDA. It aims to:

- Ensure travel is undertaken only when necessary and properly authorised;
- Ensure BDA achieves value for money in all travel-related expenditure;
- Provide clarity on what costs will be reimbursed and at what rates;
- Establish efficient procedures for travel advances and expense claims; and
- Prevent the misuse of travel-related entitlements.

## 2. SCOPE OF APPLICATION

This Policy applies to all BDA employees, board members, volunteers, and contractors who undertake travel on behalf of BDA and who seek reimbursement or advance payment from BDA for travel-related expenses. It applies to all domestic and international travel.

Personal travel is expressly excluded. BDA will not reimburse any costs associated with travel that is not directly and solely connected to official BDA business.

## 3. DEFINITIONS

| Term                             | Definition                                                                            |
|----------------------------------|---------------------------------------------------------------------------------------|
| <b>Actual Expense</b>            | A reimbursable cost supported by a valid receipt or invoice.                          |
| <b>Day Trip</b>                  | Official travel that departs and returns within the same calendar day.                |
| <b>Home Base</b>                 | The employee's designated place of work from which official travel departs.           |
| <b>Incidental Expenses</b>       | Minor unavoidable expenses such as tips, tolls, and parking, supported by receipts.   |
| <b>Overnight Trip</b>            | Official travel requiring at least one night away from the employee's home base.      |
| <b>Per Diem</b>                  | A fixed daily allowance paid to cover meals and incidentals while on official travel. |
| <b>Subsistence Allowance</b>     | Allowance for accommodation and meals during overnight official travel.               |
| <b>Travel Advance</b>            | A pre-trip payment made to an employee to cover anticipated travel expenses.          |
| <b>Travel Authorization Form</b> | The mandatory pre-approval form required before any official travel commences.        |

## 4. GENERAL PRINCIPLES

The following principles shall govern all travel at BDA:

- No travel shall be undertaken at BDA's expense without prior written authorisation. Retrospective authorisation is not permitted except in genuine emergencies.
- Travel shall be undertaken by the most economical and practical means, consistent with the purpose and urgency of the travel.
- Employees shall exercise the same economy and judgment in incurring travel expenses as they would in spending their own money.
- BDA shall not reimburse expenses that are extravagant, personal, or unsupported by documentation.
- Travellers shall plan trips to minimise cost, including advance booking of flights and accommodation wherever possible.
- Board members are subject to the same rules as employees for expense claims and advances, unless otherwise resolved by the Board.

## 5. TRAVEL AUTHORISATION

All official travel must be authorised in advance using the Travel Authorization Form (Appendix A). The following authorisation levels apply:

| Traveller    | Estimated Cost / Type                        | Authorisation Required  |
|--------------|----------------------------------------------|-------------------------|
| Staff Member | Any day trip                                 | Line Manager            |
| Staff Member | Overnight domestic travel (up to R5,000)     | ED                      |
| Staff Member | Any international travel or >R5,000 domestic | ED + Board notification |
| ED           | Any travel                                   | Board Chairperson       |
| Board Member | Any travel for BDA business                  | Chairperson             |

The authorised Travel Authorization Form must accompany all travel advance requests and expense claims.

## 6. BOOKING PROCEDURES

### 6.1 Accommodation Bookings

Accommodation shall be booked through BDA's designated travel coordinator or Finance Manager. Accommodation shall be at a reasonable standard consistent with the following guidelines:

- Standard rooms only (no suites or luxury rooms);

- Accommodation cost shall not exceed the approved BDA rate schedule (Appendix D);
- Accommodation must be located within a reasonable distance of the business destination;
- In-room mini-bar, room service, personal entertainment, and laundry are not reimbursable.

## 6.2 Air Travel Bookings

Where air travel is required, the following rules apply:

- Economy class only for domestic flights;
- Economy class for international flights under 6 hours; business class may be considered for flights exceeding 6 hours with prior Board approval;
- Flights should be booked at least ten (10) business days in advance to take advantage of lower fares;
- Frequent-flyer points accrued on BDA-funded travel belong to BDA and shall be used for future BDA travel;
- Any change or cancellation fees are payable by BDA only if the change is due to genuine business necessity approved by the ED.

## 6.3 Vehicle Hire

Where a hire car is necessary, Group B class (or equivalent small/medium sedan) is the standard. Larger vehicles require ED approval and written motivation. Collision damage waiver insurance shall always be taken. Fuel costs for hired vehicles shall be reimbursed on submission of receipts.

# 7. ROAD TRAVEL

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## 7.1 BDA-Owned Vehicles

Where BDA owns vehicles, employees may apply to use them for official travel. BDA vehicles shall be used only for official BDA business. Booking of BDA vehicles is managed by the designated fleet custodian. Traffic fines, tolls, and parking incurred during official BDA travel are reimbursable on submission of receipts.

## 7.2 Use of Private Vehicle

Employees who use their private vehicles for official BDA travel shall be reimbursed at the BDA approved rate per kilometre as set out in Appendix D. The following conditions apply:

- The employee must have a valid driver's licence and the vehicle must be adequately insured for business use;
- Kilometres must be supported by a logbook entry specifying the date, origin, destination, purpose, and distance;
- The logbook shall be submitted with the expense claim;
- BDA shall not be liable for any damage to a private vehicle used for official travel.

## 7.3 Traffic Fines and Violations

Traffic fines, parking fines, and other road violations are the personal responsibility of the driver and shall not be reimbursed by BDA, regardless of whether the employee was driving a BDA or private vehicle.

## 8. SUBSISTENCE AND MEAL ALLOWANCES

BDA shall pay subsistence allowances in accordance with the approved rate schedule (Appendix D). The following rules apply:

- Day trips (no overnight stay): A meal allowance shall be paid only if the trip exceeds 8 hours in duration, or if the traveller departs before 07h00 or returns after 19h00.
- Overnight trips: A full per diem shall be payable for each full day of travel. Partial days are calculated pro rata based on actual hours away from home base.
- Where meals are provided by a conference, workshop, or host organisation, the relevant meal allowance shall be deducted from the per diem claim.
- Alcoholic beverages are not reimbursable under any circumstances.
- Where actual meal costs are claimed (with receipts), rates shall not exceed those in the approved rate schedule.

| Meal                     | Domestic Rate (R) | Provincial Capital Rate (R) | International Rate (USD equivalent) | Notes |
|--------------------------|-------------------|-----------------------------|-------------------------------------|-------|
| Breakfast                | R80               | R100                        | USD 15                              |       |
| Lunch                    | R120              | R150                        | USD 25                              |       |
| Dinner                   | R180              | R220                        | USD 35                              |       |
| <b>Full Day Per Diem</b> | <b>R380</b>       | <b>R470</b>                 | <b>USD 75</b>                       |       |

*Note: Rates above are indicative and shall be reviewed annually by the Finance Manager and approved by the Board. Current approved rates are always those in the current Schedule (Appendix D).*

## 9. ACCOMMODATION ALLOWANCES

| Travel Category                   | Max. Nightly Rate (R, incl. breakfast) | Notes                     |
|-----------------------------------|----------------------------------------|---------------------------|
| Small Towns / Rural Areas         | R800 per night                         |                           |
| Major Cities (JHB, CPT, DBN, PTA) | R1,200 per night                       |                           |
| International Travel              | USD 150 per night                      | Subject to Board approval |

Exceptions above the maximum rate may be approved by the ED in writing where suitable accommodation is not available within the approved rate. The reason for the exception must be documented on the expense claim.

## 10. TRAVEL ADVANCES

An employee may request a travel advance to cover anticipated expenses for trips that cannot be charged directly to BDA. The following rules apply:

- Travel advances may be requested using the Travel Advance Request Form (Appendix C);
- Advances shall not exceed 90% of the estimated total travel cost;
- Advances must be authorised by the Finance Manager (for amounts up to R10,000) or the ED (above R10,000);
- The advance must be acquitted (reconciled with actual expenses) within ten (10) working days of return from travel;
- Any unspent advance must be returned to BDA within the same ten-day period;
- No new advance will be issued to an employee who has an outstanding unacquitted advance;
- If the actual expenses are less than the advance, the employee must return the difference. If actual expenses exceed the advance, BDA will reimburse the balance on submission of receipts.

## 11. EXPENSE CLAIMS AND REIMBURSEMENT

All travel expenses must be claimed using the Travel Expense Claim Form (Appendix B). The following rules apply:

- Claims must be submitted within ten (10) working days of return from travel;
- All claims must be accompanied by original receipts for accommodation, flights, hire car, and any other individual expense above R100;
- Claims without receipts will not be reimbursed (except per diem allowances);
- The Finance Manager shall review all claims for compliance with this Policy before approving payment;
- Claims that include personal expenses will be returned to the claimant for correction;
- Approved claims will be paid within 15 working days of approval;
- Claims submitted more than 30 days after travel may be refused at the discretion of the Finance Manager.

The following expenses are specifically not reimbursable:

- Alcohol and entertainment;
- Personal phone calls;
- Newspapers, books, and personal items;
- Gym or spa access;
- Expenses for travel companions not on BDA business;

- Lost or stolen cash (except where a police report is provided and the ED approves);
- Traffic or parking fines.

## 12. INTERNATIONAL TRAVEL

International travel requires prior approval from the Board of Directors. The following additional rules apply:

- A full business case motivating the travel must be submitted to the ED and Board at least 30 days before travel;
- The business case must include: purpose, expected outcomes, detailed budget estimate, and any risk considerations;
- The Finance Manager shall arrange foreign currency or travel cards as required, based on approved per diem rates;
- Visa and travel insurance costs shall be covered by BDA;
- The traveller shall submit a written report on the outcomes of the international travel within five (5) working days of return;
- International subsistence rates are set out in Appendix D and reviewed annually by the Finance Manager.

## 13. APPROVAL SUMMARY TABLE

| Transaction                    | Approval Authority     | Supporting Document                       |
|--------------------------------|------------------------|-------------------------------------------|
| Day trip authorisation         | Line Manager           | Travel Authorization Form                 |
| Domestic overnight travel      | ED                     | Travel Authorization Form                 |
| International travel           | Board Resolution       | Business case + Travel Authorization Form |
| Travel Advance (up to R10,000) | Finance Manager        | Travel Advance Request Form               |
| Travel Advance (above R10,000) | ED                     | Travel Advance Request Form               |
| Accommodation above rate       | ED (written exception) | Motivation + invoice                      |
| Business class flights         | Board approval         | Written motivation                        |
| Expense claim reimbursement    | Finance Manager        | Travel Expense Claim Form + receipts      |

## 14. NON-COMPLIANCE AND SANCTIONS

The following consequences may apply for breaches of this Policy:

- Claims that do not comply with this Policy will be rejected and returned to the claimant;
- Deliberate inflation or fabrication of travel claims constitutes fraud and shall result in disciplinary action, up to and including dismissal and criminal prosecution;
- Failure to return a travel advance within the required period may result in recovery from the employee's salary (with prior written notice);
- Repeated non-compliance will be addressed through the formal disciplinary process.

## 15. POLICY REVIEW

This Policy shall be reviewed annually. Subsistence and accommodation rates (Appendix D) shall be reviewed at the time of budget preparation each year. This Policy was approved by the BDA Board of Directors on [Insert Date].

| Approved By | Designation            | Date & Signature |
|-------------|------------------------|------------------|
|             | Chairperson, BDA Board |                  |
|             | ED, BDA                |                  |

## APPENDIX A: TRAVEL AUTHORIZATION FORM

**This form must be completed and approved BEFORE travel commences**

|                                 |                                                        |
|---------------------------------|--------------------------------------------------------|
| Name of Traveller               |                                                        |
| Designation / Role              |                                                        |
| Department                      |                                                        |
| Purpose of Travel               |                                                        |
| Destination(s)                  |                                                        |
| Departure Date & Time           |                                                        |
| Return Date & Time              |                                                        |
| Mode of Transport               | Air / BDA Vehicle / Private Vehicle / Hire Car / Other |
| Accommodation Required?         | Yes / No                                               |
| Hotel Name (if known)           |                                                        |
| Advance Required?               | Yes / No – Amount: R _____                             |
| Estimated Total Cost (R)        |                                                        |
| Budget Code                     |                                                        |
| Project / Grant (if applicable) |                                                        |

|                                       |                                                              |
|---------------------------------------|--------------------------------------------------------------|
| <b>Traveller Signature &amp; Date</b> | <b>Authorising Manager Signature, Designation &amp; Date</b> |
|                                       |                                                              |

## APPENDIX B: TRAVEL EXPENSE CLAIM FORM

*Submit within 10 working days of return. Attach all original receipts.*

| Name | Designation | Claim Period | Travel Auth. Ref. |
|------|-------------|--------------|-------------------|
|      |             |              |                   |

| Date | Description                         | Destination / Purpose | Receipt Attached? Y/N | Km (if applicable) | Amount (R) |
|------|-------------------------------------|-----------------------|-----------------------|--------------------|------------|
|      | Accommodation                       |                       | Y/N                   | N/A                |            |
|      | Air Ticket                          |                       | Y/N                   | N/A                |            |
|      | Hire Car                            |                       | Y/N                   | N/A                |            |
|      | Private Vehicle (km x rate)         |                       | Logbook               |                    |            |
|      | Breakfast                           |                       | Y/N                   | N/A                |            |
|      | Lunch                               |                       | Y/N                   | N/A                |            |
|      | Dinner                              |                       | Y/N                   | N/A                |            |
|      | Parking / Tolls                     |                       | Y/N                   | N/A                |            |
|      | Other (describe)                    |                       | Y/N                   | N/A                |            |
|      | <b>TOTAL CLAIMED</b>                |                       |                       |                    | R          |
|      | Less: Advance Received              |                       |                       |                    | R          |
|      | <b>AMOUNT DUE TO EMPLOYEE / BDA</b> |                       |                       |                    | R          |

| Claimant Signature & Date | Line Manager Signature & Date | Finance Manager Signature & Date |
|---------------------------|-------------------------------|----------------------------------|
|                           |                               |                                  |

## APPENDIX C: TRAVEL ADVANCE REQUEST FORM

|                                |  |
|--------------------------------|--|
| Traveller Name                 |  |
| Designation                    |  |
| Travel Authorization Reference |  |
| Destination(s) & Purpose       |  |
| Departure Date                 |  |
| Return Date                    |  |

| Estimated Expense                     | Amount (R) | Notes |
|---------------------------------------|------------|-------|
| Accommodation (R ____ x ____ nights)  |            |       |
| Meals / Per Diem (R ____ x ____ days) |            |       |
| Air Tickets (if not pre-paid)         |            |       |
| Ground Transport / Hire Car           |            |       |
| Other Incidentals                     |            |       |
| <b>TOTAL ESTIMATED COST</b>           | R          |       |
| <b>ADVANCE REQUESTED (max 90%)</b>    | R          |       |

I confirm that I have no outstanding unacquitted travel advances. I undertake to submit a full expense claim with all supporting receipts within 10 working days of return, and to return any unspent balance immediately.

|                            |                                 |
|----------------------------|---------------------------------|
| Traveller Signature & Date | Finance Manager Approval & Date |
|                            |                                 |

## APPENDIX D: APPROVED SUBSISTENCE AND TRAVEL RATE SCHEDULE

Effective From: [Insert Date] | Next Review: [Insert Date] | Approved By: BDA Board

### SECTION 1: MEAL AND PER DIEM ALLOWANCES (DOMESTIC)

| Meal            | Small Town (R) | Major City (R) | Conditions          | Notes |
|-----------------|----------------|----------------|---------------------|-------|
| Breakfast       | R80            | R100           | Depart before 07:00 |       |
| Lunch           | R120           | R150           | Trip > 8 hours      |       |
| Dinner          | R180           | R220           | Return after 19:00  |       |
| <b>Full Day</b> | <b>R380</b>    | <b>R470</b>    | Overnight trip      |       |

### SECTION 2: ACCOMMODATION ALLOWANCES (DOMESTIC)

| Location                          | Maximum Nightly Rate (R) | Notes                    |
|-----------------------------------|--------------------------|--------------------------|
| Burgersdorp and surrounds         | R600                     |                          |
| Small towns / rural areas         | R800                     |                          |
| Major cities (JHB, CPT, DBN, PTA) | R1,200                   | B&B / breakfast included |
| International                     | USD 150 / EUR 130        | Per Board approval       |

### SECTION 3: PRIVATE VEHICLE REIMBURSEMENT RATE

| Vehicle Engine Size | Rate per Kilometre (R) |
|---------------------|------------------------|
| Up to 1,600cc       | R4.00 / km             |
| 1,601cc to 2,500cc  | R4.50 / km             |
| Above 2,500cc       | R5.00 / km             |

*Note: Rates shall be reviewed annually. SARS prescribed subsistence rates shall be consulted when setting per diem rates to avoid unnecessary tax implications for employees.*