

# **INTUATE GROUP TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

Version 3.3

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## 1. INTRODUCTION

Intuate Group will reimburse its employees for actual, reasonable expenses incurred in the service of the Company provided it has been approved in advance. At the same time, employees have a responsibility to the Company to exercise sound judgement in incurring expenses for which reimbursement shall be requested. It is expected that Company personnel will, normally when away from home, handle Company funds prudently as if it were their own. All reimbursive travel expenditure must be pre-authorized by one of the Directors of Intuate Group. The employee must complete the travel requisition form and have it authorized by his/her line manager prior to traveling.

All expenses should be recorded on an Expense Claim Sheet, signed by the employee's manager and the client (if applicable) before submitting to HR for processing. Receipts are required for all expenses being claimed.

Please note: Expenses older than two (2) months or 30 days past financial year end, will not be reimbursed.

## 2. AIRLINES

Reservations are to be made by the Company. Scheduling of all commercial air travel should be done in a timely manner in order to secure the most appropriate schedules and fares. Should an employee need to make changes to an itinerary during travel, he/she must keep record of all subsequent airline transactions and inform their Line Manager immediately. Re-imbursive expenses in this regard are to be substantiated with the appropriate documentation. Tickets not used are to be returned to the Company, immediately, in order to receive credit from the issuing party. Employees missing their flights without valid reason will be responsible for all costs related to the reservation made. Changes without management approval will be for the employee's cost.

## 3. PARKING

Should it be necessary for an employee to park at the Airport, parking will be reimbursed at a maximum rate of R100 per day and receipts should be attached to all claims. Traveling to and from the airport is for the expense of the employee. Long term parking options are available at the airports, which fall within the R100 per day cost.

For further info, before you travel, please go to [www.acsa.co.za](http://www.acsa.co.za) (Maps and Parking)

## 4. PETROL ALLOWANCE

Intuate Group will reimburse employees for travel between Head Office and client(s), based on the following criteria:-

- Employees receiving a petrol allowance as part of their CTC will only be refunded if their business travel exceeds 1070 km consistently over a consecutive three month period. The difference will be refunded at the prevailing AA rate. The normal expense claim process must be followed.
- Employees receiving a travel allowance as part of their CTC will not be refunded for petrol.
- It is the responsibility of each employee to keep a comprehensive log book for SARS should you wish to claim against a travel allowance.

## 5. CAR RENTALS

Reservations are to be made by the Company. If an employee is involved in an accident, the excess will be for the employee's account. Requests for car rental when traveling should be included on the travel requisition. Should taxi and public transportation be more economical, car rental reservations should not be made.

**Important: Car rentals must be booked with comprehensive/super/maximum insurance cover at all times.**

## **6. HOTEL ACCOMMODATION**

Reservations are to be made by the Company. A travel requisition form must be completed and submitted for approval. All lodging reservations for employees are guaranteed. Once employees have started their travel, they are responsible for canceling pre-arranged lodging if their itinerary changes. The employee's failure to cancel lodging reservations will result in a "no show" charge from the hotel. This will be deducted from the employee at the next pay roll run. All employees are encouraged to review and verify hotel expenses prior to check out.

## **7. PER DIEM**

### **7.1 LOCAL TRAVEL**

Employees will receive a per diem amount of R200-00 per day, when travelling for business and being required to sleep away from home. The purpose of the per diem amount is to cover meals and ad-hoc expenses (i.e. Garmin hire, toll fees, lunch etc.). Where possible the Company will book accommodation which includes breakfast.

Personal entertainment, alcoholic beverages/wine or special room service will not be reimbursable. per diem claims must be recorded on an "Expense Claim Sheet" clearly stating the dates that the employee was out of town and the normal approval process must be followed. Payments will be made together with salary payments.

### **7.2 OVERSEAS TRAVEL**

Employees will receive a per diem amount equal to the amount as stipulated on the SARS website for that specific country. The amount will be converted into South African rand at the prevailing rate as published on XE.com at the time of claim. The Per Diem is to cover expenses as referred to in Paragraph 7.1. Per Diem claims must be recorded on an Expense Claim Sheet stating the dates that the employee will be out of town and the normal approval process must be followed.

Approved per diem claims, for overseas travel, will be paid in advance, prior to the employee leaving South Africa. Any difference in the days claimed will be reconciled once the employee returns and adjustments will be made accordingly and processed with the next salary payment.

## **8. ENTERTAINMENT**

Entertainment expenses are incurred when a potential or current customer or vendor is included in a meal or entertainment event. All entertainment expenses must be pre-approved by one of the Directors.

## **9. CREDIT CARDS**

The Company does not issue credit cards.

## **10. CELLULAR TELEPHONES**

The Company does not purchase cellular telephones. Refunds will only be done in the following circumstances:-

- If an employee's cellular bill exceeds R500-00 per month, for business calls, over any consecutive 3 month period and itemised billing can be produced, the amount exceeding R1500-00 (one thousand five hundred rand) will be refunded.
- These claims will be reimbursed on a quarterly basis.

Management reserves the right to change the Travel and Expense reimbursement Policy according to statutory requirements.

I, \_\_\_\_\_, hereby acknowledge that I have read & understood the Intuate Group Travel and Expense Reimbursement Policy (Revision 3.3) document.

I accept and agree to adhere to the Rules & Regulations as stipulated in the Intuate Group Travel and Expense Reimbursement Policy (Revision 3.3) document.

SIGNATURE (employee): \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME : \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

SIGNATURE (HR Administrator): \_\_\_\_\_ DATE \_\_\_\_\_