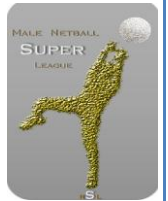


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CEPOLICY ON THE MANAGEMENT OF TRAVEL, ACCOMMODATION AND SUBSISTEN

Policy Number: 006/2019

Responsible Designated : Finance committee

Division: Authority: President

Effective Date: 01 January 2019

Review Date: As and when necessary

Approval Date:

Recommended by: KZNN Treasurer

Signature:

Approved by:

Signature:

1. Objective

1.1 To articulate the KwaZulu Natal Netball policy regarding procedures and limitations on employee and office-bearer reimbursement for travel, accommodation and other daily expenses while on official duties away from the office.

1.2 To provide guidance on policy and procedures to those who approve expense claims pertaining to travel and entertainment expenses.

1.3 To ensure that only valid and legitimate expenses are claimed by claimants.

2. Terminology

2.1 For the purposes of this policy, the following definitions apply: “Domestic travel” : all travel within South African borders.

2.2 “Fixed daily : an allowance payable in instances when actual expenses are not allowance” claimed.

2.3 “International travel”: travel to any other country outside of South African borders.

3. Scope of application

This policy applies to all employees, office-bearers and Executive Members who are required to travel on behalf of the KwaZulu Natal Netball.

4. Governing prescripts

4.1 Legislation

- Income Tax Act 58, 1962
- The Basic Conditions of Employment Act, 1997

4.2 Prescripts

Code of Conduct and Ethical Behaviour

5. Guiding principles

5.1 General principles

The following General Principles apply to official travel by employees and office-bearers

- i. There should be a budget for all its envisaged travel and subsistence expenditure.
- ii. Travel must always be consistent with the needs, objectives and requirements of the objectives and strategy of KZNN and all employees/office-bearers have a responsibility to undertake such travel in a responsible and cost efficient manner.
- iii. KZNN policy is to reimburse employees/office-bearers in an equitable manner for all expenses that are reasonably necessary and incurred when travelling on KZNN - authorized business. No reimbursement will be paid unless the Travel Reconciliation has been completed and all supporting vouchers are submitted.
- iv. When submitting a Travel Expense Form (Travel Reconciliation), any deviations from the policies detailed within this document must be explained on the Travel Reconciliation and expenses claimed that are not in compliance with this policy, require the written approval of the President or Treasurer.
- v. The fundamental principle adopted by KZNN is that it shall endeavour to arrange and pay for all official travel and accommodation in order to limit related employee/office-bearers claims and allowances and the concomitant administration requirements.
- vi. All journeys undertaken by employees/office-bearers must be authorized by the relevant delegated authority.
- vii. Prior approval must be obtained before journeys are embarked on.
- viii. Special approval is required for travelling abroad.
- ix. If official vehicles are available for transportation, an employee/office-bearer shall not be reimbursed for use of his/her own transport.
- x. KZNN shall not be liable for any additional costs with regard to flights, transport, hotel or miscellaneous expenses, or injuries to companions, partners or spouses that join employees/office-bearers on official travel without invitation from KZNN.
- xi. When an employee's/office-bearer's companion, partner or spouse travels on invitation from KZNN. KZNN shall be responsible for all expenditure, as if the companion, partner or spouse is an employee/office-bearer of KZNN. All

institutional policies shall, however, apply to the companion, partner or spouse for the duration of the journey.

xii' Should an employee/office-bearer choose to personally settle expenses, it must be noted that KZNN shall not be held responsible for any financial difficulties the employee/office-bearer may experience.

xiii. Approval of travel shall be delegated as follows:

President by Vice President.

Other employees on any KZNN representative by the Vice President and Treasurer ☐ KZNN Executive Members travel must be approved by the President, Vice President and Treasurer.

5.2 Subsistence

i. Staff attending seminars/workshops, for which meals are not included must, at least 48 hours prior to departure, arrange with the Treasurer for the allowance to be available.

ii. The subsistence allowance referred to in (i) above may not be claimed without having to furnish proof of expenses but the relevant claim forms must be submitted.

iii. The designated representative must claim the entitled subsistence allowance three (3) days before embarking on any official trip.

iv. No advances will be paid other than the subsistence allowance.

v. Allowances will be paid directly into the employee's/office-bearer's bank account.

5.3 Accommodation

- i. Individuals who travel on business that entails one or more nights to be spent away from home, may stay in a hotel, motel, guesthouse or bed and breakfast establishment.
- ii. Reasonable costs for dinner and breakfast while away from home will be paid by KZNN, provided these are not included in the accommodation tariff and pre-approved in terms of the approved delegations.
- iii. The Executive Committee members and Senior KZNN staff to be accommodated in single double bed rooms. Junior KZNN staff to be accommodated on a sharing basis. Deviation from this may only be granted by the President.
- iv. The cost of accommodation for international travel will be determined on a pre -approved case-by-case basis.
- v. Care should be taken to ensure that the most cost-effective accommodation is utilized at all times. This will ideally be in a 3 star equivalent hotel or 4-star equivalent bed and breakfast or guesthouse.
- vi. Where it is not necessary to stay overnight on any official travel, no accommodation costs or subsistence allowances will be paid. All employees/office-bearers of KZNN may be registered as "Frequent Guests with hotel establishments and as "frequent flyers" with airlines.

Employees/office-bearers may utilize the benefits related to this registration for personal use.

5.4 Air travel guidelines

- i. All air travel undertaken by KZNN employees/officials shall be in economy class, unless otherwise determined by the President.
- ii. All domestic air travel undertaken by Executive Members shall be in economy class, unless otherwise determined by the President. KZNN shall endeavour to secure access to airport lounges for Executive Members prior to departure with the proviso that costs hereof shall be reasonable and affordable.
- iii. All international travel undertaken by Executive Members must be in the economy class. Business class will only be considered by the President if the travel exceeds 5 hours in the flight including connections.

5.5 Car hire and other road travel transportation

5.5.1 General Arrangements

KZNSC shall not be held responsible for any injuries inflicted and/or damages caused by an employee/office-bearer who is not in possession of a valid driver's licence when driving a hired vehicle or any other vehicles while on official business.

5.5.2 Car Hire

- i. All car rental and air travel must be arranged through a pre-approved travel agency, if necessary, in advance of the trip made.
- ii. Anyone who rents a vehicle whilst travelling on behalf of KZNN without having an order placed before travelling will only be reimbursed for the cost if proof of expenditure can be produced and the person can demonstrate that the vehicle rental was reasonably but unexpectedly necessitated by the circumstances.
- iii. Insurance cover must be accepted when hiring a vehicle.
- iv. A maximum 1.6L engine, Automatic/Manual, air-condition, power steering Radio/CD, air-bags and ABS vehicle may be hired for Executive Members and senior staff.
- v. Where more than three (3) people are travelling together a larger vehicle or luxury vehicle may be hired.

vi. When a vehicle is received from the agency, the agency shall ensure that all vehicle fuel tanks are filled. If it should be necessary to refuel the vehicle, the employee/office-bearer shall be responsible for the refueling expenses, which will be reimbursed to the employee/office-bearer by KZNN on submission of the proof of expenditure.

vii. KZNN shall also not take responsibility for any expenditure with regard to the violation of any traffic regulations by the driver of a hired car. These must be paid by the employee/office-bearer responsible for the violation.

5.5.3 Travel Rates Payable

The following travel rate is payable, subject to the conditions as stated below:

- i. Official kilometers are measured from the office and back to the office.
- ii. The distance to which the reimbursement applies must be the shortest distance between the KZNN office and the location where the official business is to be transacted
- iii. In other instances, the distance to which the reimbursement applies must be the shortest distance between the place of residence employment and the location where the official business is to be transacted.
- iv. If the total number of kilometers for which such reimbursement is received exceeds 8 000 in any tax year or if the person receives a car allowance such claims must be taxed for PAYE purposes.
- v. Where possible, representatives must travel together, up to a maximum of four (4) in a vehicle, to minimize travelling expenses.
- vi. If transport is provided, the fuel, oil and other specific costs incurred by the employee/office-bearer for the official vehicle concerned shall be refunded, subject to the necessary documentation being submitted.
- vii. If an employee/office-bearer uses a private vehicle and the trip is authorized for a private vehicle, compensation shall be refunded at R4.00 per kilometre and revised by the Executive Committee from time to time. This rate per kilometre covers all vehicle related costs and no additional reimbursement will be considered and paid.
- viii. If proof of toll fees and parking fees paid are submitted, the amount shall be reimbursed.

5.6 Other expenses

Should the following necessarily be incurred while travelling, they may be claimed back from KZNN:

- parking costs - at airports, which shall be paid if incurred reasonably, hotels and conferences, for the duration of KZNN official business business calls and faxes while away on trips legitimate taxi fares airport taxes, visas and commission on cashing travellers cheques. These must be claimed within thirty (30) days of returning from the specific trip with sufficient supporting documentation/slips.

6. Procedures

- i. All official travel must be authorised with an appropriate trip authority.
- ii. The application for travel form has the following statement on it to be signed by the traveller:

“I confirm that I am travelling on business for KwaZulu Natal Sports Confederation and that no other organisation or person shall reimburse me for this travel.”

- iii. All processed claims and allowances are paid out (7) seven days after submission and consideration by relevant persons. Deviation from this must be approved by the 1st Vice President, and Treasurer.

7. Roles and responsibilities

7.1 The employee/office-bearer

i. All employees/Office-bearer must ensure strict compliance with the policies and procedures relating to reimburse expenses. Abuse of the provisions may be regarded as non-compliance with the Disciplinary Code and may result in disciplinary action.

ii. Whilst travelling, employees/office-bearers must ensure that their actions, behaviour and statements are in the best interests of KZNN and in accordance with the Code of Conduct and Ethical Behaviour. Failure to do so may result in disciplinary action.