

**National Sea Rescue Institute of South Africa “NPC”**

**Registration No 1967/013618/08**

**“the Institute”**

**Subsistence and Travel Policy**

**Approved: 2016**

**Reviewed: July 2018**



## **SUBSISTENCE & TRAVEL: CONTROL OF ADVANCES & PAYMENT OF S & T CLAIMS**

### **1. Purpose**

The purpose of this policy is to communicate the policy and procedures with regard to the application for advances and the reimbursement of subsistence and travel expenditure. Employees and volunteers are from time to time expected to undertake official journeys. Expenditure in respect of travel and subsistence is an area which could be open to abuse with regard to means of transport, routes, duration and accommodation when utilizing funds. This document clarifies the process to prevent this.

### **2. General**

Trip authorisation, for all official journeys, must be pre-approved by an Executive Director or Station Commander, prior to departure.

- 2.1. For the purposes of authorisation of domestic air travel and related services such as car hire or accommodation – approval must be granted at the level of Executive Director. The authorisation will serve as confirmation that the journey is necessary and in the interest of and benefit to the NSRI.
- 2.2. Foreign travel must be approved by the CEO, prior to departure.
- 2.3. Payment of a subsistence allowance and reimbursement of actual expenditure incurred is not intended for a volunteer or employee to:
  - Enrich themselves / supplement their salary;
  - Enable themselves to entertain other parties.

### **3. Request for subsistence & travel (S&T) advance**

- 3.1. When requesting an advance for an official trip, supporting documentation should be attached to the application form which should include the following amongst others:

- Estimate/calculation of expenditure to be incurred
- Approved travel plan where official duties demand regular travel;
- Confirmation of meeting/course/workshop/seminar/training and
- Other documents (for example management's written instructions), which can support the payment of an advance.

- 3.2. If a journey is cancelled or postponed for a period of more than 5 working days or cannot be undertaken, for whatever reason, after an advance had been processed, the full advance must be paid back immediately (within 24 hours).
- 3.3. Requests to repay outstanding advances in instalments are not permitted. No further advances will be granted if a previous advance has not been settled in full.

#### 4. Subsistence and travel claims

- 4.1. An expense claim form to have subsistence and travel expenditure repaid must be submitted within a week of the event.
- 4.2. Advances must be offset against the daily allowance and all related expenditure incurred by the person. Should the claim amount be less than the advance received, the NSRI must be reimbursed. The original deposit receipt/EFT receipt must be attached to the subsistence and travel claim form.
- 4.3. In the event of supporting documentation in respect of the claim being lost for whatever reason, the official submitting the claim must declare expenditure incurred.
- 4.4. In cases where privately owned transport is used for official duty, an allowance of R (see rates sheet) per kilometer (revised on 1 Jan each year), as well as associated parking and toll fees will be paid on presentation of slips.

#### 5. Guidelines for expenditure on meals and accommodation

##### 5.1. Meals

Volunteers will be compensated for reasonable expenses for meals when undertaking official travel for periods of over 24 hours.

The following conditions apply:

- Breakfast - R (See rates sheet) : (entitled if leave before 06h00)
- Lunch - R (See rates sheet) : (entitled if after 14h00)
- Supper R (See rates sheet) : (entitled if after 20h00)
- Midnight snack/meal R (See rates sheet) : (entitled if after 02h00)

(No alcoholic beverages will be reimbursed)

No snacks between meals or 'family' meals on return of official journey may be claimed. Meetings with colleagues hosted over a tea or lunch are for your own account unless pre-arranged through a motivation.

The above conditions are revised annually on 1 January. Receipts for meals must be kept and on return be attached to the travel and subsistence claim form.

Where claims for meals are submitted for self-catering facilities, volunteers and employees must ensure that purchases are cost effective, within reason and not extreme.

##### 5.2. Accommodation

Accommodation in guest houses or other facilities must be as cost effective as possible.

It remains the responsibility of head office to ensure at all times that reasonably priced accommodation is utilised.

When reserving overnight accommodation, staff must enquire about a more favourable tariff as certain facilities offer liberal discounts for NSRI.

Where spouse or family member travels with, they are responsible for their own account.

## **6. Implementation**

- 6.1. Please note that these prescribed guidelines do not relate to foreign travel.
- 6.2. The instructions and procedures contained in this document are applicable to all employees/volunteers within NSRI.