

# **SUBSISTENCE AND TRAVEL ALLOWANCES** **LOCAL AS WELL AS FOREIGN TRIPS**

**APPLICABLE FROM 10 MAY 2011**

**Management Board approved the following allowances for official trips undertaken as from 10 May 2011.**

Foreign Trips: Daily Allowance and Accommodation

1. EUR 100.00 per 24 hours or pro – rata per hour, plus actual formal accommodation (e.g. hotel, guest house) expenses, i.e. bed and breakfast in the equivalent of a hotel classification of a three-star rating(vouchers required).
2. Travel to neighbouring countries: Daily allowance and Accommodation  
R500 per 24 hours or pro-rata per hour
3. Domestic Trips: Daily Allowance and Accommodation  
R270 per day or pro-rata per hour
- 3.1 Trips longer than 10 hours but less than 24 hours
  - 3.1.1 When employees are obliged to sleep over during this period:
    - actual formal accommodation (e.g. hotel, guest house) expenses, i.e. bed and breakfast in the equivalent of a hotel classification of a three-star rating (vouchers required)
    - actual breakfast expenses, if not included in accommodation account, to a maximum of R80.00 (vouchers required) plus a non-taxable allowance of R270.00 per day or pro-rata per hour
  - 3.1.2 When employees are not sleeping over during this period:
    - a taxable allowance of R270.00 per day or pro-rata per hour
    - any other actual official expenses such as tollgate fees and parking (vouchers required)
- 3.2 Trips longer than 24 hours
  - 3.2.1 Actual formal accommodation (e.g. hotel, guest house) expenses, i.e. bed and breakfast in the equivalent of a hotel classification of a three-star rating (vouchers required)

3.2.2 A non-taxable allowance of R270.00 per 24 hour period of absence plus a pro-rata every hour thereafter to cover personal expenses such as:

- lunches
- supper
- expenditure such as laundry, dry cleaning, beverages, private telephone calls, including calls home, magazines and newspapers, etc.
- tips relating to the above
- any other personal incidental costs

#### Private vehicles

4. Private vehicles use for Official Purposes

4.1 Claims for authorised travel are reimbursed as from the first (1<sup>st</sup>) kilometre travelled at the prevailing kilometre tariff of R3.05 per kilometre for the 2011/12 financial year

4.2 Claim forms must be accompanied by a log sheet, which must be signed and approved by the line manager and should contain the following information:

- vehicle registration number
- date of travel
- odometer start of the journey
- distance travelled
- institution(s) visited

4.3 In cases where private vehicles are used for official purposes where the 150 kilometre radius for a single trip is exceeded, the use of a rental vehicle is a more cost-effective option should be considered. The rental vehicle may be up to Group B. Where employees travel together in one rental vehicle, up to a Group C vehicle may be considered.

#### Informal Accommodation

5. Informal Accommodation

Applicable only to employees based in the Republic of South Africa

- A taxable amount of R350.00 (all inclusive) per day to be paid, on proof of being absent on approved official trips.

## Low cost Budget

### 6. Low Cost Budget Airline

- When travelling with a domestic low cost budget airline, where no refreshments are included in the tariff, the actual cost of refreshments up to a maximum of R80.00 per single flight will be allowed in addition in the daily allowance.

R80.00 per single trip

## Vehicle Rental Company

### 7. Armscor Official Vehicle Rental Company

- Avis (Limited to Group B vehicle)