

SUBSISTENCE AND TRAVEL ALLOWANCES
LOCAL AS WELL AS FOREIGN TRIPS

APPLICABLE AS FROM 1 FEBRUARY 2010

**MANAGEMENT BOARD APPROVED THE FOLLOWING
ALLOWANCES FOR TRIPS COMMENCING ON OR AFTER
1 FEBRUARY 2010**

1. Foreign Trips, Daily Allowance and Accommodation	EURO 100.00 PER 24 hours or pro-rata per hour
2. Travel to neighbouring countries. Daily allowance and Accommodation	R500 per 24 hours or pro-rata per hour
<p>3. Domestic Trips. Daily Allowance and Accommodation</p> <p>3.1 Trips longer than 10 hours but less than 24 hours</p> <p>3.1.1 When employees are obliged to sleep over during this period:</p> <ul style="list-style-type: none"> * 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 R260.00 per day or pro-rata per hour. <p>3.1.2 When employees are not sleeping over during this period</p> <ul style="list-style-type: none"> * a taxable allowance of R260.00 per day or pro-rata per hour <p>Any other actual official expenses such as tollgate fees and parking (vouchers required)</p>	R260 per day or pro-rata per hour
<p>3.2 Trips longer than 24 hours</p> <p>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)</p> <p>3.2.2 A non-taxable allowance of R260.00 per 24 hours period of absence plus a pro-rata every hour thereafter to cover personal expenses such as:</p> <ul style="list-style-type: none"> * 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 	<p>Actual expenses</p> <p>R260.00 per day or pro-rata per hour</p>
4. Private Vehicles Use for Official Purposes	
4.1 Claims for authorised travel are reimbursed as from the first (1 st) kilometre travelled at the prevailing kilometre tariff of R2.92 per kilometre for the for the 2009/10 financial year for employees who have structured a motor vehicle allowance.	* Structured motor vehicle allowance, R2,92 per kilometre
4.2 Claims for authorised travel are reimbursed as from the first (1 st) kilometre travelled at the prevailing kilometre tariff of R2.90 per kilometre for the 2009/10 financial year for employees who have not structured a motor vehicle benefit. This amount is taxable when 8 000 kilometres are exceeded and is taxed upon assessment by SARS	* Without structured motor vehicle allowance, R2.90

<p>4.3 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: (See Appendix 4)</p> <ol style="list-style-type: none"> a. Vehicle registration number b. Date of travel c. Odometer start of the journey d. Odometer end of the journey e. Distance travelled f. Institution(s) visited <p>For the purposes of cost-effective administration of claims the following will apply:</p> <ol style="list-style-type: none"> 1. Claims are processed on a monthly basis if the distance travelled during a specific month exceeds 100 kilometres 2. If the distance travelled during a specific month does not exceed 100 kilometres the employee may only submit a claim upon exceeding 100km 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. Management Board and Board of Directors may use up to Group G vehicle 	
<p>5. Informal Accommodation</p> <p>Applicable only to employees based in the Republic of South Africa</p> <p>* A taxable amount of R350.00 (all inclusive) per day to be paid, on proof of being absent on approved official trips</p>	<p>R350.00 per day</p>
<p>6. Low Cost Budget Airline</p> <p>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 to the daily allowance</p>	<p>R80.00 per single trip</p>
<p>7. Armscor Official Vehicle Rental Company</p> <p>Avis (Limited to Group B Vehicle)</p>	<p>Avis</p>