

SOUTH AFRICA FOOTBALL ASSOCIATION	POLICIES & PROCEDURES MANUAL
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APPROVERS: NEC	Date Updated:

1 PURPOSE

- 1.1 The association has to manage record and approve all travel expenses prudently and responsibly. With this in mind, the overriding purpose of this Policy is to ensure that Management, Employees and National Executive Committee (NEC) members are reimbursed for all reasonable expenses associated with travelling on behalf of the Company in a manner that is both consistent and fair. Employees and members of the association are expected to neither gain nor lose financially from the expenses process, and it is therefore important that there is clear understanding of the basis on which travel expenses should be incurred and the limits and conditions that are attached to reimbursement.
- 1.2 Failure to comply with the Policy may result in unfavourable tax consequences for the individual or for the Association, and a breach of the rules of the Association and/or legislation.
- 1.3 The Policy is further intended to:
- Actively manage the cost of travel to the Association;
 - ensure compliance with tax legislation around travel;
 - ensure that all travel costs can be easily and accurately accounted for by the Association and the individual.
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2 RESPONSIBILITIES

All NEC members, Managers, Employees and other members of the Association.

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3 POLICY

3.1 Travel Insurance

- 3.1.1 The Association provides cover for the officials travelling internationally for medical, related expenses and repatriation costs.
- 3.1.2 Payment of any claim is subject to the rules of the policy with the risk insurer, and any exclusion contained therein.
- 3.1.3 Details of other insurance provided, such as theft of personal items whilst on official duty, are contained in the relevant sections below.

3.2 Use of Own Vehicle

- 3.2.1 Management and Employees may be required to use their own vehicles for business travel. It is the responsibility of each individual to ensure that his/her vehicle is in a safe operating condition and that the terms and conditions attached to this travel policy, as detailed below, are adhered to.
- 3.2.2 It is expected that Employees will carry other Employees as passengers wherever possible, although no additional allowance is payable for passengers and passengers may not claim travel reimbursement.

3.2.2.1 Insurance for Business Travel

Any person using his or her own car for business travel is expected to ensure that:
his/her vehicle is comprehensively insured;
the insurance covers the person driving the vehicle;
the insurance makes the relevant endorsement to the policy for business use.

Accordingly, the Association will accept no responsibility for any claim arising from damage or theft when personal vehicles are used on the Association's business, or if an Employee lends his/her car to anybody else for business use.

Appropriate care should also be taken of all personal valuables carried in the vehicle, as the Association does not bear any responsibility for replacing or reimbursing for such loss.

Employees travelling on business are covered at all times under the Association's Insurance for personal injuries that they may sustain through a traffic accident, subject to the rules and exclusions of these Schemes.

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3.2.2.2 Travel Allowance

All Employees who are required to use their own vehicle on the Association's business may receive part of their salary package as a travel allowance.

Travel allowances will only be granted to Employees who have a relevant and valid driver's licence and who possess a car.

3.2.2.3 Amount of Allowance

The amount of the allowance is at the employee's discretion based on actual costs incurred however, PAYE is deducted from this allowance at a rate determined by SARS, and individuals are required to justify this allowance to SARS at the end of each fiscal year.

3.2.2.4 Travel Reimbursement

In addition to the above, all members of the Association may claim reimbursement for specific travelling undertaken on behalf of the Association, using their own vehicles in terms of the following principles. Travel reimbursement will only be paid to the driver of the vehicle, provided he or she is in possession of a valid driver's licence. Approval for any travel reimbursement claim must be obtained from the Chief Executive Officer and the relevant Head of Department for other members like regions, etc, prior to undertaking such trips. (Form – Appendix E)

Since members are encouraged to fly if they are travelling long distances, any travel reimbursement claim that is more than the cost of an air ticket for that member's class of travel, will be reimbursed to a maximum of the air ticket.

3.2.2.5 Standard Claims

To ensure compliance with tax legislation and in order to justify the provision of a travel allowance to employees, the Association requires that some business travel may not be reimbursed. Accordingly, the first 10 kilometres of any claim is deemed to be non-claimable by the employee.

Employees are required to calculate the actual distance travelled from where based directly to relevant destination. Details of actual kilometres travelled, toll fees, etc are to be recorded. In terms of legislation, the first 10 kilometres will be deducted from each individual travel claim, e.g. if the distance to a destination and back to point of departure 50 kilometres, only 40 kilometres will be reimbursed. If the distance travelled is 10 kilometres or less, the claim will not be reimbursed. The Employee is required to deduct the first 10km from his or her claim prior to submitting the travel claim.

The amount that is not reclaimable may be claimed through the individual's personal tax return when justifying their travel allowance.

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3.2.2.6 Sharing of Vehicles

Employees travelling to the same destination are expected to share vehicles wherever practically possible, limited to four Employees per light motor vehicle. This limitation applies particularly when claiming for travel to Association meetings, internal/external course or conference venues where the Association may require individuals to justify their travelling alone before paying the claim, or may reduce the reimbursement proportionately. Only one claim per vehicle may be made.

3.2.2.7 Rate of Reimbursement

The rate of reimbursement is reviewed from time to time by Management and is calculated by taking into account both the AA rates and local market conditions. The current rate of reimbursement is reflected in Appendix A.

3.2.2.8 Parking Costs

When on the Association's business, the cost of parking will be borne by the Association provided an original receipt of payment is presented. Excessive parking costs, such as when leaving a car at the airport for an extended period, should be cleared with Finance Director in advance to ensure reimbursement.

Employees are expected to be prudent in terms of where they park, and to consider the cost when parking in public garages and not only the proximity to the destination. Their own personal safety and the Association's property should also be a consideration when choosing where to park.

The Association will accept no responsibility for traffic fines for illegal parking, or any other traffic offence. Any administration fee for the traffic offence etc. must be settled by the individual concerned.

When working in the office, all members of the Association will be provided with parking either on site, or in a designated or public parking area within a reasonable proximity to the office, at no cost to themselves. Whilst the Association will endeavour to ensure the safety of vehicles parked on its premises or in any other designated area, it accepts no liability for any loss or damage to an employee's vehicle whilst parked or driving in the aforementioned areas.

3.2.2.9 Procedure for Obtaining Reimbursement

All travel and expense details are to be provided on the relevant Expense Claim Form. The completed form together with supporting vouchers and invoices are to be submitted to the relevant Head of Department for review where it will be signed as an indication that it has been reviewed. The duly signed requisition form is then submitted for approval as per 3.2.2.4 and then submitted to the Finance department and payment will be made directly into the individual's bank account. Permanent staff members are reimbursement via the payroll to ensure to full compliance with the tax laws.

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3.3 Company vehicles

Refer to Association Car Policy.

3.4 Car Hire

3.4.1 Cars may be hired for business purposes provided that:

Prior approval is granted by the Chief Executive Officer;
The vehicle is hired through the Association's preferred Travel Services Provider;
The booking is made in the name of the Association and not in the name of an individual;
The vehicle is hired solely for use on Association business. Personal use of cars hired for business purposes is not allowed.
Insurance offered by the Car rental company should not be taken for all Group A and B vehicles because this is covered under the existing association's insurance policy.

In order to take advantage of the preferential rates offered to the Association, Employees may make use of the Association's car hire facilities for their own personal use. In this case the car must be hired in the employee's personal name and the account settled directly with the Association's travel agent. In addition, the individual should ensure that they take the additional insurance cover offered by the car hire agent as the Association's insurance policy does not cover vehicles hired for personal use.

3.4.2 Preferred Car Hire Agent

The Association's preferred Travel Services Provider is indicated in Appendix A. The Association has signed agreements with them in return for substantially reduced rates. In the unlikely event that a representative of the Travel Services Provider is not present in the location in which a car is needed, the Employee should, with the prior approval of Management, and subject to the conditions noted below, rent from a reputable Association at the best rate available.

3.4.2.1 Category of Car

The Association's policy is as follows:

- CEO and the Presidency - Category G cars (4 Door Luxury Automatic vehicle with air conditioning, airbags, power steering, radio/cd and ABS)
- All other employees and NEC members– Category B (4 or 5 Door Standard Manual vehicle with air conditioning, radio/cd and power steering)

It is encouraged that vehicles are shared where it is practically possible in order to reduce the cost of vehicle hire charges to the Association.

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Employees who wish to upgrade their Category of vehicle hire may do so at their own expense.

3.4.2.2 Booking of Cars

Cars should be booked by completing the Travel Requisition Order which must be authorised appropriately. When travelling overseas, car bookings should be made by the Association's Travel Services Provider who will endeavour to take advantage of travel programmes that might be in existence, which offer reduced rates.

3.4.2.3 Payment of Car Hire

Under normal circumstances the car hire will be booked through the association's procurement procedures, and the account will be settled by the Association. Employees are alerted to the fact that they should at all times have their current driver's licence with them whenever hiring vehicles.

3.4.2.4 Insurance

When the driver picks up the car from the Car Rental Company, he / she must decline vehicle insurance for all Group A and B vehicles. This is because the Association has arranged automatic cover for these cars hired for business use. Employees will be requested by the hiring Association to sign a waiver in this regard, which must be signed (see Appendix B for further details). Note that cars hired for personal use are not insured by the Association and the waiver should, in these instances, not be signed.

The life or personal accident cover offered by the car hire Association should not be taken up, as cover already exists for Employees under the Association's Insurance cover.

It is incumbent upon the driver to ensure that the Car Rental Company acknowledges receipt of their vehicle back without any damages. If there are damages to the vehicle, the driver must report the incident immediately to the Head of Department for an insurance claim to be submitted to the association's insurers. Any damages to the hired vehicles which are not covered by the insurance company (including insurance excess) or that are not reported to the insurance company will be recovered from the driver's remuneration unless the CEO has waived, in writing, the recovery from the driver.

3.5 Taxi and Mini Cab Hire

3.5.1 Where Employees are not in possession of their own vehicle, and where other public transport is not available or practical, public taxis may, with the approval of the Management, be used in order to transport them from the office to a destination at which they are required to work. Travel by taxi between their home and the office may not be claimed.

3.5.2 Employees who have their own vehicles and who claim reimbursement for travel are expected to provide lifts to colleagues who do not have vehicles and who are travelling to

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the same destination wherever possible. Generally, these lifts will be arranged from the Association's office but Employees may make an arrangement to meet at a convenient alternative location en route to the external destination.

3.5.3 When travelling out of town, the reasonable cost of taxis used in connection with business activity to and from places of business, hotels and airports is reimbursable through the normal expense claim procedure.

3.6 Air Travel

3.6.1 The Association's policy is to minimise the cost of air travel without compromising the safety or efficiency of its people. Employees should consider the use of telephone or teleconferencing or video conferences (if available) before booking air travel, as these are often more time and cost efficient. In addition, every effort should be made to plan and book travel well in advance so that maximum advantage can be taken of early booking discounts.

3.6.2 All air travel must be approved in advance by the CEO.

3.6.2.1 Preferred Travel Agent

The Association's officially approved Travel Services Provider is noted in Appendix D and all travel bookings should be made via the Association's agent.

3.6.2.2 Booking of Air Travel

Airline tickets must be booked through the Association's appointed Travel Services Provider noted in Appendix A. In the booking process a travel requisition must be completed with relevant details pertaining to the trip (air travel, accommodation and car hire details). The authorised Travel Requisition Order is submitted to the Procurement department for the travel bookings through the Association's appointed Travel Services Provider. The travel requisition must be correctly coded and authorised by the CEO.

All unused or cancelled tickets must be returned to the travel agency as soon as possible to avoid unnecessary charges. Similarly, if aware of possible change in travel plans, the travel agency must be notified immediately if the ticket is not going to be used.

If a group event is being organised, bookings should be made via a single point of contact to ensure maximum advantage of volume booking discounts.

Due to the high costs of open / flexible air tickets, all tickets booked for staff, teams and tournaments will be closed tickets. All persons must ensure that they arrive at the airport on time for their booked flights. Any costs incurred by the association as a result of change

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in flights shall be borne by the traveller. Open tickets shall be purchased for NEC members only.

3.6.2.3 Class of Travel

The CEO and Presidency may travel First Class when travelling internationally, where this is available.

The NEC members and Directors may travel Business Class nationally and internationally when travelling on business.

All other members that are required to travel nationally and/or internationally, may only book ECONOMY CLASS seats.

Fair consideration will be given to allowing a Business Class seat if an international trip requires 5 or more hour's flight. The Association's Travel Services Provider has been instructed accordingly and will not book Business Class seats without written approval.

It is the Association's policy to book the most direct flights to the required destination. Employees requiring a flight via an alternate destination will require prior approval from management.

Studies have shown that remaining immobile on a long flight can be a factor in the occurrence of Deep Vein Thrombosis (DVT). Travellers should always follow the advice given by airlines.

3.6.2.4 Frequent Flyer Programme

Employees may participate in frequent flyer programmes, but the availability of frequent flyer benefits should never be the prime reason for selecting a particular airline or flight. All air miles that may be awarded during the course of business travel accrue to the individual. These miles may be utilised at the discretion of the person in whose name the travel miles have accrued. The Association will not reimburse anyone for the value of benefit tickets if they are used on the Association's business.

It is the responsibility of the Employee to apply for membership in their personal capacities.

3.6.2.5 Insurance Cover

Employees flying overseas on official Association business are provided with additional insurance cover through the Association's insurer which provides a variety of cover including medical cover.

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There is no limit placed by the Association's insurers on the number of Employees or Management who may travel together however, it makes good sense to limit the number of employees travelling on the same flight to 10, with a maximum of 4 Directors.

3.7 Trains

3.7.1 When travelling overseas, people may be faced with the option of travelling by rail in which case they should endeavour to minimise costs by booking in advance to take advantage of discounted fares. For all journeys of less than one hour, Standard Class must be used. Where a journey is greater than 60 minutes, and there is a need to work whilst travelling, Employees may travel First Class. If not booked and paid for in advance through the Association's travel agent, rail tickets should be paid by using personal Credit Cards) or the allocated subsistence allowance. These expenses will be reimbursed through the normal expense reimbursement process.

3.7.2 The cost of using city underground, metro or subway systems should be paid out of the subsistence allowance if applicable, and be claimed through the normal expense claim procedures on returning to the office.

3.8 Hotel Accommodation

3.8.1 Reasonable accommodation costs (for bed, breakfast and dinner) will be reimbursed when Employees are travelling on the Association's business and it is not practical for them to return home. Whilst reasonable costs will be reimbursed, Employees should not assume that they can necessarily achieve the same standards of living as they may be accustomed to at home. For example:

Employees may have a gym membership at home but they may not claim the cost of gym membership whilst away.

Employees may receive free refreshments whilst in their home office but may not reclaim the cost of similar refreshments whilst away.

3.8.1.1 Class of Hotel

The Association has requested preferential corporate rates with a certain hotel group. When travelling locally, Employees are encouraged to stay at the hotel contracted to the Association or a comparably priced hotel where the contracted hotel is not available.

Should an Employee elect to stay at an alternative hotel than the one that is contracted to the Association, prior approval from management must be obtained.

It is the Association's policy to book the following accommodation

- CEO and Presidency – suite accommodation at a three, or four or five star hotel.
- All other members – normal rooms at a three or four star hotel.

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With regard to local accommodation, the association will provide bed, breakfast, meals and one soft drink per meal. The cost of each meal should not exceed R150.00, any costs exceeding the limit will be recovered from the member.

Employees travelling overseas may stay at hotels or clubs of an equivalent standard to the above. Where possible, the hotel reservation will be made to include the cost of breakfast and dinner.

3.8.1.2 Booking and Paying for Accommodation

Accommodation must be booked by completing the travel requisition form. An extension of a booking must be pre-approved by management. The Association will book accommodation for the period that the employee is required to be away on Association business. The booking period takes into consideration whether transport is available to ensure the employee arrives at the required destination in time for the Association business. Where it is not practical to ensure timely attendance for the Association business, accommodation will be arranged the night before the meeting/event. The end of the booking period is dependant upon the availability of transport to return the employee home. Any extension of the booking period at the request of the employee must be settled by the employee. All additional costs such as personal telephone calls made on the hotel landline, refreshments, laundry, etc must be paid personally on checking out, using the subsistence allowance if legitimate expenses. Alternatively, approved expenditure may be claimed back from the Association via the travel expense claim form.

3.8.1.3 Accommodation whilst attending conferences

When attending conferences or training courses as part of a group, Employees of the same gender and status may be expected to share hotel accommodation wherever possible and practical in order to save costs, or if there is a shortage of rooms at the venue.

The Association will however, adopt a sympathetic attitude towards those Employees who have a specific and valid reason for not wishing to share.

The Association will pay the full board accommodation of all conference delegates for the duration of the conference and, with the exception of telephone calls, expenses will therefore not be reimbursed. Because of the excessive cost of using hotel telephones, delegates should use their cell phones instead. If this is not possible (e.g. there is no cell phone reception) the subsistence allowance should be utilised for public telephones (business calls) or to pay the hotel telephone bill for business calls. Unless approved in advance by the course leader, all alcoholic beverages ordered by course participants and presenters will be for the individual delegate's account.

When attending international conferences Employees may negotiate certain expenses with Management depending on what meals and refreshments are provided.

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3.8.1.4 Theft from hotel rooms

If carrying valuables, Employees are encouraged to use the hotel safe facility to safeguard their property. The Association accepts no liability for personal property stolen from hotel rooms.

3.8.1.5 Staying with relatives or friends instead of in hotels

Occasionally Employees prefer to stay with relatives or friends when travelling to certain locations, rather than in hotels. In these instances, the Employee will be entitled to claim reimbursement of the applicable expenses he or she, or the host, may incur as noted in below, and may also elect to entertain his or her host in return for their hospitality. The amount that shall be reimbursed is limited to R276.00 per day. When entertaining a host, good judgement as to what is a reasonable cost should be applied. Again, these costs should be claimed through the normal reimbursement processes.

3.8.1.6 Hosting colleagues/guests

Employees may be requested to accommodate other members of the Association or its business guests. Should the host Employee incur any direct expense as a result of this hospitality, he or she will be reimbursed through the normal expense claim procedure provided a record of expenses and associated receipts are submitted with the approved claim.

3.9 Expenses

3.9.1.1 Principles Applying to Expense Reimbursement

The Association undertakes to reimburse all members of the Association for all legitimate business expenses they may incur. Limits are set in terms of these expenses in order to guide individuals as to what is appropriate, particularly when travelling out of town. The underlying principle which applies to all business expenditure is that Employees should not be out of pocket during the course of business conducted on behalf of the Association, but neither should they be enriched at the Association's expense. Employees are expected to be prudent, and to use good judgment in this respect.

3.9.1.2 Petty Cash

The Association may provide petty cash to Employees for travel away from home where the Employee is likely to incur certain specific out of pocket expenses. The allowance is intended to ensure that Employees who travel on the Association's business are not financially inconvenienced in any way by this travel. Expense limits are detailed in Appendix A.

Those members of the Association who are in possession of a company debit card are expected to charge all business expenses to their card, and must submit a full reconciliation of their expenditure within seven days of returning to the office. If required,

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they may also claim a cash advance before their departure to cover any expenses such as gratuities or taxi fares that are not chargeable to their card.

Employees not in possession of a company debit card may claim petty cash prior to their departure.

3.9.1.3 Travel Expenses

The Association will bear the cost of hotel accommodation on a bed, breakfast, dinner and one soft drink per meal basis for people travelling on official business. Employees are required to utilise their subsistence allowance, when travelling internationally, to pay for any business related expenses. Employees may claim reimbursement via the expense claim process on returning to the office. When claiming reimbursement a record of all expenses, including receipts, must be maintained, approved by the CEO and submitted with the expense claim. With regard to the subsistence allowance, it is recommended that a record of the receipts be kept to substantiate the expenditure. Examples of expenses include

- Meals including lunch and dinner. It is not feasible to apply rigid limits as the price of meals can vary considerably by location and hotel. Employees should therefore use good business judgment when ordering food. Lunch is the responsibility of the individual on business days. However, if it is necessary to be away during a weekend, lunch will be reimbursed on those days. It is inappropriate for Employees to routinely take each other out for lunch or dinner and claim such expenses as business expenses;
- Reasonable cost of laundry, provided the period of the trip exceeds 7 days, or valet service (ironing or pressing) for shorter trips;
- Employees are encouraged to use their cellular phones for all calls when travelling rather than hotel phones. If using a hotel or public phone, the cost of personal phone calls is claimable subject to a maximum of 10 minutes duration per day;
- Cost of business phone calls, remote dial-in connection or fax calls (although, due to the high tariffs charged by hotels, travellers should try to find alternative means of making these connections wherever possible);
- Cost of reasonable gratuities/tips;
- Cost of hiring a taxi, public transport or parking costs associated with the conducting of the Association's business.
- Where Room Service is used, it is encouraged that good business judgement be applied to the cost of items charged to the room account. The room account may be reviewed for reasonableness.

3.9.1.4 Expenses incurred during international travel

For the convenience of Employees who are required to travel outside of South Africa and use international currencies, and in order to avoid personal cash flow problems, the Association will pay a subsistence allowance to assist with incidental costs as noted above,

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which may be incurred during the trip. (See Appendix A for the subsistence allowance limit).

3.10 Spousal Travel

3.10.1 The additional cost attached to travel by an accompany spouse or partner will be borne by the individual.

3.10.2 As business class air travel is permitted under only certain circumstances and for specific business reasons, no Employee may convert a business class ticket to two economy tickets in order to accommodate a spouse or partner without the written approval of the CEO. The cost of travel by a spouse or partner of the Employee will, in this case, be regarded as a taxable benefit in the hands of that employee.

3.11 Corporate Cards

Some members are in possession of Company Credit Cards.

3.11.1.1 Use of the card

The purpose of the card is to enable the cardholder to pay all expenses reasonably incurred in respect of travel, meals and accommodation and other business expenses especially during foreign travel. Any expenses incurred on this card must eventually comply with the other company policies, for example, purchase of air tickets must be supported by a Travel Requisition Order, etc.

Employees are expected to make all travel bookings directly through the Association's Travel Services Provider. If this is not possible, the use of this card may include, *inter alia*:

- Air flight bookings
- Hotel / accommodation expenses
- Meal and entertainment expenses
- Car hire
- Parking expenses
- Telephone calls

3.11.1.2 Corporate card limit

The Corporate card credit limit is determined by the Finance Director from time to time.

It is expected of participants to use the Card in a responsible manner during official absences on the Association's business as unauthorised or unreasonable expenses will be "disallowed" and claimed from the cardholder.

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3.11.1.3 Conditions of use

All people to whom Corporate Cards are issued will be expected to sign an undertaking which guarantees that they:

- will take all reasonable care to safeguard their card;
- will limit their expenses to those allowed in terms of this policy;
- will utilise the card for business purposes only.

3.11.1.4 Account payment process

The cardholder will receive a statement from the Financial Accountant every month. Immediately upon receipt thereof he/she must:

- verify the contents on the basis of supporting documents;
 - reconcile claimable business expenses incurred on the card with the account received from the Bank, attach all original supporting documents pertaining to claimable expenses to the account statement and submit the reconciliation to their Finance Director for approval.
 - submit the original monthly account statement, the completed and approved reconciliation statement and the original VAT invoices and credit card slips, to the Finance Department by the 07th day of the month.
 - Any unexplained expenses or unauthorised expenses will be deducted from the employee's salary.
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4 Appendix A

Benefits and Recommended Allowances Effective From 1 April 2010

REFER	ITEM	COMMENT	AMOUNTS
3.2.2.3 3.2.2.4 3.2.2.7	Travel Allowance	Taxable portion of allowance is determined by SARS Amount of allowance is at individual's discretion subject to limit.	Currently 80% of allowance is subject to PAYE Limited to 25% of total cost package.
3.2.2.4	Travel Reimbursement	Based on AA rates and local market practises	Reimbursement of R3.75 per km may be claimed in all regions.
3.1	Personal Insurance Cover	Group Life and Disability benefits are provided by the Association to all employees	Details of available Insurance cover are summarised in Appendix B
3.1.1	Travel Insurance Cover	Travel insurance is provided by the Association to all travellers	Refer to Appendix B
3.8	Hotel Accommodation - Local - Overseas	The Association has a sponsorship contract with Southern Sun Hotels Group. Based on similar quality hotel overseas.	Hotel rates will depend on the location, season, etc. The current official supplier of accommodation to the Association is Southern Suns.
3.11 3.9.1.2	Expenses - Corporate Card Subsistence allowance Petty Cash	Employees in possession of a Corporate Card are required to charge all business related costs to the card. Employees travelling internationally are entitled to subsistence allowance. In calculating the days for the allowance, the period covers the departure date to the approved return date. Where absolutely necessary, employees may claim petty cash on the anticipated expenses. This needs to be	The Corporate Card limit is set by the issuing bank. Expenses charged to the Corporate Card may be reviewed for reasonableness. The current daily rates are \$120.00 for staff members and \$190.00 for NEC members. The amount of petty cash will be vary from activity to activity and must be reviewed and approved by the Finance Director

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3.9.1.2		fully accounted for and approved. Any surplus must be reimbursed to the Association on their return to their home office.	
3.8.1.5	Staying with relatives/ friends	The Association will make no payment to the host other than to reimburse approved direct expenses incurred as a result of accommodating the Association's employee.	Valid tax invoices must be supplied to support the expenses.
3.8.1.6	Hosting colleagues and/or guests	The Association will make no payment to the host other than to reimburse approved direct expenses incurred as a result of accommodating the Association's employee.	Valid tax invoices must be supplied to support the expenses.

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5 Appendix B

Details of Insurance Cover when Travelling Nationally and Internationally

The association has life cover for persons travelling on business nationally. This insurance covers life and medical expenses.

Cover is also provided for officials travelling internationally and the cover is for medical and related expenses. In addition the Association has repatriation cover as well.

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6 Appendix C

Reconciliation statement of travelling, subsistence & entertainment expenses

		Employees signature:	
Employee Number:		Approved: Director	
Date Prepared:		Date Approved:	

ACCOMODATION

Date	Description	Amount	Reason for expense	GL code

TRAVELLING EXPENSES (including flight bookings, car hire, meals, parking & other expenses incurred while travelling)

Date	Description	Amount	Reason for expense	GL code

ENTERTAINMENT EXPENSES (i.e. entertainment of guests or staff - where no VAT is claimable)

Date	Description	Amount	Reason for expense	GL code

OTHER (SPECIFY)

Date	Description	Amount	Reason for expense	GL code

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TOTAL VALUE OF CLAIM _____

Supporting documents attached (Y/N)_____

Kindly reimburse the claim to the following bank account

Bank : _____ Account No. : _____

Branch: _____ Account Type: _____

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7 Appendix D

Association's Travel Services Provider

Location	Telephone
Fli Afrika - Houghton	011 718 2000