QUALITY MANAGEMENT SYSTEM

B.1-2

TITLE:	**SOP: PAYMENT OF ACCOMMODATION AND TRAVEL COSTS TO DIRECTORS AND STAFF**

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Signatures	

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1. ACCOMMODATION

1.1 Accommodation costs should not exceed the maximum rate of R950.00 per night bed and breakfast included.

1.2 If an employee settles the accommodation costs him-/herself a normal claim form, invoice and receipt must be submitted to ensure reimbursement of the maximum rate per night. If none of the above is submitted, the employee will not be reimbursed.

1.4 It is the employee's responsibility to notify the hotel if the accommodation is not required. This should be done timeously to avoid a no-show fee being charged.

1.5 If the employee decides to stay with family or friends, no allowance will be applicable.

2. CAR HIRE

2.1 Cars are hired from the service provider to which the employer agreed to beforehand. All employees can only ask for "Group A" cars or for a car which is suitable for the type of work which has to be done.

2.2 Employees who travel together must try as far as possible to hire only one (1) car.

2.3 Cars are only hired for the shortest possible time period.

2.4 Cars may be used for official purposes only. Private trips must be kept to a minimum.

2.5 Only employees appointed by Management to drive hired cars, are entitled to. The elected employees accept responsibility to comply with the requirements as stipulated in the lease agreement.

2.6 The responsible employee will be held accountable for all loss, damage and/or traffic violations that occurred during the time period when the car was allocated to him/her.

2.7 Parking fees, petrol and tollgate expenses will be handled as a separate claim.

3. USING A PRIVATE VEHICLE FOR BUSINESS PURPOSES

3.1 Employees should use company vehicles if available and pre-book with the Finance and Maintenance department in advance.

3.2 If no company vehicle is available, only then is the use of private vehicle permitted and should be confirmed with the line manager (validity of trip) and with the Finance for approval before the trip commence by completing the necessary forms.

3.3 After the trip with a private vehicle has been completed can the employee claim for necessary costs for example Rate per Kilometer, parking and tollgate fees if applicable.

3.4 Hugenote Kollege will re-imburse the costs incurred to the employee as per the payment procedure and policy and pre-approval.

3.5 The Rate per Kilometer to be paid will be determined on a yearly basis and be based on SARS guidelines (in relation to maximum kilometers per year, Rate per Kilometer travelled, IRP5 requirements) and submission of the necessary claim form.

3.6 Travelling from private residence to work and back will not be included (and or subtracted) from the total kilometers claimed if applicable.

4. DAILY ALLOWANCE

4.1 No daily allowance will be paid while travelling.

4.2 The employee will be entitled to two meals per day (24 hours or part there-off) if required to stay overnight, to a maximum of R250 per day.

4.3 The amount spent on meals (as per point 4.2) will be reimbursed to the employee subject to the normal procedures for claims, payments and reimbursments.