

**UNIVERSITY OF FORT HARE**  
**SUBSISTENCE & TRAVEL POLICY**

**1. PURPOSE**

- 1.1. To clearly define the subsistence and travel related expenses that will be funded from University of Fort Hare and Project funds.

**2. APPLICABILITY**

- 2.1. Applies to all officials authorized to travel on authorized University business. Officials shall include Members of the University Council, employees of the University and its subsidiaries (permanent and part time) and contractors. This policy also applies to travel funded by project funds unless an exemption has been specifically granted.

**3. EFFECTIVE DATE**

- 3.1. This policy shall be effective from 1 January 2010 and will be reviewed annually.

**4. LOCAL AND SADC COUNTRIES**

**4.1 Accommodation**

- 4.1.1 The University will reimburse or arrange accommodation to a limit of R1,200 (incl.VAT) per night to cover the cost of bed and breakfast, for the Chairperson of Council, Chancellor, Vice-Chancellor or any official that is required to accompany any of the above mentioned.

- 4.1.2 All other officials of the University will be limited to an amount of R750 (incl.VAT) per night to cover the cost of bed and breakfast.

- 4.1.3 Where an official is by reason of his/ her duties required to spend at least one night away from his/ her usual place of residence, on an occasional basis and the official pays for his/her accommodation, meals and incidentals, the official may claim an amount of R 240 per night for which receipts need not be provided. This amount will be included in the official's salary in the ensuing pay run.

**4.2 Subsistence ( in addition to accommodation )**

- 4.2.1 Where the University pays for accommodation only and no meals are provided by the host the official may claim the following amounts:

Breakfast R 40.00  
Lunch R 60.00  
Dinner R100.00

This may not be claimed if 4.1.3 applies.

4.2.2 Where accommodation and meals are provided, either by the University or the host, an allowance of R73.50 per night will be paid to cover incidentals. This may not be claimed if 4.1.3 and 4.2.1 applies.

4.2.3 The respective subsistence and accommodation allowance in 4.1 and 4.2 will be taxed in accordance with the SARS regulations. Officials may be required by SARS to prove how such allowances were spent.

#### 4.3 **Flight Bookings**

4.3.1. Only the Chairperson of Council, Chancellor and Vice-Chancellor shall be entitled to travel on Business Class on both local and international flights.

4.3.2. All other persons must travel on Economy Class and any deviation from this rule must be approved by the Vice-Chancellor.

#### 4.4. **Vehicle Rental**

4.4.1. Budget Car Hire is the official supplier for this service to the University. Only in the case of unavailability of vehicles at Budget Car Hire Europcar may be used.

4.4.2. Only Group B vehicles may be hired.

4.4.3. All bookings must be done through the designated person/department on each campus.:

Alice - Pumla Bom extension 2003

East London –Batandwa Mtose extension 7158

Projects Office – Amanda Kelly extension 7556

4.4.4. Should a hired vehicle be damaged due to negligence of the official, the official will be liable the insurance excess (currently R5000) plus the administration charges levied by Budget Car Hire.

4.4.5. Should an official incur any fines whilst using a rented vehicle these amounts will be recovered from his/her salary in one installment. The fine and the car hire company's administration fee will be recovered.

## 4.5 Use of Private Motor Vehicle

- 4.5.1. All official trips made by University officials **MUST** be authorized by the relevant Head of Department / Executive Dean **PRIOR** to the travel being undertaken.
- 4.5.2. Officials will be reimbursed at a rate of R2.08 per km.
- 4.5.3. The use of private motor vehicles is only permitted where it is cheaper than hiring a car or when hiring a car is not practical.
- 4.5.4. Limitations on claims:
  - 4.5.4.1. Between Alice and East London the mileage claimed, may not exceed 120km each way.
  - 4.5.4.2. Between Bhisho and Alice the mileage claimed, may not exceed 60 km each way.
  - 4.5.4.3. Between Bhisho and East London the mileage claimed, may not exceed 60 km each way.
- 4.5.5. No additional payment will be made for travel between campus and the official's residence.
- 4.5.6. The owner of the vehicle is responsible for ensuring the vehicle is insured and for the cost of any accident.
- 4.5.7. The official is required to keep a log book of all business travel as the reimbursive travel allowance in 4.5 will become taxable should the business travel exceed 8000 km in a tax year. The reimbursive allowance is not subject to tax on a monthly basis but will be subject to tax on assessment if the official has exceeded the 8 000 business kilometers. The official may claim a deduction for the costs of his business travel if he/she has exceeded the 8000 business km when completing his/her tax return.

## 5. INTERNATIONAL TRAVEL

For purposes of this policy, international travel means all travel undertaken outside of the Rand monetary area.

### 5.1 Accommodation

- 5.1.1 The University will reimburse or arrange accommodation to a limit of 250USD per night to cover the cost of bed and breakfast unless the official can provide evidence that the country he/she is visiting requires additional funding. This increased limit will require the approval of the Chief Financial Officer of the University.

5.1.2 An official may claim an amount limited to 100 USD per night to cover the cost of bed and breakfast where he/she arranges to stay in private accommodation, receipts need not be provided to the University. This amount will be included in the official's salary in the ensuing pay run.

## **5.2 Subsistence ( in addition to accommodation )**

5.2.1 The Official may claim a daily subsistence allowance equal to the SARS prescribed expendable rate per day, for the relevant country the official is visiting (maximum daily rate limited to 215 USD) for the period the official is officially required to be away from his/her usual place of residence. This allowance is for meals and incidentals, including, but not limited to, laundry, telephone costs, bus fare, taxi fare, gifts, parking, etc. (refer to Annexure A for the SARS daily expendable rates)

5.2.2 The respective accommodation and subsistence allowance in 5.1.2 and 5.2.1 will be taxed in accordance with the SARS regulations. Officials may be required by the SARS to prove how such allowances were spent.

5.2.3 Officials claiming the allowance in 5.1.1, 5.1.2 and 5.2.1 from Project Funds, while on sabbatical will require the approval of the Chief Financial Officer.

## **5.3 Travel Insurance**

5.3.1. All persons traveling overseas must arrange travel and any other relevant insurance through the Assets and Insurance administrator's office.

## **5.4 Visas**

5.4.1. Where visas are required for official international trips, the cost will be borne by the University of Fort Hare on submission of an invoice or receipt from the Travel Agency or Embassy.

## **5.5 Booking Procedures**

5.5.1. Every effort should be made to plan trips at least 14 days ahead of departure in order to ensure the most cost effective ticket.

5.5.2. All flight reservations, accommodation and vehicle hire must be done via the Bookings Department, subject to availability of budget and approval of expenditure. Flights will be booked on-line. NO official has the authorization to approach any travel agent without due and prior approval from the Chief Financial Officer.

5.5.3. Where costs are incurred for changes/cancellation of bookings, due to the negligence of the official then such costs shall be borne by the official.

## ANNEXURE A

Albania	Euro 97
Algeria	Euro 136
Angola	US \$ 191
Antigua and Barbuda	US \$ 220
Argentina	US \$ 75
Armenia	US \$ 279
Austria	Euro 108
Australia	Australian \$ 175
Azerbaijani	US \$ 145
Bahamas	US \$ 191
Bahrain	B Dinars 36
Bangladesh	US \$ 79
Barbados	US \$ 202
Belarus	Euro 117
Belgium	Euro 124
Belize	US \$ 152
Benin	Euro 89
Bolivia	US \$ 53
Bosnia-Herzegovina	Euro 112
Botswana	Pula 799
Brazil	US \$ 133
Brunei Darussalam	US \$ 88
Bulgaria	Euro 89
Burkina Faso	Euro 100
Burundi	US \$ 138
Cambodia	US \$ 90
Cameroon	Euro 100
Canada	Canadian \$ 156
Cape Verde Islands	Euro 88
Central African Republic	Euro 96
Chad	Euro 121
Chile	US \$ 105
Colombia	US \$ 94
Comoros	Euro 85
Cook Islands	New Zealand \$ 391
Cote D'Ivoire	Euro 124
Costa Rica	US \$ 62
Croatia	Euro 105
Cuba	Euro 107
Cyprus	Euro 116

Czech Republic	Euro 80
Democratic Republic of Congo	US \$ 193
Denmark	Euro 185
Djibouti	US \$ 99
Dominican Republic	US \$ 99
Ecuador	US \$ 92
Egypt	US \$ 90
El Salvador	US \$ 80
Equatorial Guinea	Euro 130
Eritrea	US \$ 106
Estonia	Euro 91
Ethiopia	US \$ 65
Fiji	US \$ 100
Finland	Euro 140
France	Euro 149
Gabon	Euro 228
Gambia	Euro 110
Georgia	US \$ 261
Germany	Euro 107
Ghana	Euro 110
Greece	Euro 114
Grenada	US \$ 151
Guatemala	US \$ 85
Guinea	Euro 78
Guinea Bissau	Euro 59
Guyana	US \$ 118
Haiti	US \$ 109
Honduras	US \$ 67
Hong Kong	Hong Kong \$ 1000
Hungary	Euro 80
Iceland	ISK 30 320
India	US \$ 139
Indonesia	US \$ 86
Iran	US \$ 67
Iraq	US \$ 125
Ireland	Euro 233
Israel	US \$ 122
Italy	Euro 120
Jamaica	US \$ 151
Japan	Yen 18363
Jordan	US \$ 128

Kazakhstan	US \$ 103
Kenya	US \$ 102
Kiribati	Australian \$ 233
Korea	WON 145574
Kuwait	US \$ 152
Kyrgyzstan	US \$ 196
Laos	US \$ 100
Latvia	Euro 74
Lebanon	US \$ 120
Lesotho	Rand 750
Liberia	US \$ 97
Libya	US \$ 111
Lithuania	Euro 154
Macau	Hong Kong \$ 1196
Macedonia	Euro 100
Madagascar	Euro 107
Madeira	Euro 290
Malawi	US \$ 70
Malaysia	US \$ 308
Maldives	US \$ 202
Mali	Euro 101
Malta	Euro 132
Marshall	Islands US \$ 255
Mauritania	Euro 178
Mauritius	US \$ 215
Mexico	US \$ 86
Moldova	US \$ 165
Mongolia	US \$ 69
Montenegro	Euro 109
Morocco	US \$ 106
Mozambique	US \$ 69
Myanmar (Burma)	US \$ 74
Namibia	Rand 660
Nauru	Australian \$ 278
Nepal	US \$ 64
Netherlands	Euro 127
New Zealand	New Zealand \$ 160
Nicaragua	US \$ 65
Niger	Euro 99
Nigeria	US \$ 121
Niue	New Zealand \$ 252

Norway	NOK 1 647
Oman Rials	Omani 55
Pakistan	US \$ 53
Palau	US \$ 252
Panama	US \$ 108
Papa New Guinea	Kina 285
Paraguay	US \$ 43
People's Republic of China	US \$ 157
Peru	US \$ 111
Philippines	US \$ 92
Poland	Euro 97
Portugal	Euro 113
Qatar	Qatar Riyals 523
Republic of Congo	Euro 149
Reunion	Euro 164
Romania	Euro 78
Russia	Euro 154
Rwanda	US \$ 119
Samoa	Tala 243
Sao Tome	Euro 86
Saudi Arabia	Saudi Riyal 431
Senegal	Euro 150
Serbia	Euro 95
Seychelles	Euro 275
Sierra	Leone US \$ 90
Singapore	Singapore \$ 180
Slovakia	Euro 81
Slovenia	Euro 73
Solomon Islands	Sol Islands \$ 811
Spain	Euro 109
Sri Lanka	US \$ 74
St. Kitts & Nevis	US \$ 227
St. Lucia	US \$ 215
St. Vincent & The Grendines	US \$ 187
Sudan	US \$ 121
Suriname	US \$ 107
Swaziland	Rand 411
Sweden	Swedish Krona 843
Switzerland	S Franc 230
Syria	US \$ 98
Taiwan	New Taiwan \$ 3628



Tajikistan	US \$ 117
Tanzania	US \$ 85
Thailand	Thai Baht 3050
Togo	Euro 78
Tonga	Pa'anga 174
Trinidad & Tobago	US \$ 213
Tunisia	Tunisian Dinar 108
Turkey	US \$ 125
Turkmenistan	US \$ 125
Tuvalu	Australian \$ 339
Uganda	US \$ 78
Ukraine	Euro 131
United Arab Emirates	Dirhams 410
United Kingdom	B Pounds 107
Uruguay	US \$ 91
USA	US \$ 157
Uzbekistan	US \$ 116
Vanuatu	US \$ 131
Venezuela	US \$ 117
Vietnam	US \$ 88
Yemen	US \$ 94
Zambia	US \$ 119
Zimbabwe	US \$ 264
Other	countries not listed US \$ 215