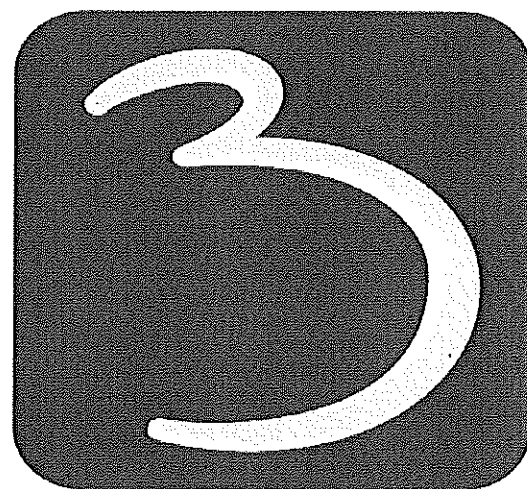


Subsistence and Travel Policy



***Boxing
South
Africa***

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INDEX	PAGE
1. Introduction	3
2. Terms and definitions	3
3. Objective of the policy	3
4. Scope of the policy	3
5. Official travel	4
6. Local and international car hire	5
7. Local travel	6
8. Local accommodation	7
9. International travel	8
10. International accommodation	9
11. Other expenses	9
12. S&T Allowances	10
13. S&T claims	10
14. BSA Vehicle	11
15. Damages	12
16. Fines	12
17. Accident	12
18. Approval and implementation	13
19. Levels of approval	13

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1. Introduction

In general, the employees and board member of Boxing south africa should be provided with appropriate subsistence and travel when expected to work outside their normal place of work.

2. Terms and definitions

Subsistence expense– includes all expenses relating to accommodation and meals

Travel – includes the use of air travel, bus, train, car hire, taxi private vehicle, BSA vehicle.

Employee – means a permanent, temporary, part-time or contract employee or apprentice receiving pay or entitled to it, but excluding a student and independent contractor.

Local – relating to or applicable to or concerned with the administration of a city or town or district rather than a larger area, within the boundaries of a country

International – relating to an area or place beyond the borders of a person's residency.

3. Objectives of the policy

To outline processes and procedures to be followed when travelling on official trips resulting in committing an expense for Boxing SA (BSA).

4. Scope of the policy

4.1 This policy applies to all employees and board members of BSA.

4.2 The policy only applies to subsistence and travel taking place for business purposes only.

4.3 Employees and Board members shall not qualify for S&T when attending tournaments as it is not for the purpose of business unless further motivated.

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5. Official travel

- 5.1 The CEO or delegated officials must approve, at least two weeks, in advance of the travel outside one's normal place of work. Emergency travel must be supported by a motivation written by the employee concerned.
- 5.2 If the trip was not approved 2 weeks in advance, a written motivation letter should be attached to the memorandum detailing reasons why the travel was not approved in time.
- 5.3 "Frequent flyer" benefits i.e. travel Rands are accrued to BSA and may not be claimed by an employee travelling at BSA expense.
- 5.4 Original invoices/ receipt must be furnished to the Finance and Administration department as proof of expenditure; these will be retained for audit and record keeping purposes.
- 5.5 BSA will not pay for alcohol beverages, only soft drinks are allowed and these will be limited to two drinks per meal.
- 5.6 Private phone calls exceeding R20, 00 made at the hotel will be recovered from the official concerned. All others receiving cell phone allowances are excluded from making any phone calls from the Hotel. Any other expenses, other than those allowed for in terms of the policy, will be for the employee's own account and the employee will be called upon to reimburse BSA accordingly.
- 5.7 BSA will not pay for in-house movies.
- 5.8 Spouses and other companion's expenses will be for own account, unless prior authorisation has been obtained from the CEO.
- 5.9 Laundry can be paid for up to the value of R100, 00 if the stay in a hotel is more than 3 days.
- 5.10 For the purposes of clarity, journeys between home and workplace are regarded as private journeys.
- 5.11 Tips are for the officials and Board members pocket.

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6. Car hire

6.1 Motor vehicles may be hired in accordance with this policy where it is not practical to make use of the BSA's own vehicles. Privately owned vehicles may be used for BSA's business (e.g. when an employee is away on a day trip to another city). The vehicle may be parked at the airport for the day and BSA will not be obliged to provide for the alternative transport.

6.2 The class of vehicle hired may not exceed that which is indicated in the table below. In addition, staff members are encouraged to be prudent when hiring vehicles and to take into account factors such as cost, distance to be travelled and safety conditions.

6.3 The use of privately owned vehicles will be refunded on the going AA rates tariffs.

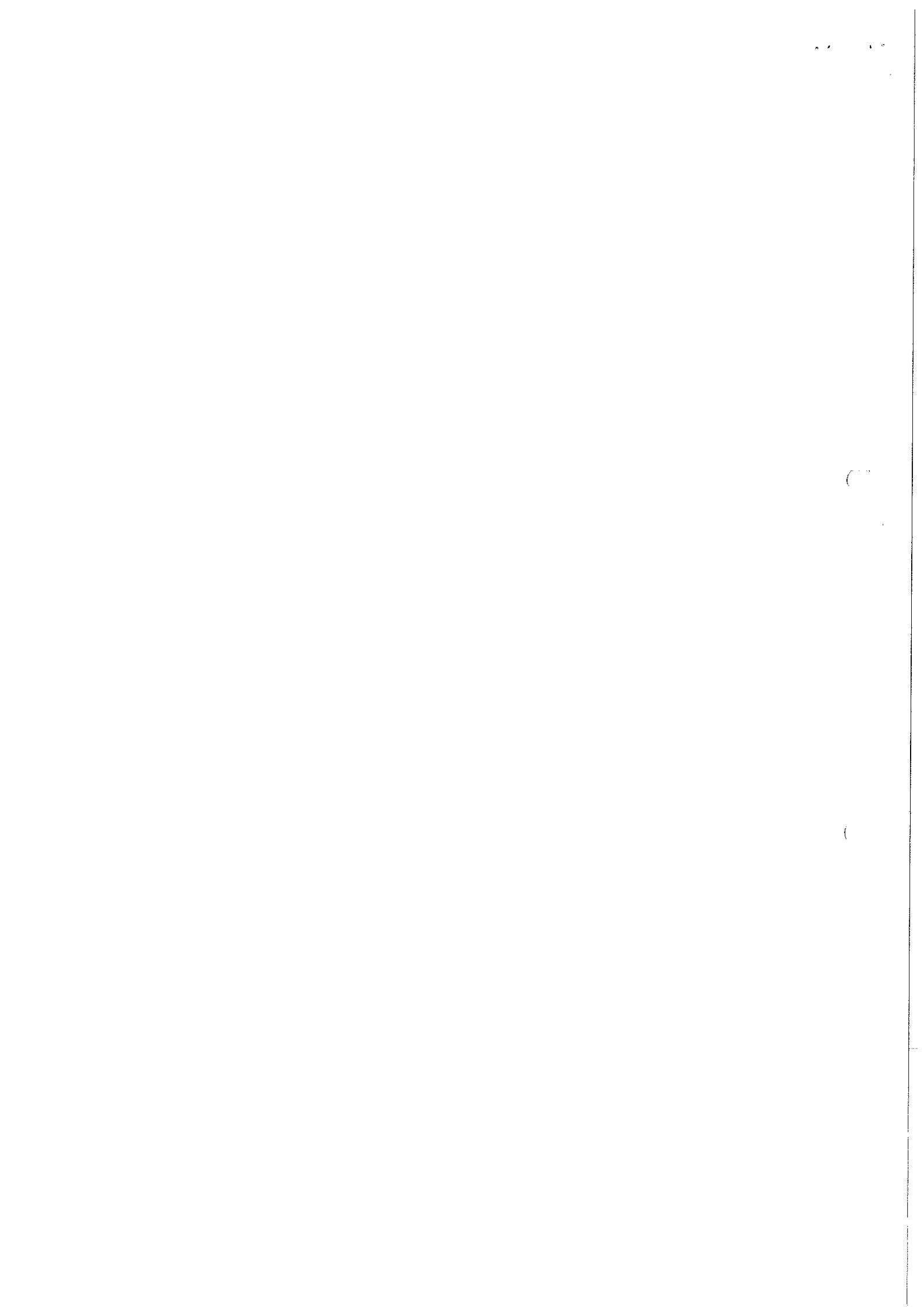
6.4 Acceptable vehicle categories for car hire

LEVEL	CATEGORY OF VEHICLE
Chair/ Board members/ CEO	Group E – 1 800 cc with air conditioner
Management	Group B – 1 600 cc with air conditioner
All other employees	Group A - 1 400 cc with air conditioner
Physically disabled employees	Group D – Automatic vehicle with air conditioner

6.5 Exceptional circumstances (such as terrain necessitating the use of a 4x4) may call for other categories of vehicles to be used; all such exceptions must be authorised in advance by the CEO.

6.6 Employees hiring vehicles must hold and present valid drivers' licenses and must familiarise themselves with and adhere to the conditions of hire.

6.7 Traffic fines will be for the driver of the rental car and if payment is not made within 14 days the amount of the fine will be deducted from the driver's salary.



7. Local travel

7.1 Requisitions for official air travel, car hire and accommodation should be made at least 7 days before the actual travelling date. Upon the receipt of an approved travel, car hire and accommodation form, the employee concerned will forward the information to Finance and Administration for booking and confirmation purposes.

7.2 Where an employee has to undertake an official journey at a location away from his/her Head Office/ office and where it is not practical or inexpensive to drive to the destination, flights can be booked after being properly authorised, and in the following classes:

7.3 Acceptable flight classes for Local travel

LEVEL	CLASSES OF FLIGHTS
CEO/ Chairperson/Board members & Management	<p>Economy class- (subject to a business lounge where possible)</p> <p>Business class is allowed for Cape Town only, as travelling time exceeds 2 hours</p>
All other officials	Economy class only

7.4 When an individual of a delegation does not qualify to travel in the same class as the other members of a delegation due to his/ her rank, that individual may be upgraded to the same class as the rest of the delegation, at the discretion of the CEO.

7.5 Where the employee has to undertake an official journey at a location away from his/her Head Office, and where it is not practical to make use of the BSA's own transport a vehicle may be rented at the BSA's expense for an overnight stay as stated in table 4.1.

7.6 BSA Officials receiving a travel allowance can only use their vehicles to the Airport for the same day trips, otherwise they can be dropped off and picked up on return by the BSA driver as it costs more to keep a car overnight at the airport. Reimbursement will be made against the standard official claim form.

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8. Local accommodation

8.1 Where an employee has to undertake an official journey at a location away from his/ her home, and where it is not practical to drive to and from the same day, accommodation can be booked, after the requisition has been properly authorised/ approved as per the delegation of authority.

8.2 When an individual of a delegation does not qualify to stay in the same class as the other members of a delegation due to his/ her rank, that individual may be upgraded to the same class as the rest of the delegation, at the discretion of the CEO.

8.3 Accommodation may be booked in the following classes:

LEVEL	CLASSES OF HOTELS
Chair/ CEO/ Board Members	Four Star
All other staff	Three Star

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9. International travel.

9.1 Requisitions for official air travel, car hire and accommodation should be made at least 7 days before the actual date. Upon the receipt of an approved travel, car hire and accommodation form the employee concerned will forward the information to Finance and Administration for booking and confirmation purposes.

9.2 No S&T allowance is payable if a per diem is applicable. However where the trip is fully paid for by another organisation, only S&T allowance for local travel and per diem for overseas travel will be payable to enable the official to have access to some money on departure, subject to reimbursement to BSA upon return and presentation of receipts, failing which full recovery will be made from a salary.

9.3 Per diem is applicable only for overseas travel and is calculated as per Public Service Commission rates.

9.4 S&T is applicable for local travel at current rates as set out in paragraph 9.

9.5 Overseas flights may be booked in the following classes after being properly authorised.

9.6 Acceptable flight classes for international travel:

LEVEL	CLASSES OF FLIGHTS
Chair/ CEO/ Board members	Business Class
All other staff	Economy class except for 8 hours, and more

9.7 When an individual of a delegation does not qualify to travel in the same class as the other members of a delegation due to his/ her rank, that individual may be upgraded to the same class as the rest of the delegation, at the discretion of the CEO.



10. International accommodation

10.1 When hotel accommodation is required the accommodation may be booked in the following classes:

10.2 Acceptable classes for international hotels:

LEVEL	CLASSES OF HOTELS
Chair/ CEO/ Board Members	Four Star
All other classes	Three Star

10.3 When an individual of a delegation does not qualify to stay in the same class as the other members of a delegation due to his/ her rank, that individual may be upgraded to the same class as the rest of the delegation, at the discretion of the CEO.

10.4 If an individual prefers using a private accommodation i.e. to stay with relatives or friends, R 150.00 per night will be paid to the official/ Board Member concerned as an overnight allowance.

11. Other expenses (Passports, VISAS and Insurance)

11.1 All officials (i.e. those travelling on trips financed by BSA and not those where people are invited and BSA agrees to release them) travelling outside the boundaries of the RSA on official BSA business must be in possession of a valid passport. If not, the cost for obtaining a passport is for the expense of BSA.

11.2 Visas that are needed for official BSA journeys will be paid for by BSA and must be applied for through preferred travel agent. Minimum period for applications is 7 days prior to departure date.

11.3 The preferred travel agency of BSA must secure comprehensive insurance for officials travelling abroad through a business policy. All officials travelling must ensure that adequate insurance has been provided.

11.4 Vaccination costs will be for BSA.

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12. Subsistence and travel allowances

12.1 The reimbursement of travel and subsistence expenses is intended to compensate an employee for reasonable expenses incurred for business purposes while away from his/ her normal place of work.

12.2 Board members and members of staff who are away from their offices on official business for more than 24 hours may claim as follows:

Daily allowance for meals & incidental expenses	R 70.00
Fixed subsistence allowance payable where actual expenses are not claimed (this amount to take care of all meals and incidental expenses)	R 300.00

12.3 This will change according to Public Service & Administration guidelines.

12.4 Allowances will be paid to Board Members and members of staff while on an official journey internationally (outside South Africa) as per applicable per diem allowances, according to Public Services rates.

12.5 For local travel – no advance payments will be made. However should an employee require the money prior to travelling then a motivation to this effect must be attached to the requisition form. Claims will be processed after submitting an expense claim with supporting documents i.e. prior approvals.

12.6 For overseas travel Board members and staff members receiving funds for accommodation and related expenses, must keep the necessary invoices/ receipts failing which, they will be required to reimburse BSA the funds given to them prior to departure.

13. S&T Claims

13.1 An S&T claim form must be accurately completed and signed by the claimant and submitted to the finance department within 30 days of incurring the S&T expense.

13.2 If the S&T claim is submitted after 30 days, a motivation letter stating reasons late submission must be attached to the claim form.

13.3 The amounts claimed must be supported by relevant documentation i.e. receipts, invoices, etc, reflecting the amount and dates clearly.

13.4 All supporting documentation must be in its original form.

13.5 All claims for officials below the ranking of the CEO, shall be approved by the CEO.

13.6 The CEO's claims shall be approved by at least one board member.

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14. BSA vehicles

14.1 The purpose of BSA vehicle is to-

- a) Allow business travel for individuals who do not receive a car allowance and with no organisation cars as part of their compensation, and
- b) Ensure satisfactory work performance and service delivery.

14.2 BSA vehicles may be used only for BSA business (if personal use of such vehicles is unavoidable, the CEO's prior approval must be obtained in writing and the applicable kilometre tariff based on the odometer reading will have to be paid to BSA).

14.3 Drivers of BSA vehicles should be in possession of a valid driver's licence, a copy of which should be supplied to the CFO for record keeping.

14.4 Every individual submitting a request for use of BSA cars must be fully licensed and a certified copy of the valid driver's license to be submitted to Finance and Administration for record keeping.

14.5 A logbook (obtainable from Finance and Administration) must be kept and all details to be completed in full. These will be verified by the CFO on a monthly basis.

14.6 Unauthorised business travel will be calculated at the prevailing rate per kilometre and recovered from the individual's salary.

14.7 Drivers of BSA vehicles are responsible to record all the required details pertaining to a trip in full on the vehicle logbook, including the driver's signature.

14.8 Copies of the logbook must be submitted to the CFO by the 7th day of every month.

14.9 Given the mandate of BSA, it is expected that any user of BSA vehicle shall conduct him or herself in a manner befitting that of a staff or member of the BSA on the road. Drivers of BSA vehicles are to be courteous and careful at all times and are expected to obey the rules of the road.

14.10 Drivers of BSA vehicles are to report on the roadworthiness of the vehicle used. It is incumbent on the user to alert the CFO of any irregularities.

14.11 If BSA vehicle requires re-fuelling, the driver may use the vehicle's petrol card, which is obtainable from the CFO when the vehicle keys are collected. A valid receipt must be handed over to the CFO when the keys are returned. The user of the vehicle must record the refuelling in the logbook: each time petrol and/ or oil is put in the car

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14.12 Copies of the logbook and re-fuelling receipts must be submitted to the CFO at the end of every month for reconciliation

14.13 Officials receiving car allowance are barred from using official cars, except when a motivation with reasons for such a request is submitted to the CEO for approval, before using the vehicle.

15. Damages

15.1 The driver must ensure that the vehicle is checked for dents and/ or scratches before using it. If there are dents and/or scratches these must be immediately reported to the CFO.

15.2 The last person to use the vehicle will be held responsible for scratches and/ or dents found on the car.

15.3 Any damage to the BSA car, like scratches should be reported to the Finance and Administration in writing within 24 hours of the occurrence.

15.4 It will be determined whether it was due to negligence, and if it was due to negligence the driver will have to pay for the repairs.

16. Fines

16.1 The driver is responsible for all fines resulting from failure to obey traffic rules.

16.2 The Finance and Administration will give a copy of the ticket or summons to the person concerned and proof of payment should be made available to the Finance and Administration at least 14 days before the due date

16.3 Failure to provide proof will result in the fine being paid by BSA and allocated to a suspense account and will be deducted from the individual's concerned salary. The allocation of the deduction will also be allocated to the same suspense account.

17. Accidents

17.1 All accidents must be reported to the Finance and Administration immediately but not later than 12 hours after the accident occurred.

17.2 All accidents must be reported to the nearest police station within 24 hours after the accident had occurred, and a case number be obtained.

17.3 No admission of wrong doing should be made at the scene of the accident

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17.4A written report (including sketches on how the accident happened, and the police case number) should be submitted to the Finance and Administration within 24hours after the accident had occurred

17.5If it is established that the driver was involved in the accident because of negligence in any way, the excess insurance payment will be recovered for the individual's salary. If the insurance company cannot pay out the CEO will decide on recovering such a loss as per Section 12 of Treasury Regulations.

18. Approval and implementation

18.1 This policy is effective from the date of approval by the Chairperson of the Accounting authority.

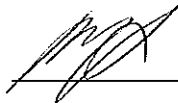
18.2 The CEO will be responsible for implementation and monitoring of the policy.

18.3 The policy will be reviewed on an annual basis and revision thereto must obtain Board approval.

19. Level of approval

Dr P Ngatane

Board Chairperson



Signature

2011-05-06

Date

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