

REIMBURSEMENT OF EXPENSES CLAIMS AND PAYMENT OF ALLOWANCES

2016/2017

Following the Minister of Finance's budget speech for the 2016/2017 fiscal year, the University's rates for reimbursement of expenses in respect of travel, accommodation, subsistence and incidental expenses have been revised will apply retrospectively from **1 March 2016**, until further notice.

1. Reimbursive Travel Expenses (Local Travel)

The reimbursement rate for use of employees' private motor vehicles on official University business is **R3,29 per kilometre**.

No employees tax (PAYE) is required to be deducted from travel amounts reimbursed, provided the employee's business travel does not exceed 8 000 kilometres per annum and provided also that the employee receives no other compensation (eg. a travel allowance) for such travel. Despite not being subject to taxation on assessment, the aggregate annual amount of individual staff members' reimbursement claims must nevertheless be disclosed to the South African Revenue Service (SARS) on employees' IRP5 tax certificates, hence the need for the University Finance Division to maintain accurate records of all travel claims for this purpose.

2. Overnight Accommodation and Subsistence (Local Travel)

The daily subsistence allowance (inclusive of meals and incidental costs) has been increased to **R372 per day** where an employee is obliged to spend at least one night away from his/her usual residence on official University business. Where, however, the University bears the actual cost of employees' accommodation and meals, an employee may nevertheless claim a daily allowance in lieu of expenses for incidental costs. This allowance is limited to **R115 per day**, for which receipts need not be provided.

The respective subsistence allowances – despite requiring to be disclosed on employees' IRP5 tax certificates to the SARS – are not taken into account by the University in determining the taxable income of employees. In all instances where employees are granted a subsistence allowance, as opposed to being reimbursed for actual expenses incurred, they will be personally responsible for meeting such costs. For income tax purposes, these amounts will be deemed to have been spent on accommodation, meals, personal subsistence and incidental expenses. Employees may, however, be required on assessment by SARS to prove how such allowances were spent.

Employees whose accommodation is not paid for directly by the University and who do not receive (or, alternatively, elect not to claim) the standard subsistence allowance, will be permitted to be reimbursed for actual expenses incurred for subsistence and accommodation for business purposes, provided however that such travel has been independently approved beforehand by the appropriate budgetholder or delegated line manager (i.e. budget controller or grantholder) and provided further that the related expenditure is suitably substantiated. Claim forms must, therefore, be accompanied by the relevant vouchers and receipts, together with evidence of their authorisation. The reimbursement of these expenses will not be deemed to be subsistence allowances, hence do not require to be disclosed as such to SARS.

REIMBURSEMENT RATES : 2016/2017

3. Local Subsistence

The rates of reimbursement in respect of local subsistence (i.e. for employees temporarily away from their normal place of work, but who are not required to be away from home overnight) and arising from working overtime, for which receipts must be provided (kindly note that these receipts are required for both income tax and audit purposes), are set out in **Annexure A**.

4. Foreign Travel, Accommodation and Subsistence (Outside the Common Monetary

Area) The University's *per diem* allowances in respect of foreign travel will continue to be

based on the official SARS rates. These, in turn, are based on the statutory list of Subsistence Allowances (Foreign Travel) published by SARS annually and are all-inclusive daily rates for meals and incidental costs, for which vouchers are NOT required to be provided. Details thereof are set out in **Annexure B** attached. Please note that the daily rates vary significantly from country to country, hence it is imperative that an itinerary detailing the countries visited and the number of nights spent in each country be submitted with all claims for foreign subsistence and incidental costs. Failure to do so will prejudice the processing of such claims.

In planning overseas travel, employees are encouraged to utilise the University's appointed travel agency services to book their accommodation. Unless arrangements are made for the University to pay for an employee's foreign accommodation separately, the respective allowances will be deemed to be inclusive of the cost of accommodation and their payment limited accordingly.

Employees travelling abroad or within Africa outside of the Common Monetary Area will be permitted to receive an advance on their foreign travel allowance (not exceeding the equivalent of the applicable *per diem* rate(s) multiplied by the number of nights outside the country). This concession is available, provided that employees make timely arrangements beforehand with the relevant Accountant in the Finance Division or the College/Support Services sector Finance Manager, as appropriate, and provided also that they submit proof of their travel arrangements, together with evidence of independent approval by the relevant budget holder or delegated line manager (i.e. budget controller or grant holder). Kindly note that, for the purposes of determining the applicable number of nights for which an employee is eligible to claim a foreign travel allowance, the travelling time on outbound flights from and on return flights to South Africa is excluded.

B J MAHLANGU
Chief Finance Officer

REIMBURSEMENT RATES : TRAVEL, ACCOMMODATION, SUBSISTENCE AND MINOR PURCHASES
(EFFECTIVE : 1 MARCH 2016)

	Rate per Km
1. TRAVELLING (Employees' Own Transport) Motor Vehicles	R3.29
2. OVERNIGHT ACCOMMODATION AND SUBSISTENCE	Rate per Day
Either :	
Reimbursement of actual costs of accommodation and subsistence, for which receipts must be provided;	Actual costs incurred (As approved by the budgetholder)
Or	
Meals and incidental allowance (where an employee 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) where the employee pays for his/her meals and incidental costs and for which receipts need not be provided;	R372
Daily Allowance (where an employee 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) where the University (employer) pays for the employee's accommodation and meals, the employee is permitted to claim an allowance to defray incidental costs and for which receipts need not be provided.	R115
3. LOCAL SUBSISTENCE	
Reimbursement of actual costs, not exceeding the maxima stipulated below, of a meal (or meals) and for which receipts must be provided, in the following circumstances :	
Employees more than fifty kilometres away from both their home and normal place of work who are :	
Absent for more than five hours, spanning a normal mealtime; or	R110
Absent for more than ten hours, spanning two normal mealtimes.	R150
Staff who are required to work overtime away from home :	
Over a weekend or on a public holiday, for more than five hours spanning a normal mealtime;	R110
On other occasions, for more than three hours beyond the official close of working hours;	R60
For more than ten hours, spanning two normal mealtimes.	R150
4. FOREIGN SUBSISTENCE (Outside the Common Monetary Area)	
A daily allowance for meals and incidental costs for which receipts need not be provided	As per SARS List (Annexure B)
5. MINOR PURCHASES	Per Item
Maximum cost. Receipts must be provided.	R2 000

Subsistence Allowance Foreign Travel

List of daily maximum amount per country which is deemed to been expended

Country	Currency	Maximum deemed expended amount
Albania	Euro	97
Algeria	Euro	110
Angola	US \$	303
Antigua and Barbuda	US \$	220
Argentina	US \$	133
Armenia	US \$	220
Austria	Euro	131
Australia	A \$	230
Azarbaijani	US \$	145
Bahamas	US \$	191
Bahrain	B Dinars	36
Bangladesh	US \$	79
Barbados	US \$	202
Belarus	Euro	62
Belgium	Euro	146
Belize	US \$	152
Benin	Euro	89
Bolivia	US \$	78
Bosnia-Herzegovina	Euro	75
Botswana	Pula	826
Brazil	Reals	347
Brunei	US \$	88
Bulgaria	Euro	91
Burkina Faso	CFA Francs	58,790
Burundi	Euro	73
Cambodia	US \$	99
Cameroon	Euro	116
Canada	C \$	167
Cape Verde Islands	Euro	65
Central African Republic	Euro	94
Chad	Euro	121
Chile	US \$	128
China (People's Republic)	US \$	127
Colombia	US \$	94
Comoro Island	Euro	122
Cook Islands	NZ \$	211
Cote D'Ivoire	Euro	119
Costa Rica	US \$	116
Croatia	Euro	102
Cuba	US \$	124
Cyprus	Euro	117

Subsistence Allowance Foreign Travel

Country	Currency	Maximum deemed expended amount
Czech Republic	Euro	90
Democratic Republic of Congo	US \$	164
Denmark	Danish Kroner	2,328
Djibouti	US \$	99
Dominican Republic	US \$	99
Ecuador	US \$	163
Egypt	US \$	118
El Salvador	US \$	98
Equatorial Guinea	Euro	166
Eritrea	US \$	109
Estonia	Euro	92
Ethiopia	US \$	92
Fiji	US \$	102
Finland	Euro	171
France	Euro	128
Gabon	Euro	172
Gambia	Euro	74
Georgia	US \$	95
Germany	Euro	120
Ghana	US \$	130
Greece	Euro	134
Grenada	US \$	151
Guatemala	US \$	114
Guinea	Euro	78
Guinea Bissau	Euro	59
Guyana	US \$	118
Haiti	US \$	109
Honduras	US \$	186
Hong Kong	Hong Kong \$	1,000
Hungary	Euro	89
Iceland	ISK	25,466
India	Indian Rupee	5,852
Indonesia	US \$	86
Iran	US \$	120
Iraq	US \$	125
Ireland	Euro	139
Israel	US \$	209
Italy	Euro	125
Jamaica	US \$	151
Japan	Yen	16,275
Jordan	US \$	201
Kazakhstan	US \$	141
Kenya	US \$	138

Subsistence Allowance Foreign Travel

Country	Currency	Maximum deemed expended amount
Kiribati	Australian \$	233
Kuwait (State of)	Kuwait Dinars	51
Kyrgyzstan	US \$	172
Laos	US \$	92
Latvia	US \$	150
Lebanon	US \$	158
Lesotho	RSA Rand	750
Liberia	US \$	112
Libya	US \$	120
Lithuania	Euro	154
Macao	Hong Kong \$	1,196
Macedonia (Former Yugoslav)	Euro	100
Madagascar	Euro	59
Madeira	Euro	290
Malawi	Malawi Kwacha	31,254
Malaysia	Ringgit	382
Maldives	US \$	202
Mali	Euro	178
Malta	Euro	132
Marshall Islands	US \$	255
Mauritania	Euro	97
Mauritius	US \$	135
Mexico	Mexican Pesos	1,313
Moldova	US \$	117
Mongolia	US \$	69
Montenegro	Euro	94
Morocco	Dirhams	970
Mozambique	US \$	128
Myanmar	US \$	123
Namibia	RSA Rands	950
Nauru	Australian \$	278
Nepal	US \$	64
Netherlands	Euro	117
New Zealand	NZ \$	191
Nicaragua	US \$	90
Niger	Euro	75
Nigeria	US \$	242
Niue	New Zealand \$	252
Norway	NOK	1,760
Oman	Rials Omani	77
Pakistan	Pakistani Rupees	6,235
Palau	US \$	252
Palestine	US \$	147

Subsistence Allowance Foreign Travel

Country	Currency	Maximum deemed expended amount
Panama	US \$	105
Papa New Guinea	Kina	285
Paraguay	US \$	76
Peru	US \$	139
Philippines	US \$	122
Poland	Euro	88
Portugal	Euro	87
Qatar	Qatar Riyals	715
Republic of Congo	Euro	149
Reunion	Euro	164
Romania	Euro	85
Russia	Euro	330
Rwanda	US \$	101
Samoa	Tala	193
Sao Tome & Principe	Euro	160
Saudi Arabia	Saudi Riyals	517
Senegal	Euro	113
Serbia	Euro	83
Seychelles	Euro	275
Sierra Leone	US \$	90
Singapore	Singapore \$	232
Slovakia	Euro	102
Slovenia	Euro	106
Solomon Islands	Sol Islands \$	1,107
South Korea, Republic	Korean Won	187,735
South Sudan	US \$	265
Spain	Euro	112
Sri Lanka	US \$	100
St. Kitts & Nevis	US \$	227
St. Lucia	US \$	215
St. Vincent & The Grenadines	US \$	187
Sudan	US \$	200
Suriname	US \$	107
Swaziland	RSA Rand	818
Sweden	Swedish Kronor	1,317
Switzerland	S Franc	201
Syria	US \$	185
Taiwan	New Taiwan \$	3,505
Tajikistan	US \$	97
Tanzania	US \$	129
Thailand	Thai Baht	4,956
Togo	CFA Francs	64,214
Tonga	Pa'anga	251

Subsistence Allowance Foreign Travel

Country	Currency	Maximum deemed expended amount
Trinidad & Tobago	US \$	213
Tunisia	Tunisian Dinar	198
Turkey	Euro	101
Turkmenistan	US \$	125
Tuvalu	Australian \$	339
Uganda	US \$	111
Ukraine	Euro	131
United Arab Emirates	UAE Dirhams	699
United Kingdom	British Pounds	102
Uruguay	US \$	144
USA	US \$	146
Uzbekistan	Euro	80
Vanuatu	US \$	166
Venezuela	US \$	294
Vietnam	US \$	146
Yemen	US \$	94
Zambia	US \$	119
Zimbabwe	US \$	123
Other countries not listed	US \$	215