



HEALTH AND WELFARE SECTOR EDUCATION AND TRAINING AUTHORITY

TRAVEL AND ACCOMMODATION POLICY AND PROCEDURE


Document Name: Travel and Accommodation Policy and Procedure			Division: Finance
Date Approved: 31 March 2020		Approved By: Board	Signature: 
Date Revised: January 2020	Version No.	Approved By:	Signature:
Next review date – March 2023			
Period of validity – 3 years	Policy:	Procedure:	Guidelines/Annexures:
Custodian of Policy: Board			Location:

TABLE OF CONTENTS

1. POLICY STATEMENT	3
1.1 ACRONYMS.....	3
1.2 DEFINITIONS.....	3
2. NAME of the POLICY	4
3. OBJECTIVES	4
4. MEASURES AND PROVISIONS	4
5. SCOPE AND APPLICABILITY.....	6
6. TRAVEL PROCEDURES.....	9
6.1 MOTOR VEHICLES	9
6.2 CAR HIRE.....	9
6.3 TRAVEL BY AIR	11
6.4 HOTEL ACCOMMODATION.....	12
6.5 OVERSEAS TRAVEL.....	12
6.6 STAYING WITH FRIENDS OR RELATIVES	13
6.7 SECONDMENTS.....	13
6.8 BOOKING FOR HOTEL ACCOMMODATION AND WORKSHOPS.....	13
6.9 PAYING FOR ACCOMMODATION.....	14
6.10 EXPENSES.....	14
6.11 OBTAINING REIMBURSEMENT.....	15
APPENDIX A.....	17

1. POLICY STATEMENT

To set out the conditions and control mechanisms applicable to the acquisition and use of Travel and Accommodation at the HWSETA.

1.1 ACRONYMS

"HWSETA":	Health and Welfare Sector Education and Training Authority
"CEO":	The Chief Executive Officer
"CFO":	The Chief Financial Officer
"EM":	The Executive Manager
"ETQA":	Education Training Quality Assurance
"RIME":	Research, Information, Monitory and Evaluation
"RTT":	Request To Travel

1.2 DEFINITIONS

"Accounting Officer" means The Chief Executive Officer of HWSETA

"Accounting Authority" means The HWSETA Board represented by its Chairperson

"Allowance" an amount of money granted by an employer to an employee in circumstances where the employer is certain that the employee will incur business related expenditure on behalf of the employer, but where the employee is not obliged to prove or account for the business expenditure to the employer.

"Domestic travel" means travelling within the boundaries of the Republic of South Africa.

"Employee" means permanent staff, temporary staff and Interns at HWSETA

"Executive Authority" means The Department of Higher Education

"International travel" it means travelling to any other countries outside the boundaries of the Republic of South Africa.

"Official duty" means official absence from HWSETA premises as authorised by the relevant manager and executive manager.

"Private transport" this means the private vehicle used by an employee for official purposes i.e. when employee using his/her own vehicle.

"Reimbursement" occurs when an employee incurred business related expenses on behalf of an employer out of his or her own pocket and is reimbursed for this expenditure by the employer after having proven and accounted for the expenditure to the employer.

"Subsistence allowance" means the expenditure in respect of accommodation, meals (including non-alcoholic beverages with meals), dry cleaning and laundering.

2. NAME of the POLICY

Travel and Accommodation Policy and Procedure

3. OBJECTIVES

The objective of the policy is:

- 3.1 To ensure that subsistence and travelling processes are coordinated in a uniform manner throughout HWSETA for all employees.
- 3.2 To provide measures regarding the reasonable expenditure including incidental expenses that may be claimed by an employee during periods when s/he is away from HWSETA premises on an official journey (this also includes employees attending training).
- 3.3 To ensure that all trips undertaken by employees and Board members of the HWSETA are approved before such trips are undertaken and to ensure that trips costs are economical and cost effective.

4. MEASURES AND PROVISIONS

4.1 USE OF OWN MOTOR VEHICLES

- 4.1.1 Employees who are required to travel as part of their job functions must use their own transport with a valid driver's licence.
- 4.1.2 Employees will be re-imbursed for travel and toll road costs. An employee may apply for an advance (with conditions) to cover these costs before travel.
- 4.1.3 The correct Kilometers (in line with this policy) travelled on the trip and on return from the trip should be recorded and presented when making a claim.
- 4.1.4 An approved RTT must be in place before an official travel is allowed. The signed original RTT must be attached to the claim form when making a claim, with any relevant documentation giving evidence to the travel.
- 4.1.5 All travel related claims must be made within 30 days of the actual travel, except relating to e-toll costs, where due to the delay in billing, the employee may present the evidence of this cost within 3 months of the official travel.

4.2 TRAVEL ALLOWANCE

- 4.2.1 Employees who use their personal cars to travel for business purposes may structure their salaries to include travel allowances.
- 4.2.2 The CFO/CEO may disallow a travel allowance if it does not conform to the amount of business travel to be undertaken by an employee.
- 4.2.3 Employees who choose the option to structure a travel allowance into their salaries are required to sign a declaration stating that the employee chooses to do so and decides on the amount of travel allowance that should be structure into their salaries.
- 4.2.4 In signing the package allocation, employees undertake that their travel allowance is in accordance with the anticipated travel for business purposes.
- 4.2.5 It is the responsibility of that employee to keep a logbook and detailed expense records.

4.2.6 HWSETA shall not be held liable for any payments required from employees by the South African Revenue Services for any under taxation, interest or penalties as a result of the travel allowance.

4.3 INSURANCE FOR BUSINESS TRAVEL

4.3.1 Any person using their own car for business travel is expected to ensure that their vehicle is comprehensively insured, and that the insurance company makes the relevant endorsement to the policy for business use.

4.3.2 HWSETA will not accept responsibility for any claim arising from damage or theft when personal vehicles are used for HWSETA business.

4.4 PARKING COSTS

4.4.1 Parking costs will be borne by the HWSETA whilst on business travel provided an original receipt of payment is presented.

4.4.2 Excessive parking costs, such as when leaving a car at the airport for an extended period, will be borne by the HWSETA provided prior approval is obtained from the relevant EM or the CFO.

4.4.3 Employees, directors and members of HWSETA committees are expected to be prudent in terms of where they park, the cost of the parking and their personal safety when choosing where to park.

4.5 TRAFFIC FINES

4.5.1 HWSETA will accept no responsibility for traffic fines and or illegal parking fines, or any other traffic offence committed during business travel, whether committed using own personal car or HWSETA car.

4.5.2 If fines or costs of damage to vehicles is incurred by the HWSETA through the Car rental company, these costs will be borne by the employee.

4.6 TOLL ROAD COSTS

All toll road costs will be reimbursed for official duties provided employees, and Board members of HWSETA submit receipts with their claims.

4.7 ADVANCES

Cash advances for HWSETA employees required to travel outside the Gauteng area for work related purposes, e.g. ETQA and RIME divisions of HWSETA:

4.7.1 The employee will apply for an advance to the EM in his/her own division with an approved itinerary detailing:

4.7.1.1 Employees travelling

4.7.1.2 Location of visit

4.7.1.3 Route of planned assignment and estimated travelling in kilometres

4.7.1.4 Timing of visit

4.7.1.5 Estimated cash required and specify the purpose

4.7.2 The EM will compile a motivation and attach the approved itinerary for submission to the CFO.

- 4.7.3 The CFO will inspect the motivation and recommend the advance for the approval of the CEO.
- 4.7.4 After approval of the CEO the advance will be paid into the delegated employee's bank account and a debt will be raised in the name of the employee on JDE.
- 4.7.5 The employee on his/her return must submit support for the advance, whereby the debt will be reversed.
- 4.7.6 If no supporting documentation is submitted within 30 days, the advance will be deducted from the employee's salary.

5. SCOPE AND APPLICABILITY

5.1. Approval and Reporting Requirements

After approval of the policy, the policy would be implemented within the HWSETA.

5.2 Adherence to Policies and Procedures

This policy shall apply to all employees of the HWSETA and Board members. When compliance of this policy has been breached, the applicable staff will be disciplined in accordance to the approved HWSETA Disciplinary policy.

5.3 Creating Awareness

All managers must ensure that all employees are made aware of this policy. It is the responsibility of managers to ensure that all employees receive appropriate education and training regarding this policy.

5.4 Custodian of this Policy

The custodian of this policy is the Board.

The Executive Committee is responsible for the administration, revision, interpretation, and application of this policy.

5.5 Application

This policy applies to all travel and accommodation requirements of the employees and Board members of the HWSETA.

This policy also applies to all consultants, service providers and training providers.

5.6 Review

Copies of this document shall be issued as controlled copies. No amendments, variations or alterations shall be of any effect unless approved by the Board.

This document shall be reviewed every three (3) years, or if required by changes in legislation or circumstances, at a date decided by the CEO and / or the Board. All revisions shall be recorded in the Document Control Register and the superseded document destroyed.

5.7 Sources of Information and Legislative Framework

- PFMA section 51(a), (b), (c).
- National Treasury Instruction Note 4 of 2017//2018, Cost Containment measures
- SARS practice notes
- International Travel Policy

HEALTH AND WELFARE SECTOR EDUCATION AND TRAINING AUTHORITY

TRAVEL AND ACCOMMODATION PROCEDURE

6. TRAVEL PROCEDURES

6.1 MOTOR VEHICLES

6.1.1 REIMBURSEMENT ALLOWANCE

- a) All employees may claim reimbursement for specific travel undertaken on behalf of HWSETA.

6.1.2 RATE OF REIMBURSEMENT

- a) The CFO shall periodically review the rates of reimbursement.
- b) The CEO shall from time to time approve the rate of reimbursement which will be communicated to HWSETA employees and will be effective at this date.
- c) The rate is calculated by considering local prices of oil as monitored by SARS, which is used as a basis for the recommended rate.
- d) HWSETA will reimburse employees, consultants, and Board members of HWSETA at the applicable rate as indicated in Appendix A.

6.1.3 CALCULATION OF DISTANCE TO BE REIMBURSED

- a) Travelling between an employee's home and the HWSETA does not constitute business travel and cannot be claimed.
- b) Travel by an employee from his/her home to a business appointment other than at his/her normal office, will be treated as business travel during working hours. The distance claimable is limited to kilometres that could have been charged if the travel was from HWSETA to the business appointment.
- c) Travel by an employee from his/her home to a business appointment other than at his/her normal office, is treated as business travel during weekends and public holidays. The distance claimable is from the persons' residence to the business appointment and is fully claimable.
- d) The EM/CFO may disallow any claim after consultation, if the calculation of the distance travelled is not reasonable.

6.2 CAR HIRE

6.2.1 PREFERRED CAR HIRE

- a) Car hire for business purposes shall only be concluded with the preferred supplier selected through the procurement bidding process, or through the Travel Agent selected through the procurement bidding process.
- b) In cases where there is no preferred supplier, quotations shall be obtained in accordance with HWSETA Procurement Policy.
- c) Employees in positions of Officer and more superior positions must have their own transport and a valid driver's licence when travelling in their respective Provinces, unless a deviation for a trip is recommended by the EM and approved by the CFO

6.2.2 CATEGORY OF CAR

- a) The category of cars to be used by employees, directors and members of HWSETA committees shall be recommended by the CEO from time to time and approved by the Board. (Refer to Appendix A for approved category).
- b) A deviation on the use of the approved category of car may be approved by the CFO as delegated by the CEO. This would be allowed in circumstances of terrain, or number of persons travelling, or for exhibitions where a larger vehicle may be necessary.

6.2.3 BOOKING OF CARS

- a) It is the duty of the Procurement Officer to book cars for business use after receipt of a requisition authorised by the relevant EM or the CEO/CFO should the Executive Manager be travelling.
- b) The Procurement Officer shall only accept requisitions if they are placed within a reasonable time (usually 7-14 days) prior to the travelling date.
- c) Details should be finalised 5 days prior to travel and no further changes shall be allowed.
- d) Order requisitions and changes to order requisitions not contained within the HWSETA policy shall only be allowed in cases of emergencies or when it is urgent, provided prior approval is obtained from the CEO.
- e) Employees, and Board members of HWSETA committees are referred to the section on Demand Management within the Supply Chain Management policy for the definition of urgent and emergency cases.
- f) Any damage to hired cars, where the HWSETA incurs a cost, will be considered individually to determine whether the damage was intentional or through negligence. If the employee was found to be negligent, the costs incurred by the HWSETA will be recovered from the employee.
- g) Comprehensive insurance with the service provider will be taken with all car hire.

6.2.4 PAYMENT OF CAR HIRE

- a) HWSETA shall only be liable for the cost of car hire of the category indicated in Appendix A.
- b) Employees, directors and members of HWSETA committees who wish to hire cars of a category higher than the one indicated in Appendix A, may do so but HWSETA shall only be liable for the cost indicated in Appendix A.
- c) The excess cost charged above the category of car indicated in Appendix A will be borne by that employee, director, or member of HWSETA committees.
- d) HWSETA will under no circumstances pay for full cost of the upgraded vehicle and deduct the cost against future payments from the HWSETA to the employee, director, or member of HWSETA committee.

6.3 TRAVEL BY AIR

6.3.1 PREFERRED AIRLINE

- a) Travel by air for business purposes shall only be done with the preferred supplier. Currently the preferred supplier is the South African Airways ("SAA"). Other airlines may be used from time to time if SAA is not available. Travel expenditure to be incurred using the lowest airfare at the time of booking that meets the requirements of the traveller, by making use of the government negotiated discount rates with SAA.

6.3.2 CLASS OF TRAVEL

- a) All employees, and Board members of HWSETA committees shall be booked in Economy class whilst travelling by air for business purposes for domestic flights.
- b) Travel on Business class for all employees and Board members where the duration of the flight is 5 hours or more, or where the price of the business class ticket is equivalent to the cost of the economy class ticket, unless otherwise instructed by the Board.
- c) An employee, or Board member of HWSETA committees who prefers to travel Business class is permitted to do so, provided he/she pays the difference charged in excess of the Economy class ticket price up front (plus airport taxes)
- d) HWSETA will under no circumstances pay for Business class airfare and deduct the cost against future payments from HWSETA to the employee, or Board member of HWSETA committee.

6.3.3 AIR MILES

- a) Air miles shall accrue to employees and Board members of HWSETA committees.

6.3.4 PREFERRED TRAVEL AGENT

- a) The Board shall approve the travel agent to be used by HWSETA.

6.3.5 BOOKING AND PAYMENT OF AIRLINE TICKETS

- a) The HWSETA shall make air travel bookings for all the employees and Board members of HWSETA committees who travel for HWSETA business purposes.
- b) If the HWSETA incurs a cost for flights missed or changed where, through an enquiry, it is determined that this was intentional or negligent or could have been avoided through proper planning, the employee or Board member will be required to reimburse the HWSETA for these costs.

6.4 HOTEL ACCOMMODATION

6.4.1 DOMESTIC TRAVEL

- a) Accommodation during business travel shall only be procured from the supplier selected through the procurement bidding process, or through the selected travel agent appointed through the procurement bidding process

- b) In cases where there is no preferred supplier, quotations shall be obtained in accordance with the HWSETA Procurement Policy.

6.4.2 HOTEL CLASS

- a) The type of room and the type of hotel to be used by employees, Board members and members of HWSETA Committees shall be in accordance with maximum allowable star grading as reflected in Annexure A.
- b) Where possible, hotel reservation shall be made to include the cost of dinner and breakfast.
- c) HWSETA shall not be responsible for the cost of lunch for any employee, Board members and members of HWSETA committees whilst away from home for business purposes unless it is included as part of the training course/conference package.
- d) The HWSETA is not liable for other costs associated with a hotel stay such as personal telephone calls and other services available to residents of the hotel.

6.5 OVERSEAS TRAVEL

- a) Employees, Board members and members of HWSETA committees who wish to travel overseas shall submit a budget and motivation to the Board for approval prior to departure.
- b) The budget submission shall be presented to the CEO and the CFO for approval prior to submission to the Board.
- c) Allowances for meals and incidental costs shall be limited to allowable expenses per sec 8 of the South African Taxation Act applicable at the date of travel.
- d) It is the responsibility of the employee, director or member of a HWSETA committee to obtain these prescribed limits prior to departure.
- e) Employees shall submit reconciliations with supporting documentation of monies spent.
- f) Employees who incur company expenses in excess of the prescribed limits shall have the funds deducted against their income.
- g) The HWSETA will pay for health insurance for all employees and Board members who travel overseas on HWSETA business.

6.6 STAYING WITH RELATIVES OR FRIENDS

- a) Occasionally persons may prefer to stay with relatives or friends when travelling on business rather than to stay in hotels.
- b) In such a situation HWSETA shall pay the employee, Board member, or member of a HWSETA committee an allowance as indicated in Appendix A.
- c) The allowance shall be recommended by the CFO and approved by the CEO.
- d) Should an employee, or Board member or member of the HWSETA committees wish to stay or visit family and family staying in the vicinity of their planned business trip the difference in price for the extended travelling shall be borne by the employee, Board member, or member of the HWSETA committee.

6.7 SECONDMENTS

- a) Occasionally employees may be asked to take up a temporary role within the HWSETA requiring them to stay away from home for an extended period.
- b) In such a situation the HWSETA shall pay an employee an allowance for accommodation as indicated in Appendix A, unless reasonable accommodation cannot be found for the amount per Annexure A. In this instance the CEO will approve the additional amount.
- c) The allowance shall be recommended by the CFO and approved by the CEO.

6.8 BOOKING FOR HOTEL ACCOMMODATION AND WORKSHOPS

- a) All bookings shall be made with the Procurement Officer with prior approval by the relevant EM or the CFO should the EM be travelling.
- b) The EM or the CFO/CEO must authorise the order after checking the relevant budgets to ensure that it is within the annual budget.
- c) The HWSETA shall always, when authorised to do so, endeavour to make, change or extend any bookings on behalf of all the employees, Board members and members of HWSETA committees.
- d) In circumstances where the trip is extended unexpectedly, the employees, Board member and members of HWSETA committees must settle the account personally and claim the additional expenses back from the HWSETA on their return.
- e) The Procurement Officer shall only accept requisitions if they are placed within a reasonable time (7-14 days) prior to the travelling date.
- f) Details should be finalised 5 days prior to travel and no further changes shall be allowed.
- g) Orders and changes to orders not contained within the HWSETA policy shall only be allowed in cases of emergencies or when it is urgent, provided prior approval is obtained from the CEO.

6.9 PAYING FOR ACCOMODATION

- a) HWSETA shall only be liable for the cost of accommodation limited to the amount prescribed in Appendix A.
- b) Employees, directors and members of HWSETA committees who wish to use accommodation more costly than the rate indicated in Appendix A, may do so but HWSETA will only be liable for costs limited to amounts indicated in Appendix A.
- c) The excess cost charged above the rate indicated in Appendix A will be borne by that employee, Board member and member of any HWSETA committee.
- d) The HWSETA will under no circumstances pay for full cost of the upgraded accommodation and deduct the cost against future payments from the HWSETA to the employee, Board member, or member of HWSETA committee.
- e) In instances where an employee, Board member and member of a HWSETA committee have used their own funds to pay for accommodation, a refund claim may be submitted together with supporting documentation.
- f) The claim shall be authorised by an EM or the CFO should an Executive Manager submit a claim.

6.10 EXPENSES

6.10.1 MEALS

- a) HWSETA shall endeavour to make all accommodation bookings to include breakfast and dinner.
- b) The cost of meals shall be recommended by the CFO from time to time and shall be approved by the CEO.
- c) In circumstances where accommodation booked does not provide for breakfast and dinner, HWSETA shall be liable for the cost of meals limited to the amount prescribed in Appendix A.
- d) In circumstances where the accommodation booked does not include meals, employees shall be required to use their own funds and claim back the expenses from the HWSETA.
- e) HWSETA shall not be held liable for any personal expenses (drinks from the bar or room fridge) incurred whilst using the accommodation.
- g) Employees, Board members and members of HWSETA committees who wish to spend higher amounts than the limits indicated in Appendix A, may do so but the HWSETA will only be liable for a cost of meals limited to amounts indicated in Appendix A.
- h) The excess costs of meals above the limits indicated in Appendix A will be borne by that employee, Board member, or member of HWSETA committees.
- i) HWSETA will under no circumstances pay for full cost of expensive meals and deduct the cost against future payments from the HWSETA to the employee, director, or member of HWSETA committee

6.10.2 LAUNDRY / VALET

- a) The CFO shall recommend the reimbursement rates and the CEO shall approve the reimbursement rates.
- b) HWSETA shall only be liable for the cost of laundry or dry cleaning services when employees, Board members and members of HWSETA committees are away for business.
- c) Employees, Board members and members of HWSETA committees who wish to spend more than the limits indicated in Appendix A, may do so but HWSETA will only be liable for costs limited to amounts indicated in Appendix A.
- d) The excess cost charged for laundry/dry cleaning services higher than the amounts indicated in Appendix A shall be borne by the employee, Board member, or member of any committee within HWSETA.
- e) HWSETA will under no circumstances pay for full cost of the laundry/dry cleaning and deduct the excess cost against future payments from the HWSETA to the employee, Board member, or member of HWSETA committee.

6.10.3 UTILISATION OF COMMUNICATION FACILITY

- a) Refer to HR policy on cell phones.

6.11 OBTAINING REIMBURSEMENT

- a) Claims shall only be accepted if it includes the required supporting documentation as proof of having incurred the expenditure.
- b) All claim (including taxi fare claims) shall be approved by the EM or the CFO should the EM submit a claim.
- c) The EM or the CFO shall sign the claim form as proof of having checked the accuracy and having inspected all the supporting documentation.
- d) Should the CFO request a refund, an EM or the CEO shall be required to review and approve the request.
- e) All claims shall be submitted to Finance Division for processing and payment.
- f) Payments shall be made directly into the employees, Board members and members of HWSETA committees' bank accounts.
- e) All reimbursement claims shall be submitted prior to the 21st day of each month in order to be paid in that month. Any claims submitted after the 21st day of each month shall be paid in the subsequent month. All claims must be made within 30 days of incurring such expenses.

HEALTH AND WELFARE SECTOR EDUCATION AND TRAINING AUTHORITY

TRAVEL AND ACCOMMODATION GUIDELINE

APPENDIX A

1. TRAVEL AND SUBSISTENCE TARIFFS

- a) Rates set below are only effective on approval of the CEO.
- b) Rates shall be reviewed annually by the CFO when budgets are set, to be in line with inflation except for the travelling rate.
- c) The CFO shall submit all changes to the CEO for approval.
- d) All changes shall only be effective once the CEO have approved the change.
- e) The travelling rate shall be reviewed from time to time by the CEO, to be in line with petrol price increases.
- f) Payment is made for reimbursement of actual expenditure incurred and not for income related purposes.
- g) Allowances are subject to tax directives.

Type of expense	HWSETA Officials	HWSETA Management Team	HWSETA Board members and EXCO	HWSETA Committees	Consultants*
Travelling	SARS recommended Rate Per Kilometre (R/km) applicable from time to time (R3.98 effective 1 April 2020)				
Category of car	Category B (Managers and Executive Managers) as per Avis (Persons with special needs will be accommodated)				N/A
Train	On receipt of proof of payment				N/A
Taxi rate	Maximum of R300.00 per trip on receipt of proof of payment (receipt) or affidavit from claimant.				N/A
Air fares	Booked by HWSETA limited to cost of Economy travel for domestic travel. Business class tickets may only be purchased for members of the Board, CEO, members of the executive committee that report directly to the CEO and non-executive members of governance committees.				N/A
Meal allowances for trips less than 24 hours	Breakfast - R110** Lunch – R160** Dinner – R180** The following cannot be claimed: a) Gratuity to serving staff b) Alcoholic beverages or desserts c) Any extra meals additional to main meals ** = only to the extent that the rate at the accommodation facility does not include dinner and/or breakfast or if the conference fee does not include lunch and/or dinner.				N/A
Subsistence Allowance and Incidental costs	(Per SARS directive)				N/A
Subsistence Allowance for overseas trips – meals and incidental costs	(Per SARS directive)				N/A

Inhouse meetings with no catering	R90 per attendee		N/A
Staying with friends / relatives	R450 per day		N/A
Secondments	R591 per night spent away from primary residence – “home”		N/A
Conference cost	Max R450.00 per person per day		N/A
Laundry cost	On receipt of proof of payment provided staying for more than 4 days and limited to R200.00 per day		N/A
Parking	On receipt of proof of payment		N/A
Maxi Taxi and e-hailing services e.g. Taxify, Uber	R300.00 per trip on receipt of proof of payment (receipt) or affidavit from claimant		
Accommodation -	Star grading table and maximum cost per designation		
Designation	Domestic accommodation Star Grading or similar	Maximum rates per night	International Accommodation Star Grading or similar
CEO / Board	5 Star	R2 570	5 Star
Executive team reporting to CEO	4/5 Star *	R1 595 / R2 570	4 Star
Managers	3/4 Star*	R1 440 / R1 595	4 Star
Other Employees	3 Star*	R1 440	3 Star

* Where there is an alternative star grading indicated in the above table the maximum allowable rate of the lower star grading will be the benchmark. The higher star grading may only be booked if:

- a) The higher star graded establishment is the only available option due to location and availability.
- b) The HWSETA has negotiated lower rates with the higher star graded establishment.



HEALTH AND WELFARE SECTOR EDUCATION AND TRAINING AUTHORITY

TRAVEL AND ACCOMMODATION POLICY AND PROCEDURE

Document Name: Travel and Accommodation Policy and Procedure			Division: Legal
Date Approved: 31 MARCH 2020		Approved By: Board	Signature:
Date Revised: March 2020	Version No.	Approved By:	Signature:
Next review date – March 2023			
Period of validity – 3 years	Policy:	Procedure:	Guidelines/Annexures:
Custodian of Policy: Board			Location:

TABLE OF CONTENTS

1. POLICY STATEMENT	3
1.1 ACRONYMS.....	3
1.2 DEFINITIONS.....	3
2. NAME of the POLICY	4
3. OBJECTIVES	4
4. MEASURES AND PROVISIONS	4
5. SCOPE AND APPLICABILITY	6
6. TRAVEL PROCEDURES.....	9
6.1 MOTOR VEHICLES	9
6.2 CAR HIRE.....	9
6.3 TRAVEL BY AIR	11
6.4 HOTEL ACCOMMODATION.....	12
6.5 OVERSEAS TRAVEL.....	12
6.6 STAYING WITH FRIENDS OR RELATIVES	13
6.7 SECONDMENTS.....	13
6.8 BOOKING FOR HOTEL ACCOMMODATION AND WORKSHOPS.....	13
6.9 PAYING FOR ACCOMMODATION.....	14
6.10 EXPENSES.....	14
6.11 OBTAINING REIMBURSEMENT.....	15
APPENDIX A.....	17

1. POLICY STATEMENT

To set out the conditions and control mechanisms applicable to the acquisition and use of Travel and Accommodation at the HWSETA.

1.1 ACRONYMS

“HWSETA”:	Health and Welfare Sector Education and Training Authority
“CEO”:	The Chief Executive Officer
“CFO”:	The Chief Financial Officer
“EM”:	The Executive Manager
“ETQA”:	Education Training Quality Assurance
“RIME”:	Research, Information, Monitory and Evaluation
“RTT”:	Request To Travel

1.2 DEFINITIONS

“**Accounting Officer**” means The Chief Executive Officer of HWSETA

“**Accounting Authority**” means The HWSETA Board represented by its Chairperson

“**Allowance**” an amount of money granted by an employer to an employee in circumstances where the employer is certain that the employee will incur business related expenditure on behalf of the employer, but where the employee is not obliged to prove or account for the business expenditure to the employer.

“**Domestic travel**” means travelling within the boundaries of the Republic of South Africa.

“**Employee**” means permanent staff, temporary staff and Interns at HWSETA

“**Executive Authority**” means The Department of Higher Education

“**International travel**” it means travelling to any other countries outside the boundaries of the Republic of South Africa.

“**Official duty**” means official absence from HWSETA premises as authorised by the relevant manager and executive manager.

“**Private transport**” this means the private vehicle used by an employee for official purposes i.e. when employee using his/her own vehicle.

“**Reimbursement**” occurs when an employee incurred business related expenses on behalf of an employer out of his or her own pocket and is reimbursed for this expenditure by the employer after having proven and accounted for the expenditure to the employer.

“**Subsistence allowance**” means the expenditure in respect of accommodation, meals (including non-alcoholic beverages with meals), dry cleaning and laundering.

2. NAME of the POLICY

Travel and Accommodation Policy

3. OBJECTIVES

The objective of the policy is:

- 3.1 To ensure that subsistence and travelling processes are coordinated in a uniform manner throughout HWSETA for all employees.
- 3.2 To provide measures regarding the reasonable expenditure including incidental expenses that may be claimed by an employee during periods when s/he is away from HWSETA premises on an official journey (this also includes employees attending training).
- 3.3 To ensure that all trips undertaken by employees and Board members of the HWSETA are approved before such trips are undertaken and to ensure that trips costs are economical and cost effective.

4. MEASURES AND PROVISIONS

4.1 USE OF OWN MOTOR VEHICLES

- 4.1.1 Employees who are required to travel as part of their job functions must use their own transport with a valid driver's licence.
- 4.1.2 Employees will be re-imbursed for travel and toll road costs. An employee may apply for an advance (with conditions) to cover these costs before travel.
- 4.1.3 The correct Kilometers (in line with this policy) travelled on the trip and on return from the trip should be recorded and presented when making a claim.
- 4.1.4 An approved RTT must be in place before an official travel is allowed. The signed original RTT must be attached to the claim form when making a claim, with any relevant documentation giving evidence to the travel.
- 4.1.5 All travel related claims must be made within 30 days of the actual travel, except relating to e-toll costs, where due to the delay in billing, the employee may present the evidence of this cost within 3 months of the official travel.

4.2 TRAVEL ALLOWANCE

- 4.2.1 Employees who use their personal cars to travel for business purposes may structure their salaries to include travel allowances.
- 4.2.2 The CFO/CEO may disallow a travel allowance if it does not conform to the amount of business travel to be undertaken by an employee.
- 4.2.3 Employees who choose the option to structure a travel allowance into their salaries are required to sign a declaration stating that the employee chooses to do so and decides on the amount of travel allowance that should be structure into their salaries.
- 4.2.4 In signing the package allocation, employees undertake that their travel allowance is in accordance with the anticipated travel for business purposes.
- 4.2.5 It is the responsibility of that employee to keep a logbook and detailed expense records.

- 4.2.6 HWSETA shall not be held liable for any payments required from employees by the South African Revenue Services for any under taxation, interest or penalties as a result of the travel allowance.

4.3 INSURANCE FOR BUSINESS TRAVEL

- 4.3.1 Any person using their own car for business travel is expected to ensure that their vehicle is comprehensively insured, and that the insurance company makes the relevant endorsement to the policy for business use.
- 4.3.2 HWSETA will not accept responsibility for any claim arising from damage or theft when personal vehicles are used for HWSETA business.

4.4 PARKING COSTS

- 4.4.1 Parking costs will be borne by the HWSETA whilst on business travel provided an original receipt of payment is presented.
- 4.4.2 Excessive parking costs, such as when leaving a car at the airport for an extended period, will be borne by the HWSETA provided prior approval is obtained from the relevant EM or the CFO.
- 4.4.3 Employees, directors and members of HWSETA committees are expected to be prudent in terms of where they park, the cost of the parking and their personal safety when choosing where to park.

4.5 TRAFFIC FINES

- 4.5.1 HWSETA will accept no responsibility for traffic fines and or illegal parking fines, or any other traffic offence committed during business travel, whether committed using own personal car or HWSETA car.
- 4.5.2 If fines or costs of damage to vehicles is incurred by the HWSETA through the Car rental company, these costs will be borne by the employee.

4.6 TOLL ROAD COSTS

All toll road costs will be reimbursed for official duties provided employees, and Board members of HWSETA submit receipts with their claims.

4.7 ADVANCES

Cash advances for HWSETA employees required to travel outside the Gauteng area for work related purposes, e.g. ETQA and RIME divisions of HWSETA:

- 4.7.1 The employee will apply for an advance to the EM in his/her own division with an approved itinerary detailing:
- 4.7.1.1 Employees travelling
 - 4.7.1.2 Location of visit
 - 4.7.1.3 Route of planned assignment and estimated travelling in kilometres
 - 4.7.1.4 Timing of visit
 - 4.7.1.5 Estimated cash required and specify the purpose
- 4.7.2 The EM will compile a motivation and attach the approved itinerary for submission to the CFO.

- 4.7.3 The CFO will inspect the motivation and recommend the advance for the approval of the CEO.
- 4.7.4 After approval of the CEO the advance will be paid into the delegated employee's bank account and a debt will be raised in the name of the employee on JDE.
- 4.7.5 The employee on his/her return must submit support for the advance, whereby the debt will be reversed.
- 4.7.6 If no supporting documentation is submitted within 30 days, the advance will be deducted from the employee's salary.

5. SCOPE AND APPLICABILITY

5.1. Approval and Reporting Requirements

After approval of the policy, the policy would be implemented within the HWSETA.

5.2 Adherence to Policies and Procedures

This policy shall apply to all employees of the HWSETA and Board members. When compliance of this policy has been breached, the applicable staff will be disciplined in accordance to the approved HWSETA Disciplinary policy.

5.3 Creating Awareness

All managers must ensure that all employees are made aware of this policy. It is the responsibility of managers to ensure that all employees receive appropriate education and training regarding this policy.

5.4 Custodian of this Policy

The custodian of this policy is the Board.

The Executive Committee is responsible for the administration, revision, interpretation, and application of this policy.

5.5 Application

This policy applies to all travel and accommodation requirements of the employees and Board members of the HWSETA. This policy also applies to all consultants, service providers and training providers.

5.6 Review

Copies of this document shall be issued as controlled copies. No amendments, variations or alterations shall be of any effect unless approved by the Board.

This document shall be reviewed every three (3) years, or if required by changes in legislation or circumstances, at a date decided by the CEO and / or the Board. All revisions shall be recorded in the Document Control Register and the superseded document destroyed.

5.7 Sources of Information and Legislative Framework

- PFMA section 51(a), (b), (c).
- National Treasury Instruction Note 4 of 2017//2018, Cost Containment measures
- SARS practice notes
- International Travel Policy

HEALTH AND WELFARE SECTOR EDUCATION AND TRAINING AUTHORITY

TRAVEL AND ACCOMMODATION PROCEDURE

6. TRAVEL PROCEDURES

6.1 MOTOR VEHICLES

6.1.1 REIMBURSEMENT ALLOWANCE

- a) All employees may claim reimbursement for specific travel undertaken on behalf of HWSETA.

6.1.2 RATE OF REIMBURSEMENT

- a) The CFO shall periodically review the rates of reimbursement.
- b) The CEO shall from time to time approve the rate of reimbursement which will be communicated to HWSETA employees and will be effective at this date.
- c) The rate is calculated by considering local prices of oil as monitored by SARS, which is used as a basis for the recommended rate.
- d) HWSETA will reimburse employees, consultants, and Board members of HWSETA at the applicable rate as indicated in Appendix A.

6.1.3 CALCULATION OF DISTANCE TO BE REIMBURSED

- a) Travelling between an employee's home and the HWSETA does not constitute business travel and cannot be claimed.
- b) Travel by an employee from his/her home to a business appointment other than at his/her normal office, will be treated as business travel during working hours. The distance claimable is limited to kilometres that could have been charged if the travel was from HWSETA to the business appointment.
- c) Travel by an employee from his/her home to a business appointment other than at his/her normal office, is treated as business travel during weekends and public holidays. The distance claimable is from the persons' residence to the business appointment and is fully claimable.
- d) The EM/CFO may disallow any claim after consultation, if the calculation of the distance travelled is not reasonable.

6.2 CAR HIRE

6.2.1 PREFERRED CAR HIRE

- a) Car hire for business purposes shall only be concluded with the preferred supplier selected through the procurement bidding process, or through the Travel Agent selected through the procurement bidding process.
- b) In cases where there is no preferred supplier, quotations shall be obtained in accordance with HWSETA Procurement Policy.
- c) Employees in positions of Officer and more superior positions must have their own transport and a valid driver's licence when travelling in their respective Provinces, unless a deviation for a trip is recommended by the EM and approved by the CFO

6.2.2 CATEGORY OF CAR

- a) The category of cars to be used by employees, directors and members of HWSETA committees shall be recommended by the CEO from time to time and approved by the Board. (Refer to Appendix A for approved category).
- b) A deviation on the use of the approved category of car may be approved by the CFO as delegated by the CEO. This would be allowed in circumstances of terrain, or number of persons travelling, or for exhibitions where a larger vehicle may be necessary.

6.2.3 BOOKING OF CARS

- a) It is the duty of the Procurement Officer to book cars for business use after receipt of a requisition authorised by the relevant EM or the CEO/CFO should the Executive Manager be travelling.
- b) The Procurement Officer shall only accept requisitions if they are placed within a reasonable time (usually 7-14 days) prior to the travelling date.
- c) Details should be finalised 5 days prior to travel and no further changes shall be allowed.
- d) Order requisitions and changes to order requisitions not contained within the HWSETA policy shall only be allowed in cases of emergencies or when it is urgent, provided prior approval is obtained from the CEO.
- e) Employees, and Board members of HWSETA committees are referred to the section on Demand Management within the Supply Chain Management policy for the definition of urgent and emergency cases.
- f) Any damage to hired cars, where the HWSETA incurs a cost, will be considered individually to determine whether the damage was intentional or through negligence. If the employee was found to be negligent, the costs incurred by the HWSETA will be recovered from the employee.
- g) Comprehensive insurance with the service provider will be taken with all car hire.

6.2.4 PAYMENT OF CAR HIRE

- a) HWSETA shall only be liable for the cost of car hire of the category indicated in Appendix A.
- b) Employees, directors and members of HWSETA committees who wish to hire cars of a category higher than the one indicated in Appendix A, may do so but HWSETA shall only be liable for the cost indicated in Appendix A.
- c) The excess cost charged above the category of car indicated in Appendix A will be borne by that employee, director, or member of HWSETA committees.
- d) HWSETA will under no circumstances pay for full cost of the upgraded vehicle and deduct the cost against future payments from the HWSETA to the employee, director, or member of HWSETA committee.

6.3 TRAVEL BY AIR

6.3.1 PREFERRED AIRLINE

- a) Travel by air for business purposes shall only be done with the preferred supplier. Currently the preferred supplier is the South African Airways ("SAA"). Other airlines may be used from time to time if SAA is not available. Travel expenditure to be incurred using the lowest airfare at the time of booking that meets the requirements of the traveller, by making use of the government negotiated discount rates with SAA.

6.3.2 CLASS OF TRAVEL

- a) All employees, and Board members of HWSETA committees shall be booked in Economy class whilst travelling by air for business purposes for domestic flights.
- b) Travel on Business class for all employees and Board members where the duration of the flight is 5 hours or more, or where the price of the business class ticket is equivalent to the cost of the economy class ticket, unless otherwise instructed by the Board.
- c) An employee, or Board member of HWSETA committees who prefers to travel Business class is permitted to do so, provided he/she pays the difference charged in excess of the Economy class ticket price up front (plus airport taxes)
- d) HWSETA will under no circumstances pay for Business class airfare and deduct the cost against future payments from HWSETA to the employee, or Board member of HWSETA committee.

6.3.3 AIR MILES

- a) Air miles shall accrue to employees and Board members of HWSETA committees.

6.3.4 PREFERRED TRAVEL AGENT

- a) The Board shall approve the travel agent to be used by HWSETA.

6.3.5 BOOKING AND PAYMENT OF AIRLINE TICKETS

- a) The HWSETA shall make air travel bookings for all the employees and Board members of HWSETA committees who travel for HWSETA business purposes.
- b) If the HWSETA incurs a cost for flights missed or changed where, through an enquiry, it is determined that this was intentional or could have been avoided through proper planning, the employee or Board member may be required to reimburse the HWSETA for these costs.

6.4 HOTEL ACCOMMODATION

6.4.1 DOMESTIC TRAVEL

- a) Accommodation during business travel shall only be procured from the supplier selected through the procurement bidding process, or through the selected travel agent appointed through the procurement bidding process

- b) In cases where there is no preferred supplier, quotations shall be obtained in accordance with the HWSETA Procurement Policy.

6.4.2 HOTEL CLASS

- a) The type of room and the type of hotel to be used by employees, Board members and members of HWSETA Committees shall be in accordance with maximum allowable star grading as reflected in Annexure A.
- b) Where possible, hotel reservation shall be made to include the cost of dinner and breakfast.
- c) HWSETA shall not be responsible for the cost of lunch for any employee, Board members and members of HWSETA committees whilst away from home for business purposes unless it is included as part of the training course/conference package.
- d) The HWSETA is not liable for other costs associated with a hotel stay such as personal telephone calls and other services available to residents of the hotel.

6.5 OVERSEAS TRAVEL

- a) Employees, Board members and members of HWSETA committees who wish to travel overseas shall submit a budget and motivation to the Board for approval prior to departure.
- b) The budget submission shall be presented to the CEO and the CFO for approval prior to submission to the Board.
- c) Allowances for meals and incidental costs shall be limited to allowable expenses per sec 8 of the South African Taxation Act applicable at the date of travel.
- d) It is the responsibility of the employee, director or member of a HWSETA committee to obtain these prescribed limits prior to departure.
- e) Employees shall submit reconciliations with supporting documentation of monies spent.
- f) Employees who incur company expenses in excess of the prescribed limits shall have the funds deducted against their income.
- g) The HWSETA will pay for health insurance for all employees and Board members who travel overseas on HWSETA business.

6.6 STAYING WITH RELATIVES OR FRIENDS

- a) Occasionally persons may prefer to stay with relatives or friends when travelling on business rather than to stay in hotels.
- b) In such a situation HWSETA shall pay the employee, Board member, or member of a HWSETA committee an allowance as indicated in Appendix A.
- c) The allowance shall be recommended by the CFO and approved by the CEO.
- d) Should an employee, or Board member or member of the HWSETA committees wish to stay or visit family and family staying in the vicinity of their planned business trip the difference in price for the extended travelling shall be borne by the employee, Board member, or member of the HWSETA committee.

6.7 SECONDMENTS

- a) Occasionally employees may be asked to take up a temporary role within the HWSETA requiring them to stay away from home for an extended period.
- b) In such a situation the HWSETA shall pay an employee an allowance for accommodation as indicated in Appendix A, unless reasonable accommodation cannot be found for the amount per Annexure A. In this instance the CEO will approve the additional amount.
- c) The allowance shall be recommended by the CFO and approved by the CEO.

6.8 BOOKING FOR HOTEL ACCOMMODATION AND WORKSHOPS

- a) All bookings shall be made with the Procurement Officer with prior approval by the relevant EM or the CFO should the EM be travelling.
- b) The EM or the CFO/CEO must authorise the order after checking the relevant budgets to ensure that it is within the annual budget.
- c) The HWSETA shall always, when authorised to do so, endeavour to make, change or extend any bookings on behalf of all the employees, Board members and members of HWSETA committees.
- d) In circumstances where the trip is extended unexpectedly, the employees, Board member and members of HWSETA committees must settle the account personally and claim the additional expenses back from the HWSETA on their return.
- e) The Procurement Officer shall only accept requisitions if they are placed within a reasonable time (7-14 days) prior to the travelling date.
- f) Details should be finalised 5 days prior to travel and no further changes shall be allowed.
- g) Orders and changes to orders not contained within the HWSETA policy shall only be allowed in cases of emergencies or when it is urgent, provided prior approval is obtained from the CEO.

6.9 PAYING FOR ACCOMODATION

- a) HWSETA shall only be liable for the cost of accommodation limited to the amount prescribed in Appendix A.
- b) Employees, directors and members of HWSETA committees who wish to use accommodation more costly than the rate indicated in Appendix A, may do so but HWSETA will only be liable for costs limited to amounts indicated in Appendix A.
- c) The excess cost charged above the rate indicated in Appendix A will be borne by that employee, Board member and member of any HWSETA committee.
- d) The HWSETA will under no circumstances pay for full cost of the upgraded accommodation and deduct the cost against future payments from the HWSETA to the employee, Board member, or member of HWSETA committee.
- e) In instances where an employee, Board member and member of a HWSETA committee have used their own funds to pay for accommodation, a refund claim may be submitted together with supporting documentation.
- f) The claim shall be authorised by an EM or the CFO should an Executive Manager submit a claim.

6.10 EXPENSES

6.10.1 MEALS

- a) HWSETA shall endeavour to make all accommodation bookings to include breakfast and dinner.
- b) The cost of meals shall be recommended by the CFO from time to time and shall be approved by the CEO.
- c) In circumstances where accommodation booked does not provide for breakfast and dinner, HWSETA shall be liable for the cost of meals limited to the amount prescribed in Appendix A.
- d) In circumstances where the accommodation booked does not include meals, employees shall be required to use their own funds and claim back the expenses from the HWSETA.
- e) HWSETA shall not be held liable for any personal expenses (drinks from the bar or room fridge) incurred whilst using the accommodation.
- g) Employees, Board members and members of HWSETA committees who wish to spend higher amounts than the limits indicated in Appendix A, may do so but the HWSETA will only be liable for a cost of meals limited to amounts indicated in Appendix A.
- h) The excess costs of meals above the limits indicated in Appendix A will be borne by that employee, Board member, or member of HWSETA committees.
- i) HWSETA will under no circumstances pay for full cost of expensive meals and deduct the cost against future payments from the HWSETA to the employee, director, or member of HWSETA committee

6.10.2 LAUNDRY / VALET

- a) The CFO shall recommend the reimbursement rates and the CEO shall approve the reimbursement rates.
- b) HWSETA shall only be liable for the cost of laundry or dry cleaning services when employees, Board members and members of HWSETA committees are away for business.
- c) Employees, Board members and members of HWSETA committees who wish to spend more than the limits indicated in Appendix A, may do so but HWSETA will only be liable for costs limited to amounts indicated in Appendix A.
- d) The excess cost charged for laundry/dry cleaning services higher than the amounts indicated in Appendix A shall be borne by the employee, Board member, or member of any committee within HWSETA.
- e) HWSETA will under no circumstances pay for full cost of the laundry/dry cleaning and deduct the excess cost against future payments from the HWSETA to the employee, Board member, or member of HWSETA committee.

6.10.3 UTILISATION OF COMMUNICATION FACILITY

- a) Refer to HR policy on cell phones.

6.11 OBTAINING REIMBURSEMENT

- a) Claims shall only be accepted if it includes the required supporting documentation as proof of having incurred the expenditure.
- b) All claim (including taxi fare claims) shall be approved by the EM or the CFO should the EM submit a claim.
- c) The EM or the CFO shall sign the claim form as proof of having checked the accuracy and having inspected all the supporting documentation.
- d) Should the CFO request a refund, an EM or the CEO shall be required to review and approve the request.
- e) All claims shall be submitted to Finance Division for processing and payment.
- f) Payments shall be made directly into the employees, Board members and members of HWSETA committees' bank accounts.
- e) All reimbursement claims shall be submitted prior to the 21st day of each month in order to be paid in that month. Any claims submitted after the 21st day of each month shall be paid in the subsequent month. All claims must be made within 30 days of incurring such expenses.

HEALTH AND WELFARE SECTOR EDUCATION AND TRAINING AUTHORITY

TRAVEL AND ACCOMMODATION GUIDELINE

APPENDIX A

1. TRAVEL AND SUBSISTENCE TARIFFS

- a) Rates set below are only effective on approval of the CEO.
- b) Rates shall be reviewed annually by the CFO when budgets are set, to be in line with inflation except for the travelling rate.
- c) The CFO shall submit all changes to the CEO for approval.
- d) All changes shall only be effective once the CEO have approved the change.
- e) The travelling rate shall be reviewed from time to time by the CEO, to be in line with petrol price increases.
- f) Payment is made for reimbursement of actual expenditure incurred and not for income related purposes.
- g) Allowances are subject to tax directives.

Type of expense	HWSETA Officials	HWSETA Management Team	HWSETA Board members and EXCO	HWSETA Committees	Consultants*
Travelling	SARS recommended Rate Per Kilometre (R/km) applicable from time to time R3.61 (R3.98 effective 1 April 2020)				
Category of car	Category B (Managers and Executive Managers) as per Avis (Persons with special needs will be accommodated)				N/A
Train	On receipt of proof of payment				N/A
Taxi rate	Maximum of R300.00 per trip on receipt of proof of payment (receipt) or affidavit from claimant.				N/A
Air fares	Booked by HWSETA limited to cost of Economy travel for domestic travel. Business class tickets may only be purchased for members of the Board, CEO, members of the executive committee that report directly to the CEO and non-executive members of governance committees.				N/A
Meal allowances for trips less than 24 hours	<p style="text-align: center;">Breakfast - R110** Lunch – R160** Dinner – R180**</p> <p style="text-align: center;">The following cannot be claimed: a) Gratuity to serving staff b) Alcoholic beverages or desserts c) Any extra meals additional to main meals</p> <p>** = only to the extent that the rate at the accommodation facility does not include dinner and/or breakfast or if the conference fee does not include lunch and/or dinner.</p>				N/A
Subsistence Allowance and Incidental costs	(Per SARS directive)				N/A
Subsistence Allowance for overseas trips – meals and incidental costs	(Per SARS directive)				N/A

Inhouse meetings with no catering	R90 per attendee		N/A
Staying with friends / relatives	R450 per day		N/A
Secondments	R591 per night spent away from primary residence – “home”		N/A
Conference cost	Max R450.00 per person per day		N/A
Laundry cost	On receipt of proof of payment provided staying for more than 4 days and limited to R200.00 per day		N/A
Parking	On receipt of proof of payment		N/A
Maxi Taxi and e-hailing services e.g. Taxify, Uber	R300.00 per trip on receipt of proof of payment (receipt) or affidavit from claimant		
Accommodation -	Star grading table and maximum cost per designation		
Designation	Domestic accommodation Star Grading or similar	Maximum rates per night	International Accommodation Star Grading or similar
CEO / Board	5 Star	R2 570	5 Star
Executive team reporting to CEO	4/5 Star *	R1 595 / R2 570	4 Star
Managers	3/4 Star*	R1 440 / R1 595	4 Star
Other Employees	3 Star*	R1 440	3 Star

* Where there is an alternative star grading indicated in the above table the maximum allowable rate of the lower star grading will be the benchmark. The higher star grading may only be booked if:

- a) The higher star graded establishment is the only available option due to location and availability.
- b) The HWSETA has negotiated lower rates with the higher star graded establishment.