



# **Government Employees Pension Fund**

## **Subsistence and Travel Policy**

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**Confidential**

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# DOCUMENT CONTROL

## Document Versions

| VERSION | REVISION DATE    | PREPARED/REVISED BY | BUSINESS UNIT      | STATUS                |
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| v.01    | 22 October 2014  | Musa Mabesa         | Corporate Services | 1 <sup>st</sup> Draft |
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| v.03    | 15 February 2015 | A van Niekerk       | Board Secretariat  | Draft                 |
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| v.05    | 25 July 2022     | Portia Mngomezulu   | Corporate Services | Draft                 |

## Document Reference Library

| DOCUMENT FILE NAME                    | CONTEXT AND RELEVANCE  |
|---------------------------------------|--|
| Income Tax Act, Act 58 of 1962        | Deals with the relevant treatment of taxation on subsistence and travel related benefits |
| SARS Special Daily Allowance Schedule | Provides the special daily allowance rates for official visits abroad                    |

## Business Area Impacted by Policy

| NAME/BUSINESS UNIT/AREA | CONTEXT AND RELEVANCE                                 |
|-------------------------|---|
| GEPF structures         | Impact on employees and contract workers of the GEPF. |

## Abbreviations and definitions

| ABBREVIATION / DEFINITION | DEFINITION   |
|---------------------------|--|
|                           |  |
|                           |  |
|                           |  |
|                           |  |
| Air Travel                | Means travel by airline on authorised official business  |
| Allowance                 | Daily allowance claimable to for meals and incidental costs while traveling for business purposes. The per diem is not taxable when is |

|                         |   |
|-------------------------|---|
|                         | less or equal to the amount as prescribed by SARS. Any amount in excess of the prescribed amount will be taxable in the hands of the taxpayer but should the GEPP fail to deduct any tax payable or fail to pay the amounts the amounts due over to SARS, The GEPP may be held liable for all penalties and interest. per diem needs to be declared in the individuals irp5 |
| Authorising Employee    | Means an employee who has been delegated authority in terms of the GEPP delegation of authority policy to approve travel request  |
| Board                   | Board of Trustee of the Government Employees Pension Fund   |
| Car Rental              | This means the rental of a vehicle for defined period of time by a traveller for official business purpose  |
| Designated person       |   |
| Employee                | Any person employed by the GEPP, including contract workers   |
| Emergency               | Means an event where unforeseen and unavoidable circumstances ,including but not limited to, a death, illness, health risk or business environmental risk , requires a booking for travel or a diverting from the original planned trip   |
| Exco                    | Executive Committee of the GEPP   |
| Fixed daily allowance   | Daily subsistence allowance payable in circumstances where actual expenses are not claimed  |
| GEPP                    | Government Employees Pension Fund   |
| Official trip           | A journey approved by the relevant approval authority as per approved delegation  |
| PEO                     | Principal Executive Officer   |
| Special daily allowance | Allowances granted to compensate for incidental expenses where actual expenses are claimed  |
| Travel agency           | A service provider appointed by the GEPP to provide assistance with travel, accommodation, conference, workshop or meeting arrangements   |

|             |   |
|-------------|---|
|             | or bookings   |
| Travel plan | The document through which travel arrangements are approved and order placed with the travel agency |
| Traveller   | Any person, a Trustee or Employee, who travels on behalf of the GEPF                                |
| Trustee     | All trustees, substitute trustees and independent specialist trustees of the GEPF Board             |

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## **1 Policy Background**

Provision must be made for payment of certain expenditures when Trustees and Employees are required to travel on official GEPF Board related purposes both locally and internationally. The policy aims to guide these provisions. These include:

### *Local Expenditure*

- Daily allowance
- Accommodation
- Travel expenses
- Travel methods

### *International Expenditure*

- Daily allowance for incidental costs
- Accommodation
- Travel expenses
- Travel methods

The PEO is responsible for the effective, efficient, economical and transparent use of resources of the GEPF. It is therefore necessary to regulate the entitlements and/or concessions allocated to Trustees and Employees when travelling for GEPF related purposes both locally and internationally

## **2 Applicability**

The Policy is applicable to Trustees, Employees and all other persons travelling on official business on behalf of the GEPF.

## **3 Purposes**

The purpose of this policy is to provide guidelines on procedures, rates and associated delegations pertaining to travel and subsistence matters when travelling for business purposes both locally and internationally.

## **4 Sources of Authority**

The following laws, regulations and guidelines apply to this policy:

- a) Basic Conditions of Employment
- b) Compensation for Occupational Injuries and Disease Act No 130 of 1993
- c) Constitution of Republic of South Africa; 1996
- d) ;
- e) Guide for Employer in respect of Allowance issued by the South African Revenue Services;
- f) Income Tax Act, No 58 1962
- g) Labour Relations Act, No 66 of 1995
- h) Occupational Health and Safety Act, No. 85 of 1993
- i) Preferential Procurement Policy Framework Act, No. 5 of 2000
- j) Road Accident Fund Act, No. 56 of 1996
- k) Road Traffic Act, No 93 of 1996

- l) South African Civil Aviation Act No. 13 of 2009
- m) Tariffs for the use of Motor Transport as determined by the Department of Transport;
- n) Any instruments, directives or standards issued in terms of any of the above legislation, as it related to travel.

## **5. General Principles**

- 5.1 The GEPF allows the appointment of a Travel Agent (TA) to make travel arrangements on behalf of the Fund that is in line with this Travel Policy
- 5.2 The GEPF makes bookings utilising the negotiated corporate rates and fares where applicable; e.g. discounted airfares, or where the TA can obtain better rates or fares with airlines, or, where the TA can obtain better rates and fares , the TMC rates or fares for travel services within the maximum allowable rates as prescribed by the GEPF
- 5.3 The GEPF must ensure that the travel booker of appointed TA compare various airline fares, accommodation establishment rates and car rental rates before confirming a booking, maintaining the principles of competitiveness and cost effectiveness in supporting the GEPF
- 5.4 Each traveller must exercise good and ethical judgement when incurring travel expenses
- 5.5 Each traveller must obtain prior approval from the authorising employee for any travel arrangements as per the approved delegation
- 5.6 The authorizing employee must consider the following prior to approving the travel requests:
  - a) the necessity to travel; limited to the absolute critical trips in support of the GEPF's mandate
  - b) the benefit of the GEPF
  - c) Use of alternative face-to-face technologies i.e. MS Teams, video conference and
  - d) Compliance with this policy.
- 5.7 Each traveller should conducts business in a manner that excludes considerations of personal advantage while complying with all applicable policies
- 5.8 Compliance with the GEPF's travel policy is the responsibility of all employees, traveller, Travel Bookers, appointed TAs and any other person involved with travel matters
- 5.9 Each traveller must safeguard the GEPF's information and assets while travelling on official business and must avoid compromising on security
- 5.10 Each traveller must maintain for official business purposes the validity of necessary personal travel documents such as passports, visa, international driver's license, etc. The traveller may claim any justifiable costs of doing so from the GPEF where the relevant GEPF delegate provides prior approval

5.11 The GEPF must limit international travel to critical trips and limit the number of the delegations to travellers directly involved in the subject matter of the meeting or event.

5.12 All requests for international travel must be approved by the Board and must include:

- a) A motivation for the visit, especially its benefit to the GEPF
- b) The financial implications for the visit
- c)
- d) Comparative prices to ensure that the cost incurred is justifiable in terms of the travel period

5.13 In order to ensure business continuity and protect the interest of the institution, not more than a third of senior management team (Exco and Trustees) of the GEPF are allowed to travel together in the same aircraft or vehicle. This risk must be mitigated when bookings are being made.

5.14 Travellers are not allowed to approve their own travel requests and travel expenditure.

5.15 Where the traveller is the PEO and on condition that segregation of duties is upheld, the Head of Finance must confirm the expenditure prior to departure, whilst a Board resolution will accompany the international travel request.

5.16 Each traveller approved for international travel must submit a report to the relevant Board Committee that recommended their travel to the Board.

## **6. Travel Agency**

6.1 Travellers shall only make use of the travel agency appointed by the GEPF. The use of any other travel agency shall be in conflict with this policy and any violation thereof will lead to disciplinary action being taken in line with the disciplinary policy and code.

Services rendered by the travel agency include the arrangement of the following:

- a) Flights
- b) Accommodation
- c) Vehicle rental
- d) Transfers / shuttles
- e) Conferences
- f) Workshops
- g) Meetings
- h) Travel insurance
- i) Events

6.2 The GEPF must manage the TA to deliver cost-effective and operationally efficient support in achieving the institution's mandate.



6.3 The TA must only issue travel vouchers for accommodation, ground transportation and air tickets after the receipt of the travel authorisation form.

#### **6.4 After-hour services**

- 6.4.1 After-hour services are available only for emergencies and are subjected to an additional cost.
- 6.4.2 An emergency can arise when a new service or an amendment to an existing service is required which has to be obtained within 24 hours in order to execute an official task.
- 6.4.3 The TA must execute the request based on a verbal approval or approval via Short Message Service (SMS) or email from the authorising official.
- 6.4.4 A travel plan or an amended one, if not available, must be forwarded to the travel agency the next working day.
- 6.4.5 The travel agency will only action emergency requests made by designated persons from the GEPF.
- 6.4.6 The after-hour center should as far as possible not be contacted to obtain general flight, hotel or vehicle hire details. The traveller should have this information prior to the trip unless in case of emergencies.
- 6.4.7 The Corporate Service Unit shall inform the travel agency of any new appointments or termination of services immediately. The travel agency shall update all employees' travel profiles and discontinue profiles of employees who are no longer working for the GEPF

#### **6.5 Procedures to follow when emergencies occur (i.e. lost flight tickets, stolen bags, etc.)**

- 6.5.1 When travelers are abroad, they can either make use of the travel agency's 24-hour customer or emergency support.
- 6.5.2 The traveller/s who are Board members shall inform the Secretariat department when they return from their international trip of all the emergency requests they did within 10 days from the date of return.
- 6.5.3 Corporate Service must advise the travel agency to reconcile the transaction and inform the Finance department upon submission of the invoice for payment within 5 working days from the date reconciliation.

### **7 Travelling of non-employees**

#### **7.1 Serious illnesses or family death**

When a Trustee or Employee on official GEPF related duty becomes so ill that he/she must be hospitalised, the PEO may approve that a maximum of two (2) family members including his/her spouse or permanent companion join him/her for a period that will be determined based on the circumstances.

#### **7.2 Care attendants to persons with disability**

Approved care attendants (not employed by the GEPF) may travel with the GEPF traveller with a disability, subject to approval by the PEO. All policy requirements (including allowances for meals) would be applicable to such care attendants during the period of travel. Daily travel allowances would normally not apply but special approval from the PEO may be obtained to utilize the latest daily allowance tariffs. This clause will also apply to travellers, with disabilities, approved in terms of paragraph 6.1 and 6.2 of this policy.

## **8 Financial Implications**

- 8.1 Cost centers should budget for all expenditure regarding travel and subsistence. There is no centralised budget for any local or foreign trip expenditure.
- 8.2 All expenditure regarding travelling, including flights, local accommodation (dinner, bed and breakfast), foreign accommodation (bed and breakfast), hired vehicles and hotel parking shall be charged to the travel agency's account and invoiced to the GEPF by the travel agency.
- 8.3 Lunch and personal expenditure such as private calls, alcohol, etc. must be settled by the traveller on departure when travelling locally. The same will apply when travelling internationally but travellers will also take care of dinner costs.

## **9 Trip authorisation**

- 9.1 Travellers are not allowed to approve their own travel requests and travel expenditure.
- 9.2 All travel approvals must be in writing and signed by the relevant delegated employee;
- 9.3 Before arrangements for any official trip can be made, approval for the trip must be sought from the relevant authority coupled with a Travel Plan Form (**Annexure A**). This form must be completed by the traveller and authorised by the approving authority, indicating that sufficient funds for the trip are available.
- 9.4 Trustees and employees may use their own vehicles and the claim would only relate to kilometers travelled, toll fees and/ or parking where it is deemed appropriate by the relevant approving authority. Travel claim rates shall be as per department of transport travel rates (This rates can always be found at Corporate Service division and are sent out on a monthly basis to all GEPF employees), no fuel cost shall be claimed when travellers claim kilometers travelled (refer to 11.5.5)
- 9.5 **Special approval is required for travelling abroad.**
  - 9.5.1 Where Trustees or employees are required to travel internationally , the Board of Trustees must authorise such travel requests before the commencement thereof.
  - 9.5.2 Where a host invites a Trustees or Employee and covers all travel costs, approval of such trips should be sought from EXCO in the case of an employee and, the Chairperson and Deputy Chairperson in the case of a Trustee, in line with the delegation. The GEPF will cover visa costs, travel insurance, local transfers and applicable travel allowances, if not covered by the invitation.
  - 9.5.3 The approved request for travelling abroad must include the total duration of the trip including the days for travelling to and from the destination as well as an indication of anticipated costs associated with the trip such as flights, accommodation, daily allowances, shuttles and incidental costs.

## **9.6 Changes in travel arrangements**

### **9.6.1 Changes effected before commencement of the official trip**

Changes in period of stay, additional accommodation, hired vehicles, shuttles and dates of flight should be approved by the relevant authority that approved the initial travel plan and, an amended or new travel plan should be issued. The changes must be communicated to the relevant department.

If the changes are due to unjustifiable personal reasons, the traveller will be responsible for any additional costs incurred.

### **9.6.2 Changes during an official trip**

If changes must be affected to travel arrangements once an official trip has commenced, the following will apply:

#### **9.6.2.1 Local trips**

If during office hours, the traveller should submit to the travel agency an approved, amended travel plan in order to effect the changes. If after hours, the travel agency must be contacted immediately and, if required, the travel agency will obtain telephonic approval. Such an approved, amended travel plan must be submitted to the travel agency the next working day.

#### **9.6.2.2 International trips**

9.6.2.2.1 If during office hours, the traveller should submit to the travel agency an approved, amended travel plan in order to effect the changes.

9.6.2.2.2 If after hours, the travel agency must be contacted immediately and, if required the travel agency will obtain telephonic approval. Such an approved, amended travel plan must be submitted to the travel agency the next working day.

9.6.2.2.3 If the amendments have any financial implications, a new submission to the relevant approving authority explaining the reasons for the amendments and cost implications must be prepared as soon as possible.

9.6.2.2.4 If the changes are due to unjustifiable personal reasons, the traveller will be responsible for any additional costs incurred.

## **10 Reservation Procedures**

The following procedures must be followed when making travel arrangements:

10.1 All travel arrangements will be made by the GEPF through the approved travel agent.

10.2 Travel needs, such as mode of transport and accommodation should be identified by the traveller first.

10.3 The travel agency may then be contacted to obtain quotations for the planned trip.

10.4 The traveller must complete and sign a travel plan form and obtain the necessary approval from the relevant approving authority or individual acting in that position.

- 10.5 Once approved, the travel plan must be sent to finance to verify the availability of the budget, the travel plan must thereafter be sent to the travel agency to confirm the travelling arrangements.
- 10.7 The travel agency shall only accept reservations by email.
- 10.8 The travel agency shall not accept bookings without a travel plan except in after-hours bookings where the travel plan should be sent the next working day.
- 10.9 The travel agency shall only accept verbal after hours from the Exco members and the Company Secretary or his/ her delegate. The reveller must ensure that the approved travel plan is emailed to the travel agency on the next working day
- 10.10 Upon receipt of the travelling documents, the traveller must check documents for accuracy.
- 10.11 If a Trustee or an Employee chooses to utilise the travel agency to extend an official trip for private purposes, the private expenses must be charged to the traveller's personal account or credit card and may not be charged to the GEPP account. The traveller must make this booking with the travel agency directly and advise the travel agency that it is a private booking. The GEPP will have no responsibility to engage the travel agency on this matter.

#### 10.12 International travel

- 10.12.1 All accommodation and transport arrangements with regard to travelling abroad must be done through the travel agency. All Visa arrangements must be done by the traveller directly. The GEPP will only assist with providing the traveller with the necessary documents required to apply for a Visa. The Visa cost must be paid by the traveller and claimed from the GEPP afterwards.
- 10.12.2 The travel agency will also advise and assist with requirements for safety and immunization where necessary.
- 10.12.3 It is recommended that where more than one traveller is travelling abroad to the same destination, such travel arrangements should be co-ordinated to ensure that the travellers are accommodated in close proximity to share transport. .
- 10.12.4 The PEO/ relevant Executive must sign all travel plans prior to the commencement of an official journey to ensure that is in line with this Policy.

### 11 Travel advances

- 11.1 Advances in respect of international subsistence and travel expenses may be granted to members to defray/pay travel expenses provided that the advance shall not exceed the estimated expenses to be incurred during the period of absence.
- 11.2 All requests for subsistence and travel advances must be submitted on the Subsistence and Travel Advance Form (**Annexure B**) and forwarded to the PEO / relevant Executive at least ten working days prior to departure for approval. Advance applications must be accompanied by:
- (a) An official Travel Plan;
  - (b) Board and/ Chairperson & Deputy Chairperson approval where necessary;
  - (c) An itinerary; and
  - (d) A schedule reflecting the anticipated travel expenses per item.

- 11.3 Payment of advances to a traveller shall be effected through an electronic transfer before the date of departure. Advances to a traveller may not be paid out more than 10 days before departure.
- 11.4 The GEPP will pay the advance in the currency of the country the traveller is travelling to. The exchange rate prevailing on the date of request for foreign currency will be used for the purposes of calculating claims upon return. Exchange rate losses may be claimed by traveller upon return.
- 11.5 Should an official journey be cancelled subsequent to payment of subsistence and travel advance to a traveller, or the advance is no longer required, the traveller must as soon as conveniently possible do the following:
- (a) Inform the PEO/ relevant Executive; and
  - (b) Repay the full subsistence and travel advance amount within 30 days or by arrangement with management.
- 11.6 Subsistence and travel advances will only be granted for official journeys where the duration of the journey is more than 24 hours.
- 11.7 A new advance shall not be granted if the previous advance has not been accounted for through the claim process after returning from an official trip.
- 11.8 Any additional claims are to be with within 30 (thirty) days.
- 11.9 Calculation of special daily allowance for advance purposes
- (a) The daily allowance commences at the time when members leave their offices or residences, whichever being the point of departure; and ends upon their return to their offices or residences, whichever is first. This will be calculated to include three hours before departure and three hours after arrival to accommodate travel time from the office/ residence to the point of departure and back.
  - (b) The daily allowance is payable for every completed 24 hours.

## **12 Air Travel Guidelines**

Trustees and Employees must use the shortest possible direct route that is most cost effective to reach their destination.

### **12.1 Local air travel**

#### **12.1.1 Air travel classes**

10.1.1.1 Trustees and Executives travel in business class.

10.1.1.2 All employees and other persons will travel in economy class.

#### **12.1.2 Travelling by pregnant women**

It is not advisable for pregnant women to make use of flights in their first and third trimesters. Pregnant women are advised to consult their doctors before undertaking a flight anytime during pregnancy. The GEPF reserves the right to request such written medical advice if necessary.

#### 12.1.3 Travellers with medical conditions

In the case where a traveller has a medical condition where he/ she feels that this condition warrants special flight arrangements, a letter from the doctor confirming the medical condition and need for special flight arrangements must accompany the request for approval of the trip. The letter from the doctor should indicate the period for which this deviation will be required. If this is a long-term condition a letter from the doctor will have to be obtained at least once in every 12 months to confirm that the condition is still applicable.

### 12.2 **Foreign air travel**

#### 12.2.1 Air travel classes

12.1.1.1 Trustees and Executives travel in business class.

12.1.1.2 All employees may travel in business class provided the duration of the flight will be/is 10 hours or more, economy class will apply.

#### 12.2.3 Travelling by pregnant women

It is not advisable for pregnant women to make use of flights in their first and third trimesters. Pregnant women are advised to consult their doctors before undertaking a flight anytime during pregnancy. The GEPF reserves the right to request such written medical advice if necessary.

#### 12.2.4 Travellers with medical conditions

In the case where a traveller has a medical condition where he/ she feels that this condition warrants special flight arrangements, a letter from the doctor confirming the medical condition and need for special flight arrangements must accompany the request for approval of the trip. The letter from the doctor should indicate the period for which this deviation will be required. If this is a long-term condition a letter from the doctor will have to be obtained at least once in every 12 months to confirm that the condition is still applicable.

12.3 Trustees and Employees who wish to travel before the time allowed and return after the time allowed in terms of the Policy will be subject to all additional costs incurred because of the extension and changes in flight dates and times.

12.4 Trustees and Employees who choose to travel with a partner will be responsible for engaging the travel agency in their own capacity and should carry the costs independently.

### 12.5 **Penalty fees on changes and cancellation of flight tickets**

#### 12.5.1 Changes

As changes on flight, tickets may result in the GEPF being charged penalty fees, Trustees and Employees should limit these circumstances. The travel agency shall provide the GEPF with an exception report on any enrooted or after-hour changes that resulted in additional costs. Where penalties are charged, the traveller may be requested to provide a written motivation to the relevant executive for consideration of whether or not the individual should be held responsible for the additional charges.

### 12.5.2 Cancellation

If a flight ticket could not be used due to changes in travelling arrangements, it should be kept in mind that the flight ticket remains valid for a period of six (6) months provided it is used by the same individual and to the same destination. If it is at all possible that the individual might be able to utilise the ticket in the next six (6) months, the ticket should not be cancelled but rather amended to a new date. The traveller should inform the travel agency that he/ she still has a valid flight ticket prior to booking another ticket. If the ticket cannot be used within six (6) months, the traveller should request the travel agency to cancel the ticket before the six (6) months expiry date. In this way, the GEPF would then receive a refund and pay a cancellation fee.

## 12.6 **Local Travel Insurance**

The GEPF has insurance with a commercial service provider and shall taken on insurance when hiring vehicles.

### 12.6.1 Local official trips

No insurance is offered for local trips as the GEPF carries its own risk. Notwithstanding the following, each case of loss or damage will be considered on its own merit:

### 12.6.2 Travellers:

- (a) In the case of sickness or injury, an employee will be responsible for his/ her own medical expenses.
- (b) Private vehicles utilised for official trips should be insured by the owner of the vehicle. Wear and tear on the vehicle due to mileage on the vehicle is included in the rate per kilometre (as determined by the AA rates adopted by the GEPF) that may be claimed from the GEPF.

### 12.6.1.3 Non-employees:

- (a) In the case of sickness or injury, an employee will be responsible for his/ her own medical expenses.
- (b) Private vehicles utilised for official trips should be insured by the owner of the vehicle. Wear and tear on the vehicle due to mileage on the vehicle is included in the rate per kilometre (as determined by the AA rates adopted by the GEPF) that may be claimed from the GEPF.

## 12.7 **Foreign Travel Insurance**

The GEPF, through the travel agency, will arrange travel insurance for a traveller who shall receive the following benefits:

- 12.7.1 Emergency medical and related expenses due to illness or injury; Medical Transportation, Repatriation and Evacuation; Compassionate Emergency Visit; Burial, Cremation or Return of Mortal Remains; Repatriation of Children; Repatriation of Travel Companion
- 12.7.2 Pre-existing Emergency Medical and Related Expenses
- 12.7.3 Accidental Death due to war and terrorism
- 12.7.4 Accidental Permanent Disablement due to war and terrorism
- 12.7.5 Journey Cancellation or Curtailment
- 12.7.6 Missed Connection or travel delay
- 12.7.7 Travel supplier Insolvency
- 12.7.8 Personal liability
- 12.7.9 Hijack, Hostage or Wrongful Detention Inconvenience
- 12.7.10 Legal Expenses

12.7.11      Loss of luggage, documents and cash.



## **12.8 Loyalty reward programmes**

Trustees and Employees may accrue loyalty rewards credit points granted by travel and airline companies for their personal use. This provision is subject to the GEPF not being prejudiced in any way. Where possible the GEPF will negotiate separate and non-impacting travel benefits with the travel agents for the GEPF in addition to the member's individual rewards.

## **13 Ground transportation**

### **13.1 General**

- 13.1.1 The GEPF shall not be held responsible for any injuries and/ or damages caused by a traveller who is not a licensed driver when driving a hired vehicle or any other vehicles while on official business.
- 13.1.2 The GEPF shall not be liable for any expenditure with regard to violation of any traffic regulation. Fines for traffic regulation violations levied against the GEPF account/ name will be recovered from the traveller responsible.
- 13.1.3 The most cost effective mode (e.g. car rental, public transport, shuttle services, etc.) of transportation must be used at all times.
- 13.1.4 When a traveller is travelling by air for one day to another institution, he or she must where possible, make arrangements with the relevant institution to be picked up from and dropped off at the airport,
- 13.1.5 In case where a trip includes both air and road travel, Travel Bookers must select the mode and combination thereof that is the most cost-effective, taking into account the cost of the trip, time consumed and productivity.
- 13.1.6 Where two or more travellers are travelling to the same location, the most economical arrangement for the transportation of groups must be considered where it is practical to do so. Such arrangement for transport could be in the form of a traveller's vehicle, hired vehicle or a shuttle, whichever is the cheapest and most practical method. Where common transport has been arranged and agreed upon by management and a Trustee or an employee opts to use his/her own vehicle, the Trustee or Employee will not be entitled to compensation for actual kilometers travelled.
- 13.1.7 Carrying of passengers:  
Passengers not employed by the GEPF should not be carried on official trips in privately owned, hired or official fleet vehicles to avoid the GEPF being held liable in the case of an accident or any other loss or damage.
- 13.1.8 Only Trustees and employees of the GEPF in a position of a valid drivers license will be allowed to drive rental vehicles or GEPF fleet vehicles.
- 13.1.9 A Professional driving Permit (PDP) is required to drive a minibus or bus with seating for more than twelve (12) passengers including the driver. A copy of the PDP of the designated driver is to be submitted when booking a mini bus or bus to transport travellers for official business.
- 13.1.10 Whenever a hired or fleet vehicle is parked, every precaution must be taken to safeguard it against damage.

- 13.1.11 The GEPF shall not be held liable for any injuries and/ or damages caused by a traveller while using a cellular phone when driving a hired vehicle or any other vehicle while on official business.
- 13.1.12 Travellers are encouraged to make use of public transport in foreign cities instead of making use of expensive hired vehicles with drivers.
- 13.1.13 Under no circumstances shall privately owned vehicles be paid petrol advances.
- 13.1.14 Any journey between an employee's home and normal work place constitutes a private journey except, when required to attend to official matters at the normal workplace on a weekend or public holiday when such a trip will be considered an official trip. If required to return to the normal place of work after hours such trip will also be considered an official trip.

## 13.2 Hired vehicles

- 13.2.1 The GEPF may for official purposes and subject to prior approval from the PEO / relevant Executive hire a vehicle for a traveller.
- 13.2.2 All hired vehicles must be booked via a travel agency.
- 13.2.3 Under no circumstances may a hired vehicle be used for private purposes. Charges for private kilometers travelled on hired vehicles will be recovered from the responsible traveller.
- 13.2.4 Care should be taken not to book hired vehicles for periods longer than actually required since the GEPF is charged for each day the vehicle is rented.
- 13.2.5 Any extra charges for special requests such as special models, colors, personal indemnities insurance etc. are the sole responsibility of the traveller and the GEPF will not carry such charges. Where a traveller extends his/ her stay for personal reasons, the travel agency and renting company must be made aware of this and, the traveller will be liable for the additional charges.
- 13.2.6 Travellers must inspect hired vehicles for any damages prior to collection and indicate any damage on the receipt forms. The GEPF shall not be held responsible for damages to the vehicle if the employee did not check the vehicle prior to the trip. In such cases, the employee may be held personally responsible for the damages.
- 13.2.7 Size and class of vehicles allowed

|                  |   |                         |
|------------------|---|-------------------------|
| 1400 cc - 1600cc | Group C (Economy Hatchback Manual: e.g. VW Polo Vivo or similar)  | General employees       |
| 1600cc           | Group D (Economy Hatchback Automatic: e.g. VW Polo TSi Automatic or similar)  | Managers                |
| 1600cc – 1800cc  | Group E or F (Economy Sedan Automatic: e.g. Toyota Corolla Quest Automatic or similar) depending on terrain, where a SUV is more suitable such should be provided | Trustees and Executives |

## 13.2.8 The usage of larger vehicles

- 13.2.8.1 The PEO/relevant executive may approve a higher class vehicle to accommodate the needs of people with disabilities.
- 13.2.8.2 The use of 4x4 vehicles must be motivated for and prior approval must be obtained from the PEO/ relevant executive.
- 13.2.8.3 Mini buses or kombis may be utilized for groups of more than 4 persons or when the luggage requires more space with approval from the PEO/ relevant executive.
- 13.2.8.4 It should be noted that a professional driving permit (PrDP) is required to drive a bus or minibus with seating for more than 12 people, including the driver.

#### 13.2.9 Insurance

The following insurance cover should be accepted: Collision damage waiver and theft loss waiver. Insurance for personal indemnity and super damage or theft waiver must not be accepted.

#### 13.2.10 Refueling of hired vehicles

If it is necessary to refuel a hired vehicle after depleting the original fuel that came with the vehicle, the traveller is responsible for the refueling expenses, which shall be reimbursed to the employee by the GEPF on submission of a claim with proof of the expenditure.

### 13.3 Vehicles with drivers, shuttles and taxis

- 13.3.1 Should a Trustees or Employee be required to travel on official GEPF related purposes and he/she does not make use of or does not possess private transport, the PEO or relevant executive may authorise the use of shuttle services to and from the nearest airport and residences or places of work at the GEPF's expense provided it is the most economical mode of transport. Use of shuttle services abroad must be approved by the Executive responsible. Where possible, taxis and trains should be used.

- 13.3.2 Arrangements for vehicles with drivers must be made through the travel agency.

#### 13.3 **Fleet vehicles**

Please refer to the GEPF Vehicles Guidelines and Procedure Document for further details.

### 13.4 **Private vehicles**

- 13.4.1 A private vehicle may be used for official business purposes that includes, but is not limited to attendance of meetings, road shows, conferences and courses for the benefit of the GEPF provided this is the cheapest and most practical method of transport. A claim for compensation for actual kilometers travelled as per the Policy can be made provided approval was obtained from the Unit Head prior to such a trip being undertaken.
- 13.4.2 Where a Trustee or an employee chooses to use his/her own vehicle for official business where air travel could have been arranged by the GEPF, the person may submit an ad-hoc application to Secretariat (in the case of a Trustee) or executive management (in the case of an employee) for approval and may claim actual kilometers travelled to a maximum of the total cost of a return air fare.

13.4.3 If however, for official operational reasons, the use of a private vehicle is justified and necessary, full reimbursement of total actual kilometres travelled can be claimed provided approval from Secretariat (in the case of a Trustee) or executive management (in the case of an employee) is obtained prior to such trip being undertaken.

13.4.4 Compensation for kilometres travelled will be in accordance with the tariffs prescribed by the Automobile Association of South African. For this purpose, a Trustee or Employee will be responsible for providing the GEPF with the following required information.

- a) Date of travel
- b) Engine capacity of vehicle
- c) Vehicle make and model
- d) Registration number of vehicle
- e) Declaration of total kilometres travelled
- f) If applicable any receipts as proof of payment, or in the absence thereof an affidavit signed by the traveller.

13.4.5 Under no circumstances shall privately owned vehicles be paid petrol advances. The GEPF shall not reimburse the claim of petrol where the employee has claimed the travel kilometres.

13.4.6 Any journey between a traveller's home and normal work place constitutes a private journey except when required to attend to official matters at the normal workplace on a weekend or public holiday and such day and trip will be considered an official trip. If required to return to the normal place of work after hours such trip will be considered an official trip too.

13.4.7 In cases where a traveller departs from home directly to a meeting, conference or official destination or returns from such a venue directly to home, that will be considered as an official trip.

13.4.8 Travellers will be required to note the total kilometers travelled and declare them correctly on the "declaration of total kilometres travelled" form to substantiate their Claim for Reimbursement. (**Annexure C**)

13.4.9 If a Trustee or Employee makes use of a private vehicle that is not roadworthy for official purpose, the GEPF shall not be held liable for any injuries and/ or damages caused as a result thereof.

13.4.10 When an official is required to make use of his or her private vehicle for official business purposes, the official must obtain travel authorisation prior to the commencing of the journey, if the private vehicle will save time and reduce costs.

13.4.11 In cases where an official travels to an official event in his or her private vehicle without prior approval, the GEPF will not reimburse the official.

## 13.5 **Public transport**

### 13.5.1 General

Public transport may be used if required. The traveller must however insist on a receipt/ proof of payment to enable him/ her to reclaim the amount from the GEPF. In the absence of a receipt/ proof of payment, the traveller must draft an affidavit signed by a commissioner of oaths (other than a GEPF employee) at a South African Police Station detailing the costs incurred and reasons for the absence of receipt/ proof of payment. The Affidavit must be attached to the traveller's claim.

### 13.5.2 Gautrain

A traveller may use the Gautrain to commute for official purposes and claim a reimbursement of actual costs incurred provided the following is satisfied:

- a) Upon initial use of the Gautrain, proof of purchase of a Gautrain Gold card by way of a receipt from the Gautrain operating company.
- b) Proof of travel using the Gautrain must be produced by way of a receipt from the Gautrain operating company, detailing “**Events**” (events being information on trip(s) undertaken including departure/ arrival locations and prices of each event clearly detailed). This includes parking costs. The receipt can be obtained from the self-service terminals or helpdesk at Gautrain stations.

### 13.6 **Parking and toll fees**

Actual parking expenses, toll and e-toll fees incurred by travellers while travelling on official GEPF related purposes, will be reimbursed. The claim should be accompanied by an official receipt in respect of the expense.

## 14 **Accommodation**

### 14.1 **Local trips**

14.1.1 All required accommodation must be made through the travel agency.

14.1.2 Accommodation bookings should include bed, breakfast, and parking if so required.

14.1.3 Accommodation may not include weekends, unless necessary for official purposes.

#### 14.1.4 Hotel grading

14.1.4.1 Trustees and Employees should stay in hotels which do not charge in excess of R3000.00 per night for bed and breakfast.

14.1.4.2 If suitable accommodation cannot be obtained within the R3000.00 limit, approval to exceed this limit should be obtained from the PEO/ relevant executive.

#### 14.1.5 Policy on “extras”

14.1.5.1 All extras are covered in section 15 of the policy.

14.1.5.2 Dry cleaning and laundry expenses during local travel shall only be considered under special circumstances. In these instances, the employee must pay the account directly on departure and can, by providing an acceptable motivation, claim the expense back from the GEPF if approved by the PEO/ relevant executive.

14.1.6 Accommodation booked and paid directly by the traveller (exceptional circumstances only)

Where a traveller is compelled to make his/ her own accommodation booking arrangements at any hotel and/ or guesthouse, he/ she must comply with the following conditions:

- 14.1.6.1 Valid reasons explaining why the booking could not be made by the travel agency and approved by the PEO/ relevant executive must be provided.
- 14.1.6.2 The booking must be in the name of the traveller and not the GEPF.
- 14.1.6.3 THE GEPF will only reimbursed up to a maximum amount of R3000.00
- 14.1.6.4 The traveller must settle the bill in full on departure.
- 14.1.6.5 Any fruitless expenditure incurred due to “no show” or any other reason shall be the responsibility of the traveller.
- 14.1.6.6 The original invoice (as settled on departure) must be attached to the claim form.

## **14.2 Foreign trips**

- 15.2.1 All required accommodation must be made through the travel agency.
- 14.2.2 Travellers may utilise any hotel or accommodation provider provided the costs per night including breakfast do not exceed 450 US Dollars, or the equivalent thereof unless absolutely unavoidable.
- 14.2.3 All extras such as private phone calls, newspapers, alcohol, toiletries, movies, etc. shall be for the travellers own expense. Travellers shall settle such expenses with regard to extras on departure.
- 14.2.4 During travelling abroad, travellers are allowed to incur reasonable expenditure related to dry cleaning and laundry, which may be billed back via the travel agency or will be reimbursed by the GEPF if paid directly by the traveller upon submission of proof of payment.
- 14.2.5 Accommodation arrangements paid for by the GEPF will be limited to official business days. Extensions of travel plans will be for the traveller's account.
- 14.2.6 The GEPF will only pay for the accommodation of employee.

## **15 Subsistence allowances**

Subsistence allowances may be claimed by any traveller of the GEPF. A subsistence allowance is any allowance given to an employee or a holder of any office for expenses incurred or to be incurred in respect of personal subsistence and incidental costs (for example, drinks).

### **15.1 Local trip longer than 24 hours**

Should a traveller be required to stay overnight on GEPF business, a daily allowance as per SARS directive will be paid for every 24 hours that the Trustee / employee is away from his or her station. The daily allowance will be reviewed annually by the Board.

- 15.2 The following may be claimed in addition to the daily allowance, provided original receipts can substantiate expenses:

- 15.2.1 Accommodation;
- 15.2.2 Dry cleaning or laundry;
- 15.2.3 Public transport fees
- 15.2.4 Official telephone calls
- 15.2.5 Parking fees

- 15.2.6 Safekeeping of official documentation in safes or strong rooms
- 15.2.7 Tips or gratuities for meals, provided they do not exceed 10% of the meals account.
- 15.2.8 The use of business facilities (internet, photocopy, phone call) for official purposes
- 15.2.9 Use of private vehicle transport to and from the departure point.

### 15.3 Allowance for meals

#### 15.3.1 Local travel less than 24 hours

Should the duration of an official journey be less than twenty four (24) hours, travellers may claim for one of the following meals in cases where meals/ refreshments are not provided by the host:

- 15.3.1.1 R493.00 - Departs from his/her residence/office before 06:00am and only returning to office/ home after 8pm; or
- 15.3.1.2 R246.50 – Total duration of the trip is 8 hours but less than 14 hours; or
- 15.3.1.3 R123.25 – Total duration of the trip is 4 hours but less than 8 hours

#### 15.3.2 Local travel more than 24 hours

Trustees and Employees may claim a maximum of three meals per day in terms of actual expenses where the GEPP has not booked breakfast, lunch or dinner as part of the accommodation arrangement, provided that the total cost for all three meals does not exceed the following:

- 15.3.2.1 R250.00 for breakfast
- 15.3.2.2 R350.00 for lunch
- 15.3.2.3 R400.00 for dinner
- 15.3.2.4 Receipts for meals should be kept to substantiate claims.
- 15.3.2.5 Tips on meals not more than 10% of the bill is allowed and shall be considered as official expenditure additional to the allowance above.
- 15.3.2.6 Trustees and Employees may claim for meals where breakfast/lunch/dinner invitations have been extended and hosted outside of the hotel and are expected to pay for themselves provided proof of expenditure is attached to the claim.
- 15.3.2.7 In cases where receipts/ proof of payment is lost, the traveller must submit an affidavit signed by a commissioner of oaths (other than a GEPP employee) at a South African Police Station detailing the costs incurred and reasons for the absence of receipt/ proof of payment. The Affidavit must be attached to the travellers claim.
- 15.3.2.8 Employees shall not be reimbursed for any consumable items taken from “mini bars” in a hotel.

#### 15.3.3 Alcohol

Alcoholic beverages will be allowed at board events and certain off-site staff events. The total amount allowed for the alcoholic beverages will be R180.00 per person per day. Prior approval must be obtained from the PEO for the provision of alcoholic beverages at staff events.

## **15.4 Foreign trips allowance**

15.4.1 For travelling abroad, different allowance rates for different destinations are prescribed in terms of the SARS Special Daily Allowances for visits abroad. **(Annexure D)**

15.4.2 Meals may not be claimed, as meals form part of the special daily allowance payable. However, reasonable actual costs for two meals per day may be claimed in addition to the prescribed daily allowance where Trustees or Employees visit countries not listed on the official list issued by the SARS annually) if breakfast is included with accommodation arrangements and if not included, reasonable actual costs for three meals per day may be claimed.

15.4.3 Subsistence and travel advances will only be granted for official journeys where the duration of the journey is more than 24 hours.

15.4.4 The daily allowance commences at the time when members leave their offices or residences, whichever being the point of departure; and ends upon their return to their offices or residences, whichever is first. This will be calculated to include three hours before departure and three hours after arrival to accommodate travel time from the office/ residence to the point of departure and back.

15.4.5 The daily allowance is payable for every completed 24 hours; and every full hour or part thereof less than 24 hours after the full 24-hour day has been calculated.

15.4.6 Foreign allowances are non-accountable, meaning that no receipts and invoices need to be submitted. The non-accountable allowance should, however, be utilised to cover the following expenses:

Lunch – 20%

Dinner – 45%

Incidental expenses – 35% (to cover all extras such as tips, newspapers etc. this is for the travellers own expense). Travellers should settle expenses with regard to extras on departure from the hotel.

15.4.7 Where lunch and dinner are included in hotel arrangements the allowance shall be reduced per meal per day as per paragraph 13.4.6.

15.4.8 The exchange rate prevailing on the date of request for foreign currency will be used for the purposes of calculating claims upon return.

## **15.5 Allowances when travelling to countries where the host pays all/ part of the daily allowance**

15.5.1 When a Trustees or Employee is invited to visit a country for official purposes and the host pays the traveller a daily allowance equal to or greater than the allowance prescribed by this policy, then the GEPP will not pay a daily allowance to that person.

15.5.2 When a Trustee or Employee is invited to visit a country for official purposes, and the host pays the traveller a daily allowance less than the allowance prescribed by this policy, then



the GEPF will pay the difference between the daily allowance paid by the host, and the daily allowance prescribed by this policy.

## **16 Reimbursement and claiming of travelling expenses**

### **16.1 Local travel claims**

16.1.1 All claims, including the daily allowance claims where applicable, in respect of local subsistence and travel must be submitted within 30 days after Trustees and Employees have returned to their offices.

16.1.2 The secretariat department will assist with the completion of subsistence and travel claims for Trustees. They will request all necessary information and documentation in order to finalise the claim. All other employees will be responsible to complete and submit their own claims.

16.1.3 Signed receipts of the actual expenditure must be submitted with all subsistence and travel claims.

16.1.4 The following may be claimed **in addition** to the daily allowance, provided original receipts can substantiate expenses:

- a) Accommodation (where applicable);
- b) Dry cleaning or laundry;
- c) Public transport fees;
- d) Official telephone calls;
- e) Parking and toll fees;
- f) Safekeeping of official documentation in safes or strong rooms;
- g) Tips or gratuities for meals, provided they do not exceed 10% of the meals account (no alcohol purchases allowed);
- h) The use of business facilities (internet, photocopy, call phone) for official purposes, and
- i) Use of private vehicle transport to and from the departure point.
- j) Excess baggage – work related items in excess of normal baggage
- k) Internet data and airtime, a statement from the network provider will have to be provided to prove the costs incurred.

16.1.5 In order to ensure that a subsistence and travel claim will be expediently processed, travellers should ensure that:

- a) Claim forms are duly completed and approved (**Annexure B**)
- b) Substantiating documents, receipts, invoices, itinerary and Particulars of the claim are attached to the claim form.

### **16.2 Foreign travel claims**

16.2.1 All claims, including the daily allowance claims and travel must be submitted within 30 days after Trustees and employees have returned to their offices.

16.2.2 The secretariat department will assist with the completion of subsistence and travel claims for Trustees. They will request all necessary information and documentation

in order to finalise the claim. All other employees will be responsible to complete and submit their own claims.

16.2.3 Signed receipts of the actual expenditure must be submitted with all subsistence and travel claims.

16.2.4 The exchange rate prevailing on the date of request for foreign currency will be used for the purposes of calculating claims upon return.

16.2.5 The following may be claimed **in addition** to the daily allowance, provided original receipts can substantiate expenses:

- a) Accommodation (where applicable);
- b) Dry cleaning or laundry;
- c) Public transport fees;
- d) Official telephone calls;
- e) Parking fees;
- f) Safekeeping of official documentation in safes or strong rooms;
- g) Tips or gratuities for meals, provided they do not exceed 10% of the meals account (no alcohol purchases allowed);
- h) The use of business facilities (internet, photocopy, call phone) for official purposes, and
- i) Use of private vehicle transport to and from the departure point.
- j) Excess baggage – work related items in excess of normal baggage
- k) Compulsory medical treatment/ vaccinations
- l) Visa costs and passport photos
- m) Internet data and airtime, a statement from the network provider will have to be provided to prove the costs incurred.

16.2.6 The daily allowance commences at the time when members leave their offices or residences, whichever being the point of departure; and ends upon their return to their offices or residences, whichever is first. This will be calculated to include three hours before departure and three hours after arrival to accommodate travel time from the office/ residence to the point of departure and back

16.2.7 Claims made by a traveller shall be offset against the relevant advance where an advance was granted. In the event of a claim being less than the advance, the traveller is requested to repay the difference within 30 (thirty) days after being informed in writing of the amount owing to the GEPP. In the event of a claim being more than the advance, the GEPP will pay the difference within 30 (thirty) days.

16.2.8 In order to ensure that an international subsistence and travel claim will be expediently processed, travellers should ensure that:

- a) Claim forms are duly completed and approved (**Annexure D**)
- b) Appropriate Board authorisation was obtained
- c) Substantiating documents, receipts, invoices, authorised itinerary and particulars of the advance are attached to the claim form.

## **17 Conferences and venues**

- 17.1 Conferences and venues must be booked via the travel agency.
- 17.2 Approval must be granted by the PEO/ relevant executive prior to a travel plan being submitted to the travel agency for processing.
- 17.3 For procurement of conferences and/ or venues up to an amount of R1 000,000.00, three quotations must be obtained, in line with the revised supply chain delegation as approved by the Board.
- 17.4 For procurement of conferences and/ or venues above an amount of R1 000,000.00, three quotations must be obtained. The acceptance of the quotation must be approved by the PEO or relevant executive.

## **18 Recovery of subsistence and travel costs from travellers**

When a Trustee or Employee is scheduled to attend to GEPF business and fails to honour the engagement, either by not showing up or cancelling the trip without prior notification or not due to exceptional circumstances, all costs associated with the travel, accommodation and any other arrangements made will be recovered from the Trustee or employee concerned. Subsistence and travel claims not honoured for the business purpose intended will also not be entertained. All Subsistence and travel advances will be repayable to the GEPF within 30 days.

## **19 Combining business and private travel**

When a Trustee or an Employee combines business and private travel, the following shall apply:

- 19.1 A duly approved email, detailing the planned combined trip should be attached to the pre-approved travel plan, with specific dates and times as to when business travel would be concluded and private travel would commence.
- 19.2 A clear distinction between business and private travel should be made when bookings are done for accommodation and car rental.
- 19.3 Where air tickets and private vehicle use is concerned, the GEPF will only pay for the travellers actual business related travel. If a traveller chooses to convert the return trip to the place of employment by changing the route to incorporate private travel, such costs will be limited to the costs the GEPF would have carried to return the traveller to the place of employment or his/ her home.
- 19.4 Where car rental is concerned, the vehicle should be returned to the rental company within 2 hours after the business part of the trip is concluded and a new agreement with the rental company should be entered into for the private part of the trip if required.
- 19.5 No accommodation is claimable for the private part of the trip.
- 19.6 No subsistence and travel allowance is claimable for the private part of the trip. Trustees and Employees can claim valid allowances for the return trip. If part of the return trip was for private travel, the private travel time must be deducted from the time utilised to return to the place of employment.
- 19.7 The GEPF shall not be liable for any costs pertaining to the private travel arrangement.
- 19.8 The GEPF will pay for accommodation for travellers when travelling internationally the evening before the event as well as the day after the event. Any further accommodation requirements will be for the account of the traveller. When travelling for more than 8 hours the GEPF may pay the accommodation for an additional night's stay to allow for jet lag in preparation for the activity the traveller is due to partake in.

## **20 Taxation and related matters**

All travel and subsistence allowances and benefits as provided for in terms of the Income Tax Act, Act 58 of 1962 and/or related acts must be disclosed on a Trustee's or Employee's tax certificate.

## **21 GEPF disclaimer regarding noncompliance with travel requirements**

The GEPF indemnifies itself from any claims made against it by a Trustee or Employee where the traveller refused to comply with mandatory health requirements such as immunizations prior to undertaking an official trip and falls ill during or after a trip.

Any violation of this policy may lead to disciplinary action by GEPF to such Employees.

## **22 Review of the policy**

This policy shall be reviewed once every three (3) years or sooner if so required. Daily allowance and all other travel and subsistence rates will be reviewed annually with the approval of the Board.

## **23 Acceptance of policy**

The GEPF Policy document is applicable to all sections of the GEPF with immediate effect and must be adhered to by each cost centre.

## **24 Recommendation**

It is recommended that the FAC considers, approves and further recommend this policy to the Board for final approval

### **Recommended / Not Recommended**



**MR NA MAROTHOLI:**  
**CHAIRPERSON: FINANCE AND AUDIT COMMITTEE**  
**DATE: 2022-12-07**

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### **Approved / Not Approved**



**MR AD MOGAJANE**  
**CHAIRPERSON: BOARD OF TRUSTEES**  
**DATE: 2022-12-07**

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