

**THE UNITING PRESBYTERIAN CHURCH IN  
SOUTHERN AFRICA (UPCSA)**

**TRAVEL AND ACCOMMODATION POLICY**

**With effect from July 2017**

These rules and guidelines are meant to provide direction and address any confusion regarding the travel & accommodation policies of the UPCSA.

The guidelines are designed to aid in containing costs wherever possible. Costs of travel and accommodation have escalated alarmingly over the past several years and we require your cooperation so we can start to exercise fiduciary control over this major expense.

**SCOPE OF POLICY**

The scope of this policy extends to the following:

1. The carrying out of Committee work and attending meetings arising out of a decision of General Assembly or the Executive Commission.
2. It sets the minimum standards while it is understood that Presbyteries may set their individual policies.
3. It must be read and applied in conjunction with Committee budgets set for Assembly Committees and does not change the need to comply with any approved Assembly Committee budget

4. The UPCSA will reimburse members for travel and other expenses incurred whilst engaged on UPCSA business, provided that the expenses are reasonable and commensurate with the nature of the Church assignment and the capacity in which the individual represents the Church.

**1. Travel Guidelines and Principles:**

1. Wherever possible select the lowest cost fare and mode of transportation when traveling. This includes the use of bus travel.
2. Make travel arrangements at least two weeks in advance to insure the best possible rates. Any costs incurred through the unreasonable changing of bookings will be for the cost of the person's own account.
3. Online booking is highly recommended because it often costs less.
4. If traveling by Air, use Airlines that offer the most cost-effective rate.
5. If traveling by car, and if it is possible, attempt to travel with others who may be attending the same meeting/event as you.
6. Always travel in Economy class
7. Always use the most cost efficient option for rental cars
8. Where possible avoid parking at an Airport/Station for more than one night.
9. Park in the lowest cost parking whenever possible.
10. Plan to use public transportation or hotel shuttles whenever possible.
11. If the cost of air travel is on a par with the cost of a bus fare you may elect to travel by air at no extra cost to you as an individual.
12. This Policy will be reviewed annually by the Finance Committee unless exceptional circumstances apply.

## 2. Travel Rules:

1. All expenses must be previously agreed and authorized by the responsible person (Committee Convener, CFO, Accountant or General Secretary).
2. All UPCSA chargeable expenses incurred by a member must be reported on the properly prepared *Expenses Claim Form* and approved by the designated responsible person.
3. The expenses report for a trip should be submitted within One week of the return date, if not at the meeting itself. The report should be signed and dated by the member and include all travel receipts.
4. When a member's own vehicle is used costs will be reimbursed at the rate of R3, 00 per km for the first 500 kilometres - Mileage incurred in excess of 500 km will thereafter be reimbursed at the rate of R1,50 per km. Only the driver of the vehicle will be reimbursed and Not his/her passengers. Trips using own motor vehicles will be limited to a maximum of 500 kilometres.

*The use of your motor vehicle for trips in excess of 500 kilometres must be authorised in advance by the Committee Convener, General Secretary, CFO or Accountant.*

5. Travel from home/office to the Airport/Station and back will be reimbursed at the rate of public transport only. Anything in excess of this must have receipts.
6. Toll fees may also be reimbursed provided there are receipts to support the claim.
7. **Any travel cost exceeding R1500 must be approved by the CFO or General Secretary. The intent is to research whether we can get cost-effective options through the Central Office.**

8. Any overseas travel on behalf of the UPCSA must be done in consultation with the CFO or General Secretary if the Church is expected to cover any costs.
9. The hire and use of rental vehicles should ordinarily be approved by the CFO or General Secretary. Any traffic fines incurred during the use of such rentals will be to the account of the driver/member.
10. ALL claims for expenses within the RSA will be transferred into your bank account via EFT (Electronic Funds Transfer). You will need to provide details of your bank and bank accounts. Cash payments via Petty Cash may be arranged for amounts smaller than R250.
11. Travel advances may be obtained prior to the travel provided that the *Expenses Claim Form* is submitted and approved by the designated/authorized person. No self-authorization is permitted. Any further expenses or lesser expenses than anticipated can be adjusted later with approval by the designated person.

*A copy of the form to be used is appended to this Policy.*

12. Travel from Zambia and Zimbabwe will apply as follows;
  - i. The most cost effective options regarding the choice of flights must be used.
  - ii. All bookings will be done by Central Office.
  - iii. Reimbursement for travel from home to the airport will be calculated at R3,00 per Kilometre based on the distance travelled. If cars or taxis are used every effort must be used to share transport.
  - iv. Normal subsistence rules apply in terms of meals and accommodation.

### 3. Accommodation, Meals & Other Expenses:

1. Lodging should be obtained at the most reasonable rate available for the location preferably at bed and breakfast rate only. Dinner is not included, unless specifically requested and authorized.
2. Any lodging cost in excess of R750 should have the approval of the CFO or General Secretary.
3. Breakfast, lunch and Dinner expenses incurred away from member's home base will be met, on the following basis:
  - i. Breakfast, when not provided on the plane: R55.00 maximum.
  - ii. Lunch on out of town assignment (Outside Gauteng and during normal Business hours) R85.00 maximum per member.
  - iii. Dinner on overnight trips only: R150,00 maximum per member.
4. Actual cost for lodging and meals will be reimbursed as documented by receipts. Expenses above the guidelines herein stated shall be the personal responsibility of each individual.
5. The Church does not normally pay entertainment allowances unless pre-authorized by the responsible person. In such a case, individuals entertained must have a common interest with the Church. The person/s being entertained must be recorded on the standard Expenses Claim Form.
6. The Church will reimburse the cost of internet service providers, only if the member stays in the accommodation for *more than one night*. Receipts must be submitted for reimbursement.
7. Telephone charges incurred on Church business are allowed. Personal calls are limited to one per night away. Where possible cell phones should be used in preference to hotel or Bed & Breakfast switchboards.

### 4. Africa and Overseas allowances.

1. Allowance where accommodation and meals are covered the daily allowance for incidentals is as follows. To be agreed with CFO/Gensec  
Africa \$25 daily (per full day)  
Europe/USA \$40 (per full day)  
An IT 3 for tax will be issued.
2. Allowance where accommodation is provided but no meals. To be agreed with CFO/Gensec  
Africa \$90 daily (per full day)  
Europe/USA \$200 (Per full day)  
An IT 3 for tax will be issued.
3. Where neither accommodation nor food is supplied actual cost will be reimbursed provided full slips are provided. This will cover water/ meals and accommodation.