



**POLICY ON TRAVELLING EXPENSES – PRIVATE
VEHICLES**



TITLE AND COPYRIGHT

Title	Policy on Travelling Expenses – Private Vehicles
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1. PURPOSE

The purpose of this policy is to inform employees of the University of Venda who use their motor vehicles, excluding on visits to other UNIVEN campuses, that they may claim for running costs at the official UNIVEN rates for the total distance travelled.

2. RULES

- 2.1 Staff members who receive a travelling allowance may not use official vehicles for travel except in exceptional circumstances.
- 2.2 To save costs staff must, where possible, travel in groups.
- 2.3 Tariffs will be adjusted according to SARS directives, and indicated in the official UNIVEN tariffs list issued by the Department of Finance or as per Circular.
- 2.4 Should increases in tariffs arise, managers should take note that no expansion in the budget, to accommodate the increase, will necessarily be made.
- 2.5 UNIVEN does not accept any responsibility for any expenditure or losses that may arise from traffic offences, theft, accidents or personal liabilities.
- 2.6 No Personal Accident or Stated Benefits cover has been arranged for the University to cover employees who are injured while driving their own vehicles or transporting fellow employees or using vehicles belonging to the University in the course of the business of the University.
- 2.7 If an employee is injured during an accident and he/she was a passenger in a vehicle belonging to a fellow employee who used his/her vehicle on the business of the University (during the scope of his employment):
 - (i) The injured passenger and the driver will have a claim under the Compensation for Occupational Injuries and Diseases (COID) Act.
 - (ii) In the event of two vehicles being involved in the accident and the other vehicle caused the accident (not fellow employee's vehicle), the injured passenger employee can claim from the Road Accident Fund (RAF) 100% (of whatever quantum of the claim is) less the percentage paid under COID Act.
 - (iii) The employee passenger will not be regarded as a third party in terms of the University's Motor Fleet policy.
- 2.8 Claims may only be submitted after the official trip has taken place. No advances prior to a trip will be allowed.



2.9 All re-imbursements are to be paid by the Payroll Division who will ensure that tax rules are applied.

3. PROCEDURE

3.1 Generally, per diems should be paid on the basis of travel authorisation approved by the supervisor of the claimant prior to traveling. *Form 19a*, should be completed for claims at all times. The form will be authorised in accordance with existing authorisation levels. Per diem claims should be for days as specified in the supporting travel uthorization only.

3.2 Where a staff member claims for official kilometres travelled in a private vehicle, he/she may submit a completed and approved *Financial Claim Form 16a*. The *Financial Claim Form* will be sent to the Payroll Division where the reimbursement will be paid the following month together with the staff members salary; or

3.3 Should the need arise the Creditors Division may reimburse the claim.

3.4 The completed *Financial Claim Form 16a* should be sent to the Creditors Division.

3.5 Other claims, such as parking, daily allowances, toll gates, to mention but a few, may be submitted on a separate section of the *Financial Claim Form 16a* when claiming for travel expenses.

4. FORMS

Financial Claim Form 16a, to be sent to the Creditors Division or Salaries Division.

5 RELATED POLICIES AND DOCUMENTATIONS

Policy on creditors- interim payments
Motor fleet policy

6 REGULATORY FRAMEWORK

GAAP
King III report on Corporate Governance
Higher Education Act (Act 107 of 1997)

7 REVIEW DATE

This policy will be reviewed after three years or as and when the need arises.

8 RECORD OF CHANGES


REVISION	DATE	AUTHOR(S)	DESCRIPTION

After



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9 APPROVAL



Registrar (Secretary of Council)

