



SOUTH AFRICA

INCOSE SA

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INCOSE SA GUIDELINES FOR DOMESTIC AND INTERNATIONAL TRAVEL

From time to time it is necessary for INCOSE members or other persons on behalf of INCOSE South Africa, to travel within or outside of the borders of South Africa. Any such travel shall be in accordance with the following guidelines:

1. Flight tickets

Airlines

Flight tickets in ECONOMY class only should be purchased. For domestic travel the use of low cost airlines is encouraged if available on the chosen route, such as Kulula, FlySafair, and Mango. Even then, travellers are urged to make flight bookings as early as possible, to make use of cheaper seats being available long before the actual flight. Travellers are also urged to try and reduce the cost of the selected flight departure time by choosing the lowest cost flight option still convenient to the traveller.

Seat bookings

Travellers wanting to make seat bookings at extra cost shall do so at his/her own cost. Travellers are urged to make use of the facility to check in online 24 hours before departure, at which point a free seat booking can be made.

Extra weight

The person travelling shall ensure that he/she keeps baggage allowances within the allowed limit. No extra weight costs for personal baggage shall be refunded by INCOSE.

Missed flights / flight changes

Cost for additional payments due to late arrival or missed flights shall be for the account of the traveller. Similarly, additional cost due to flight changes by the traveller shall be for his/her own account.

2. Accommodation

Travellers are urged to make use of suitable accommodation (Bed & Breakfast) costing no more than R1000 per night domestic and \$100 (or equivalent for other currencies) international. All efforts should be made to find suitable accommodation at the lowest rate.

3. Rental car

Rental cars of class B maximum for domestic, and similar for international travel will be allowed for up to 3 persons travelling together. When more than one person is travelling to the same destination, they shall share the same car between up to 3 persons. If a single traveller travels to a destination only a class A car shall be allowed.

4. S&T

No Subsistence and Travel (S&T) allowances will be paid by INCOSE SA to any person travelling.

5. International travel - additional guidelines

International travel is usually associated with the attendance of an organised event, such as International Workshops or International Symposiums. The person wishing to travel should submit an application to the CMC (Central Management Committee) using the normal Claim Form detailing the expected costs for such travel. NO booking shall be made without the approval of the CMC. In the completion of the application, the following guidelines of claimable expenses should be used:

- a. Basic event fee (additional items such as extra banquet tickets are excluded and will be for the traveller's own account.
- b. Accommodation at reasonable cost hotel in vicinity of the event venue or else at the event hotel only if a similar or better rate is available. The rate is based on a single person and includes local tax for the period required to attend the event. Costs for additional person(s) and/or for additional nights are excluded.
- c. Reasonable costs related to breakfast and other meals when not included in accommodation and/or event fees.
- d. Economy class return air ticket (based on quotations received from acceptable airlines as soon as possible, increased cost due to additional flights to be paid by delegate (if applicable))
- e. Travel insurance (sufficient cover is required to reduce financial exposure to INCOSE SA in case of cancellation to acceptable amount)
- f. Application fee for visa (if applicable)
- g. Incidental expenses such as local transport to/from the airport, telephone calls (INCOSE related only)



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- h. Other discretionary expenses incurred in interest of INCOSE SA (for example entertainment costs relating to other party)

The above guidelines will be used to refund the delegate after submission of documentary proof of expenses. The delegate shall obtain prior approval from either INCOSE SA President or President-Elect for expenses not clearly defined by these guidelines.

It is acknowledged that the delegate will not be compensated for professional time used for travel and attendance at the workshop.

6. Compensation

Travellers shall submit invoices and/or receipts (copies of the original) for actual cost (related to flight tickets, accommodation, rental cars/ transport) incurred to the Treasurer for reimbursement.

In the case of flight tickets, the ticket itself is NOT an invoice, only the original Tax Invoice (or copy) from the airline will be accepted. In the case of a discount obtained due to loyalty programs, the traveller shall only be compensated for the direct cost paid by the Traveller after the discount.

In the case of rental cars, a copy of a bank statement is not acceptable proof of cost, only an original Tax Invoice (or copy) issued by the rental car company showing actual cost after the deposit has been returned.

Tax Invoices should be addressed to INCOSE SA, VAT no. 4190273260.