

CIRCULAR: 03/2013

TO: THE VICE-CHANCELLOR, DEPUTY VICE-CHANCELLORS, REGISTRAR,  
EXECUTIVE DEANS, EXECUTIVE DIRECTORS, DIRECTORS, CAMPUS  
DIRECTORS AND HEADS OF ALL DIVISIONS AND DEPARTMENTS

## AMANDMENT OF INTERNATIONAL SUBSISTENCE ALLOWANCE

International subsistence relates to countries situated **outside** the common monetary area (*South Africa, Angola, Botswana, DRC, Lesotho, Malawi, Mauritius, Namibia, Mozambique, Swaziland, Tanzania, Zambia, Zimbabwe and Seychelles*).

### 1. Overnight allowance

From **1 March 2013** the overnight allowance will be **\$255 per day** for TUT employees. This is payable to the employee if he/she makes **all his/her own travel arrangements** without supporting documentation. This will be reflected on the IRP5 certificate as a non-taxable personal allowance. This gross amount includes all commissions, bank fees and exchange rate variances on the date of payment. This excludes SADAC countries as per the official Tariff List for 2013.

### 2. Daily allowance

From **1 March 2013** the daily allowance will be **\$95** for TUT employees and is payable to the employee for **incidental expenses** without supporting documentation. This will be reflected on the IRP5 certificate as a non-taxable personal allowance. This gross amount includes all commissions, bank fees and exchange rate variances on the date of payment. This excludes SADAC countries as per the official Tariff List for 2013.

The following expenses must be paid directly by the Accounts Payable Department:

- Full cost of conference.
- All cost of air and land travel arrangements.
- All accommodation costs including breakfast.

### 3. General

The prime responsibility rests with the supervisor to ensure that:

1. Travel arrangements are cost effective.
2. Accommodation is of an economic standard.
3. Duration of the trip is limited.

The travel and accommodation bookings must be made through an official order to be processed by Procurement Services.

For enquiries, please phone Vanessa van Graan (x5032).

Regards

**MR G MATTHEE**  
*Chief Financial Officer*

Date: 1 March 2013