

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

AMENDMENT OF INTERNATIONAL SUBSISTENCE ALLOWANCE

International subsistence relates to countries situated **outside** the boundaries of South Africa.

1. Overnight allowance

From **1 March 2020**, the daily allowance will be determined by the SARS listing (**attached**) for TUT employees and is payable to the employee for **incidental expenses** without supporting documentation. 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. The gross amount includes all commissions, bank fees and exchange rate variances on the date of payment.

2. Accommodation

The University shall provide accommodation on a bed and breakfast basis in a three (3) star facility. The facility sought should be convenient to the place of business. The following is an extract from the FINPOL021 – Policy on Travel and Subsistence:

- 3.5.12.2 *A higher star rated accommodation may be acquired on approval of an EMC member where the individual shall have to submit a motivation duly signed by the Executive Dean/Director concerned. Approval for this shall be dependent on the motivation and available budget of the department concerned.*
- 3.5.12.3 *On-line accommodation booking is permitted for reputable hotel groups. If cheaper bookings are found this shall be brought to the attention of the Travel Coordination Office. Staff members should not finalise these bookings through their own private or a University credit card before approval is granted.*
- 3.5.12.4 *Where reservations were confirmed, it is the responsibility of the traveler to cancel such a reservation if not necessary anymore. This shall be communicated to the Travel Coordination Office immediately, to avoid penalties. Otherwise the cost to be incurred for a 'no-show' shall be charged against the department concerned for possible recovery from the traveler.*

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.

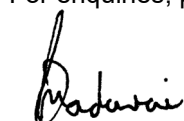
3. General

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 contact Vanessa van Graan (x5032) or Berna Mouton (x5063).



TL MADURAI
Acting Chief Financial Officer

Date: 27 February 2020