

**TRAVEL AND ENTERTAINMENT POLICY****INDEX**

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A. PURPOSE

- A.1. To set a guideline for the use of airlines, car hire, accommodation and other travel resources and expenses.
- A.2. To simplify the administration of travel claims. Staff, Executive members, Standing committee members and players while travelling on Bowls SA business, incur certain reimbursable expenses. This policy and procedure establishes guidelines for the controlling, reporting and reimbursement of such Travel and Entertainment expenses.

B. APPLICABILITY

- B.1. This guideline applies to all Staff, Executive members, Standing committee members and players while travelling on Bowls SA business.

C. RESPONSIBILITY

It is the responsibility of the Bowls SA Financial Administrator to ensure compliance within these guidelines. Any deviations will be reported for action to the Operations Manager.

D. TRAVEL ARRANGEMENTS

It is mandatory that all airline travel and accommodation be done through the Bowls SA logistics coordinator. Any deviation therefrom must first be approved in writing by the Operations Manager. It must be noted that Bowls SA receives favourable airfares and car rentals in certain circumstances.

E. TRAVEL GUIDELINES

E.1. General

- (a) When more than one person travels together each person is to pay, where practical, their own bill and submit separate travel claims. Where a group of people dine together it will be acceptable for one person to pay the total bill.
- (b) Travel claims must be submitted within one month of the conclusion of the travel period. All claims must be supported by appropriate vouchers where practical failing which all or part of the claim may not be paid.
- (c) Travel expenses will be reimbursed from the Bowls SA office only.
- (d) Where a person travels outside of South Africa prior permission must be obtained from the Executive of Bowls SA.

E.2. Air Travel

As Bowls SA enjoys favourable rates on certain airline carriers all air travel may only be made through the Bowls SA office.

E.2.1. Class of Travel

All travel will be economy class and any upgrade to business class will be for the expense of the individual concerned. Except where otherwise approved the cost of any spouse or partner accompanying an individual will be for that individuals account.

E.2.2. Bookings

Where possible bookings are to be made well in advance so as to allow best prices to be obtained. A minimum period of two weeks' notice prior to the flight should be given to BSA office.

E.2.3. Frequent Flyer Programmes

Individuals are free to join free flight programmes with any carrier of their choice and use the free flights accumulated for their own benefit.

E.3. Car Rentals

Tempest Car Hire is the current rental agency. Only in exceptional circumstances may other rental agencies be used. In order to avail ourselves of the preferential rates offered individuals may be called on to produce their Bowls SA membership card at the reservations counter. Fuel costs for rented vehicles will be reimbursed separately and must be supported by the appropriate vouchers.



E.4. Personal Cars

In the event of a private vehicle being used for travel Bowls SA will reimburse the individual based on kilometres travelled. The rate per kilometre will be reviewed from time to time to ensure such rate is fair compensation. It is to be clearly understood that the reimbursement rate covers all costs of the vehicle and Bowls SA will not hold itself responsible for any costs of maintenance, tyres or accident repairs whilst the privately owned vehicle is used for Bowls SA business.

Any toll road fees will be reimbursed separately and do not form part of the rate per kilometre. As with other claims this should be supported by the appropriate voucher.

Any parking fees incurred will be reimbursed separately and must claims must be supported by the appropriate vouchers

E.5. Accommodation

Unless otherwise agreed Bowls SA office will be responsible for sourcing and paying for all accommodation.

Where possible this will always be done on a Bed and Breakfast basis. Should breakfast not be included individuals should claim this as part of their cost for meals.

Where Bowls SA do not source accommodation individuals who otherwise make bookings should confirm with Bowls SA office that the rates being charged are in line with accepted rates.

Where an individual elects for accommodation with family or friends it will be deemed fair expenditure for that individual to compensate that person with a once off gesture of a meal or a fair contribution to meal costs. Such costs to be agreed with Bowls SA office prior to incurring them.

E.6. Meals and Allowances

Unless included in the cost of accommodation Bowls SA will reimburse the cost of all meals incurred. This includes Breakfast, Lunch and Supper.

Where individuals are participating or officiating in National or International tournaments and meals are provided for them then individuals are expected to avail themselves of such meals and no compensation will be paid.

Where it is deemed impractical to reimburse costs for meals, drinks and other fair subsistence costs then a daily allowance will be paid to individuals in lieu of such costs. This allowance will be determined by the Operations Manager from time to time and should such travel occur in a foreign country then due recognition will be given to a fair allowance in such country.

E.7. Refreshments and Drinks

Bowls SA considers it fair to reimburse individuals for the cost of drinks or refreshments incurred whilst travelling. However it must be emphasised that it is expected that each individual will be fair to themselves and Bowls SA when claiming for social drinks. Bowls SA reserves the right to disallow any costs they deem to be unreasonable.

E.8. Miscellaneous Reimbursable Expenses

- Telephone costs where required for Bowls SA business.
- Cellphone costs where required for Bowls SA business.
- Other expenses not detailed here which are non-personal by nature and necessary to conduct Bowls SA business.
- Airport tax where not included in the cost of the air ticket.

E.9. Miscellaneous Non-Reimbursable Expenses

- Unexplained and non-documented expenses
- Expenses of a personal nature eg. apparel, reading material etc.
- Expenses for personal entertainment eg. sporting events, movies etc.
- Personal travel insurance premiums.
- Personal medical costs except where otherwise provided in the travel cover.
- Excess baggage costs unless needed to transport Bowls SA goods or materials.

F. Entertainment

Where the entertainment of individuals is required such costs will be fairly reimbursed. It is appropriate for individuals who need to provide entertainment to seek permission from the Operations Manager at Bowls SA prior to such expense being incurred. The only exception will be in the case of the President.