

**PART 10 A: BOARD & EXECUTIVE STANDARD TRAVEL & ENTERTAINMENT POLICY**

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## 10.1. POLICY OVERVIEW

### 10.1.1. Purpose:

This document establishes procedures and provides guidelines for Board Members and Employees incurring business travel and entertainment expenses, while developing the concept of Travel Best Practices.

### 10.1.2. Objectives:

- 10.1.2.1. To ensure that all Board Members and Employees have a clear and consistent understanding of policies and procedures for business travel and entertainment
- 10.1.2.2. To provide business travellers with a reasonable level of service and comfort at the lowest possible cost
- 10.1.2.3. To maximize the ability to negotiate discounted rates with preferred suppliers, leading to reduced travel expenses
- 10.1.2.4. To enable Cycling SA to effectively manage and administer travel and entertainment of Board Members and Employees

### 10.1.3. Scope:

This travel policy applies to all Board Members and Employees (also referred to as Traveller/s) of Cycling SA and all divisions and subsidiaries (including commissions and disciplines) thereof. Specific divisions, subsidiaries, disciplines and commissions may, at their discretion, impose greater control than required by this policy but never less.

### 10.1.4. Responsibility and Enforcement:

The traveller is responsible for complying with the travel policy. The approver is responsible for accurately reviewing expense reports for compliance. Cycling SA will reimburse Board Members and Employees for all reasonable and necessary expenses while travelling on authorised company business. Cycling SA assumes no obligation to reimburse Board Members and Employees for expenses that are not in compliance with this policy.

### 10.1.5. Travellers who do not comply with this travel policy will be subject to:

- 10.1.5.1. Delay or withholding of reimbursement and/or
- 10.1.5.2. Disciplinary action
- 10.1.5.3. When a traveller does not book the lowest airfare, preferred hotel or car rental vendor, the appointed travel counselor will note the policy exception, which will be reported to the Chief Executive Officer (CEO).

### 10.1.6. Statement of General Policy:

- 10.1.6.1. It is recognized that, for many Board Members and Employees, travel and entertainment expenses are incurred in order to further business objectives.
- 10.1.6.2. Board Members and Employees are expected to be conservative in their spending, while the CEO and or Financial Manager are expected to be diligent in his/her review.
- 10.1.6.3. Policies and guidelines are necessary to meet governance requirements, and are intended to justify reimbursable expenses incurred by Cycling SA travellers. In general, the quality of travel accommodations, entertainment, and related expenses, should be governed by what is reasonable and appropriate to the business purpose involved.

## 10.2. TRAVEL AND ENTERTAINMENT POLICY:

### 10.2.1. Travel Agency Designation and Details:

- 10.2.1.1. Cycling SA has established a comprehensive Corporate Travel Policy requiring that all business travel arrangements (i.e. airline, lodging accommodation, and car rental reservations), are to be made through the Travel Agent who CyclingSA has a 30 day account with.
- 10.2.1.2. Negotiated discounts resulting in savings to air travel can be initiated and cost effectiveness of the agency can be monitored, only if all company travel business is conducted through the Travel Agency.

### 10.2.2. Travel and Entertainment Policy

- 10.2.2.1. It is extremely important that all Board Members and Employees make their reservations using one of the two methods listed below, so that Cycling SA may capture all travel data pertinent to Cycling SA over-all travel.

### 10.2.3. How to Make Reservations: Air Travel, Car Rentals, Hotels

- 10.2.3.1. **CALLING THE TRAVEL AGENCY:** All Board Members and Employees may call the designated Travel Agency or CyclingSA Office for all travel related reservations and services. The Travel Agent will work hand in hand with travellers to identify and book the lowest available fare.
- 10.2.3.2. **FINDING A LOWER PRICE ON THE INTERNET:** Anytime a traveller finds a significant savings on airfare, car rental, or hotel, the traveller will contact the designated Travel Agent and report their findings. The Travel Agent will evaluate the potential savings and compare with all available in house reservation systems. After that, the agent will either approve the purchase or contact the CEO or Secretary General for further direction or approval.
- 10.2.3.3. **SPECIAL NOTE ABOUT INTERNET FARES:** Many Internet “web” fares may have restrictions inconsistent with Cycling SA policies and goals for good travel practices. For example, many “web” fares may not allow changes to the itinerary for any reason. It is the Travel Agent’s job to assist the traveller to determine the best-valued price. Changeable tickets verses non-changeable tickets are often an additional R200.00-R1000.00 in cost and may be a better value for the traveller and the company.
- 10.2.3.4. **TEAMWORK:** It is the Travel Agency’s job to assist Cycling SA Travellers in finding and evaluating the lowest fare available, including Internet fares. Please do not hesitate to use their services at any time as there is no charge to Cycling SA for the evaluation.

### 10.2.4. Airline Upgrades;

- 10.2.4.1. Upgrades at the expense of Cycling SA are NOT permitted; however, upgrades are allowed at the traveller’s personal expense and is the sole responsibility of the traveller. Upgrades must NOT be charged on a corporate account.

### 10.2.5. Preferred Airline;

- 10.2.5.1. For all airline travel, Cycling SA’s preferred airline has not been established. Travellers at this point do not have to use any preferred airline and the decision on the airline will depend on:
  - 10.2.5.1.1. Lowest Cost
  - 10.2.5.1.2. Baggage limit available to travellers travelling with cycling or course equipment

10.2.5.1.3. Routing available to suit the needs of the traveller.

10.2.6. Frequent Flyer & Other Benefits;

10.2.6.1. Any discount/frequent flyer coupons accumulated by a traveller on Cycling SA business travel, will remain the property of the traveller.

10.2.6.2. Board Members and Employees are not to arrange a more expensive flight in order to accumulate points.

10.2.7. How you can make a difference;

10.2.7.1. It is the obligation of each traveller to choose the least expensive flight from all alternatives. In many cases a travelling Employee or Board Member can save hundreds of rands by purchasing tickets on special or promotional flights that may require advance booking, that entail one stop, or that may depart and/or arrive at times slightly less convenient. The savings available on these flights frequently outweigh the traveller's inconvenience, even when they necessitate travel schedule adjustments.

### **10.3. SPOUSE OR COMPANION TRAVEL**

10.3.1.1. The company will not reimburse travel and entertainment expenses incurred by a spouse or other individual accompanying a Cycling SA traveller on business, unless:

10.3.1.1.1. There is a bona fide business purpose for taking the spouse or other individual

10.3.1.1.2. The spouse or companion is a Cycling SA associate and on Cycling SA related business

10.3.1.1.3. The expense incurred would otherwise be reimbursable

10.3.1.1.4. All spouse or companion travel must be approved in writing, in advance by the CEO.

### **10.4. LOST OR EXCESS BAGGAGE**

10.4.1. The ultimate responsibility for retrieving and compensating lost baggage lies with the airlines. Cycling SA will not reimburse travellers for personal items lost while travelling on business.

10.4.2. Measures that can be taken to minimize baggage losses include:

10.4.2.1. Always carry valuables (e.g., jewels, laptop computers, cameras, etc.) on board the aircraft

10.4.2.2. Always carry important and/or confidential documents on board the aircraft

10.4.2.3. Clearly tag luggage with name, address and telephone number

10.4.2.4. Retain baggage claim receipts for checked-in luggage

10.4.3. Follow these procedures if your bags are lost en route:

10.4.3.1. Obtain a lost luggage report form from an airline representative in the baggage claim area

10.4.3.2. Itemise the contents of your bag, including receipts wherever possible

10.4.3.3. Include a copy of your airline ticket and baggage claim stubs

10.4.3.4. Keep a copy of the report, airline ticket, and claim stubs

10.4.4. Board Members and Employees will be reimbursed for excess baggage charges only in the following circumstances:

10.4.4.1. When travelling with heavy or bulky materials or equipment necessary for cycling or course material

10.4.4.2. The excess baggage consists of Cycling SA records or property

## **10.5. OVERNIGHT DELAYS**

10.5.1. Should an airline delay necessitate an overnight stay, the traveller must first attempt to secure complimentary lodging from the airline prior to making his/her own arrangements. The assistance of the travel agent may be requested.

## **10.6. CANCELLATIONS**

10.6.1. When a trip is cancelled after the ticket has been issued, the traveller should inquire about using the same ticket for future travel – please follow up on all the restrictions through your travel agent.

10.6.2. Travellers can reuse airline tickets if:

10.6.2.1. Travelling on the same route within 30 days

10.6.2.2. Airfare eligibility requirements are met

## **10.7. UNUSED AIRLINE TICKETS**

10.7.1. Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have a cash value.

10.7.2. To expedite refunds, unused or partially used, airline tickets must be immediately returned to the Travel Agent. These are negotiable documents and are to be returned within three (3) days of original departure date. A note must be made on the expense report indicating which coupons were returned for credit. (Note: Airline credits may take up to two billing cycles – 60 days)

10.7.3. A non-refundable ticket that is returned to the Travel Agent will be noted on the traveller's profile to be applied towards future business travel.

## **10.8. LOST OR STOLEN AIRLINE TICKETS**

10.8.1. Should a traveller be issued with a coupon and not an electronic ticket, immediately upon discovery of a lost/stolen ticket, the traveller must:

10.8.1.1. Report the loss to the Travel Agent

10.8.1.2. Obtain and fill out a lost ticket application from the airline ticket counter or from the Travel Agency

10.8.2. The traveller is responsible for the value of the lost ticket(s) including fees charged by the airlines for processing the lost ticket application.

## **10.9. ELECTRONIC TICKETING**

10.9.1. The Travel Agent will adopt E-ticketing as the primary ticketing option on all applicable airline flights.

10.9.2. Under E-ticketing, a flight is reserved as follows:

10.9.2.1. Traveller reserves a flight through the Travel Agent

10.9.2.2. When payment with traveller's corporate charge card is accepted, an itinerary with the confirmation code is then emailed to the traveller

10.9.2.3. Once at the airport, the traveller must show photo identification (i.e. driver's license, state ID) to exchange the airline confirmation code for a boarding pass

10.9.2.4. If the traveller has forgotten or misplaced the confirmation code, the traveller must show photo identification in order to receive a boarding pass

10.9.3. Passenger receipt for electronic ticketing must accompany the expense and reimbursement report.

## **10.10. AIR TRAVEL PAYMENT PROCEDURE**

10.10.1. Air travel costs must be paid using Cycling SA's account through the Travel Agent only.

## **10.11. EXPENSE REPORTING**

10.11.1. The associate must list air travel on the Travel and Entertainment expense report. The report must include a copy of the passenger receipt (E-ticketing and ticketless travel) airline ticket as well as the trip itinerary.

## **10.12. CAR RENTAL – ADDITIONAL INFORMATION**

10.12.1. General Information

10.12.1.1. It is preferable that the traveller books ground transportation through the Travel Agency. Rebates from our preferred car rental company apply when booked with calling in the traveller reservation to the Travel Agency.

10.12.2. Rental Car Guidelines

- 10.12.2.1. Travellers should rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport limousines, and airport shuttles.

### 10.12.3. Preferred Vendor

- 10.12.3.1. The Travel Agency will make car rental reservations with the company's preferred car rental company at the corporate discount rate. Use of preferred car rental is strongly recommended to affect the greatest cost savings.
- 10.12.3.2. When picking up a rental car, travellers should check with the rental car agent for any promotional rates, last-minute specials, or free upgrades. At the time of rental, the car should be inspected and any damage found should be noted on the contract before the vehicle is accepted.

## **10.13. VEHICLE SIZE**

- 10.13.1. Cycling South Africa will only hire the smallest vehicles available.

### 10.13.2. Insurance

- 10.13.2.1. All Board Members and Employees should only accept the full/super Collision Damage Waiver (CDW). All travellers should deny any Personal Accident Insurance (PAI) coverage.

### 10.13.3. Rental Car Cancellation Procedure

- 10.13.3.1. Travellers are responsible for cancelling rental car reservations and must contact:

- 10.13.3.1.1. The Travel Agent or the Car Rental Company directly.

- 10.13.3.1.2. Any costs charged due to non cancellation by the traveller will be for the traveller's expense.

### 10.13.4. Returning Rental Cars

- 10.13.4.1. Every reasonable effort must be made to return the rental car:

- 10.13.4.1.1. To the original rental city unless approved for a one-way rental

- 10.13.4.1.2. Intact (i.e. no bumps or scratches)

- 10.13.4.1.3. On time, to avoid additional hourly charges

### 10.13.5. Expense Reporting

- 10.13.5.1. Travellers will pay for the rental fees through the travel agency voucher system. A copy of the invoice should however accompany the Travel and Expense report and also list it as costs though paid through the Travel agency.

### 10.13.6. Taxi and Other Ground Transportation

- 10.13.6.1. The most economical mode of transportation should be used to and from airports, bus and rail terminals when the traveller is not accompanying a customer.

- 10.13.6.2. Customer is defined as a person representing a company who is a current partner and/or sponsor of CyclingSA or who CyclingSA pursue as a potential partner and/or sponsor in the near future.

- 10.13.6.3. The following modes of transportation should be considered:

- 10.13.6.3.1. Buses, subways, taxis

10.13.6.3.2. Hotel and airport shuttle services

10.13.6.3.3. Personal car

10.13.7. Transportation between residence and regular place of employment is not a reimbursable expense.

#### **10.14. PERSONAL CAR USE**

10.14.1. The re-imbursement per kilometer is based on the Automobile Association rates using a 1800 to 2000 cc motor vehicle with a value of R 200 000 travelling 20 000 to 25 000 km per annum. On this basis, the amount to be reimbursed currently is R 285.00 per kilometer.

10.14.1.1. Purpose of the trip

10.14.1.2. Date and location

10.14.1.3. Receipts for tolls and parking

10.14.1.4. Mileage

10.14.2. Travelling distances between departure points and destinations should be verified by the CEO.

#### **10.15. LIMOUSINE SERVICE**

10.15.1. No limousine services will be used or paid by Cycling SA.

#### **10.16. LODGING / HOTELS – ADDITIONAL INFORMATION**

10.16.1. General Information

10.16.1.1. It is preferred that hotels be booked by calling the designated Travel Agency.

10.16.1.2. Board Members and Employees will be reimbursed for the cost of single room lodging typically occupied by business travellers. The minimum corporate rate or the lowest rack rate should be requested when available. Suites and other higher priced lodgings are not to be used.

10.16.1.3. The maximum expenditure inclusive of a Bed & Breakfast Rate per Board Member will be R1000 per day whilst traveling internationally and Board Members should endeavor to reduce this amount at all times.

10.16.2. Long-Term Hotel Stays

10.16.2.1. Travellers involved in ongoing projects or one week stays or longer should contact the Travel Agent.

10.16.3. Hotel Cancellation Procedures

10.16.3.1. Travellers are responsible for cancelling hotel reservations and must immediately contact the Travel Agency or Hotel directly.

10.16.3.2. Travellers will be held responsible and will not be reimbursed for “no-show” charges unless there is sufficient proof that the billing is in error.

10.16.3.3. Travellers should note that cancellation deadlines are based on the local time of the hotel property.



#### 10.16.4. Hotel Frequent Guest Programs

- 10.16.4.1. Many hotels have frequent guest programs that reward travellers with free accommodations in exchange for a given number of paid room nights at the hotel. Awards from such programs may be retained by travellers for personal use; however, participation in these programs must not influence hotel selection that would result in incremental cost towards Cycling SA.
- 10.16.4.2. Any membership fees associated with joining these programs are not reimbursable by Cycling SA.

#### 10.16.5. Hotel or Guest House Payment Procedure

- 10.16.5.1. Hotel or Guest House costs can be paid through the vouchers from the Travel Agency or by personal payment.

#### 10.16.6. Expense Reporting

- 10.16.6.1. Original hotel or motel folio (total bill of hotel charges including rate, meals, phone, etc.) must be attached to the expense report. Charges other than the actual room cost should be itemized in the appropriate section.

### **10.17. PERSONAL MEALS/BUSINESS MEALS/ENTERTAINMENT**

#### 10.17.1. General Information

- 10.17.1.1. Personal meals are defined as meal expenses incurred by the traveller when dining alone on an out-of-town business trip. Business meals are taken with clients, prospects, or Board Members and Employees during which a specific business discussion takes place. Meals will be reimbursed according to actual and reasonable cost up to the maximum allowed.
- 10.17.1.2. Cycling SA defines entertainment as attending cycling events and meetings for the benefit of clients and cycling stakeholders. Such expenses are reimbursable only if they are directly related to the active conduct of business, or are associated with the Cycling SA's business when directly preceding or following a business discussion, or are necessary to accomplish Cycling SA's business.

#### 10.17.2. Personal Meals

- 10.17.2.1. Cycling SA will reimburse Board Members and Employees for meal expenses [breakfast (R60) lunch (R100.00) dinner (R150.00)] actually incurred providing such expenses are reasonable, appropriate, and supported by a receipt. Cycling SA will not reimburse Travellers and Employees beyond reasonable limits when, for personal reasons, they elect to visit deluxe restaurants or nightclubs. Tips up to 10% are reimbursable.

#### 10.17.3. Business Meals

- 10.17.3.1. Business meals include meals and refreshments provided for customers and others, including the traveller or employee and related tips. Meals may also be purchased for other employees of the company in certain business circumstances. Where this practice is employed, the bill is paid by the most senior member of management present.

#### 10.17.4. Tipping For Meals

- 10.17.4.1. Tips included on meal receipts will be reimbursed. Any tips considered excessive will not be reimbursed. As a rule, Board Members and Employees should not tip more than they would on a personal trip.

#### 10.17.5. Entertainment

- 10.17.5.1. Entertainment expenses include events such as sporting events, whereby a business discussion takes place during, immediately before, or immediately after the event.
- 10.17.5.2. Travellers will be reimbursed for entertaining customers:
  - 10.17.5.2.1. If the person entertained has a potential or actual business relationship with Cycling SA
  - 10.17.5.2.2. If the expenditure directly precedes, includes or follows a business discussion that would benefit Cycling SA
- 10.17.5.3. The following are examples of entertainment expenses that are reimbursable only when approved in advance:
  - 10.17.5.3.1. Corporate evenings / functions (with approval from the Financial Trustee)
  - 10.17.5.3.2. Cycling event tickets
  - 10.17.5.3.3. Transportation to and from the event
  - 10.17.5.3.4. Meals and beverages consumed at the event

#### **10.18. EXPENSE REPORTING AND REQUIREMENTS**

- 10.18.1. An original receipt must be submitted with the expense report for any individual meal or entertainment expense.
- 10.18.2. In addition, for business meal and entertainment expenses, the following documentation is required by Cycling SA (and SARS), and must be recorded on the expense report:
  - 10.18.2.1. Names of individuals present their titles and company name
  - 10.18.2.2. Name and location of where the meal or event took place
  - 10.18.2.3. Exact amount and date of the expense
  - 10.18.2.4. Specific business topic discussed
  - 10.18.2.5. In the case of entertainment events, the specific time the business discussion took place (i.e. before, during or after the event)

#### **10.19. TELEPHONE/ MISCELLANEOUS**

##### 10.19.1. Telephone

- 10.19.1.1. All necessary business calls and messages are reimbursable. Travellers will be reimbursed when using their personal cellular or home phone for business phone calls, which are reasonable and necessary for conducting business. A copy of the original bill must be attached to the expense report form.
- 10.19.1.2. Travellers will be reimbursed for up to two personal phone calls per day while travelling on business.
- 10.19.1.3. Travellers will NOT be reimbursed for any telephone calls made from:

- 10.19.1.3.1. Air telephones
- 10.19.1.3.2. Rail telephones
- 10.19.1.3.3. Car telephones

#### 10.19.2. Hotel Telephone Usage

- 10.19.2.1. Travellers should avoid making telephone calls that have an added surcharge. To avoid substantial charges added by hotels to telephone bills, travellers should rather make use of own cellular phones and request reimbursement except in the cases of international calls where an alternative may cost less.

### **10.20. LAUNDRY**

- 10.20.1. Expenses for laundry and dry cleaning are only allowed when the trip exceeds five consecutive days away from the Travellers regular location or home. Receipts must be attached to the expense report.

### **10.21. OTHER MISCELLANEOUS / SUBSISTENCE ALLOWANCE**

- 10.21.1. Any miscellaneous expenses require a receipt. Other items necessary for the conduct of business must be reasonable and justified to establish their business connection in order to be considered reimbursable.
- 10.21.2. In the instance where individuals fail to provide Cycling SA with invoices for accommodation and meals while travelling on Cycling SA matters, the reimbursement will be limited to the subsistence allowance as allowed by the SA Revenue Services. This allowance is R 260 per day and includes meals and incidental costs.

### **10.22. EXPENSE REPORTING**

#### 10.22.1. General Information

- 10.22.1.1. Expense reports filed on a timely basis with duly itemized and substantiated expenses, and in compliance with other requirements established in this policy, are conditions for reimbursement.
- 10.22.1.2. Expense reimbursement requests must be legible, prepared in ink or typewritten, must provide appropriate documentation and be completed as to the explanations of the specific business purpose of any entertainment or business development expense.
- 10.22.1.3. Expense reports not properly completed and approved will be returned unprocessed to either the traveller or traveller/employee supervisor or Manager (Discipline Director or Commission Head). See Appendix for sample of completed Expense form.
- 10.22.1.4. For this system to operate successfully, it is essential that all persons who submit or approve expense reports conscientiously follow the policy outlined.

### **10.23. APPROVAL**

- 10.23.1. In all cases, "one over one" approval is required prior to reimbursement of these expenses. In order to maintain appropriate "one over one" approval, the senior associate present should always incur any joint expenses.

#### 10.23.2. The following shall be acceptable receipts:

- 10.23.2.1. Original receipt completed by the vendor
- 10.23.2.2. Associate's copy of Credit Card receipt

10.23.2.3. Charge card billing statement

10.23.3. Unacceptable Receipts:

10.23.3.1. Restaurants tear tabs with no stamp or proof of location and contact details.

10.23.3.2. Photocopies, unless accompanied by a full explanation

#### **10.24. EXPENSING MEALS BY CATEGORY**

10.24.1. Each meal (breakfast, lunch, dinner) must be recorded separately on the expense report.

#### **10.25. FILING DEADLINES**

10.25.1. Board Members are expected to file appropriately approved expense reports no later than five (5) days after each trip.

10.25.2. Employees are expected to file appropriately approved expense reports by no later than the 7<sup>th</sup> of each month.

10.25.3. Receipts are required for all expenses.

10.25.4. Any expense report over sixty (60) days old requires the President or Financial Trustee approval signature for reimbursement.

#### **10.26. OTHER REIMBURSABLE EXPENSES**

10.26.1. Air freight for business purposes

10.26.2. Business office expenses (fax, copy services, etc.)

10.26.3. Food and beverages (snacks)

10.26.4. Fuel (car rental)

10.26.5. Overnight delivery and postage

10.26.6. Parking and tolls

10.26.7. Telegrams and telexes

#### **10.27. SEMINARS, COURSES AND WORKSHOPS**

10.27.1. Work related seminars, courses and workshops will only be paid with the approval of the Board through the Office Accountant.

#### **10.28. PARKING**

10.28.1. Parking will only be paid to Board Members and Employees at airports when a traveller will be away on business. To save on costs the traveller should:

10.28.1.1. Consider to be dropped off and picked up

10.28.1.2. For extended travel periods, rather make use of a taxi, train or shuttle service

10.28.1.3. Use the more cost effective parking, even if this is to the inconvenience of the traveller.

## **10.29. OTHER NON-REIMBURSABLE EXPENSES**

- 10.29.1. Corporate Card “rewards” membership fees
- 10.29.2. Annual fees for personal charge or credit cards
- 10.29.3. Baby-sitting
- 10.29.4. Barbers and hairdressers
- 10.29.5. Car washes (except in the case of team travels where the image of Cycling SA will be enhanced).
- 10.29.6. Clothing (i.e. socks, pantyhose)
- 10.29.7. Card delinquency fees and finance charges
- 10.29.8. Country club dues
- 10.29.9. Expenses related to vacation or personal days while on business trip
- 10.29.10. Golf fees (when not part of customer entertainment)
- 10.29.11. Gum, candy, cigarettes, cigars
- 10.29.12. Health club facilities, saunas, massages
- 10.29.13. Helicopter services for airport transfers
- 10.29.14. In-flight telephone charges
- 10.29.15. Loss or left of personal funds or property
- 10.29.16. Briefcases
- 10.29.17. Mini-bar refreshments
- 10.29.18. Movies (including in-flight and hotel in-house movies)
- 10.29.19. Non-compulsory insurance coverage
- 10.29.20. Traffic tickets and fines
- 10.29.21. Personal accident insurance
- 10.29.22. Personal entertainment, including sports events
- 10.29.23. Personal property insurance
- 10.29.24. Personal telegrams
- 10.29.25. Personal telephone calls in excess of daily limit
- 10.29.26. Personal toiletries
- 10.29.27. Pet care
- 10.29.28. Repairs due to accidents

10.29.29. Routine maintenance and tune-ups

10.29.30. Shoeshine

10.29.31. Souvenirs and personal gifts

**10.30. INTERNATIONAL EXPENSES**

10.30.1. In the case of International travel from South Africa, one expense form should be submitted for each local currency in which reimbursable expenses were incurred up to seven (7) days. The amounts on the report should be stated in local currency (E.g. €). The total for all expenses should be translated into Rand at the exchange rate(s) actually incurred. International travellers must submit rate of exchange receipts when exchanging currencies.

**10.31. NEW TRAVELLER INFORMATION**

10.31.1. All Employees' who will travel for the company will receive a travel agent specific code for all reservations. To receive applications and information call the Secretary General.

**10.32. CYCLING SOUTH AFRICA REPRESENTED TEAMS**

10.32.1. National Teams travelling have alternative arrangements in place. Please see the team travel policy per discipline and refer to section 10 B of the regulations.