

GUIDE TO FOREIGN TRAVEL



BEFORE YOU GO...

- Traveller to obtain written permission for travel from fund holder
- Book your conference, if applicable
- Book your flight (economy class) and inter-city travel
- Check if your passport is valid and if you need a visa
- Prepare your itinerary – clearly specifying business and personal days
- Book your accommodation – equivalent of 3 stars
- Check if you need a travel medical
- Complete leave request (see [HR leave](#) policy)
- Complete the [INS02](#) form for international travel insurance (see [Insurance](#) policy)
- All exceptions to the policies can be requested via [FM041](#)
- **Note:** The above costs do not form part of the UCT business expenses referred to below.

SUBSISTENCE & TRAVEL (S&T)

- Complete [FM032](#) with related supporting documentation
- The [SARS daily foreign currency rates](#) per day are different per country and is the **maximum allowed**, subject to the discretion of the fund holder
- Apply 3 weeks prior to travel for payment prior to travel
- Purchase order must be finalised prior to departure date
- The departure and return dates are **excluded** from the S&T allowance
- Transport to/from CT International airport is not part of S&T and can be reimbursed separately or paid via the PCard
- S&T received will be reflected on your IRP5 – keep slips
- Refer [Schedule C](#) of PAY002 for guidelines as to what is included/excluded from S&T allowance
- POLICY: [Subsistence and Travel \(S&T\)](#)



Decide how you are going to pay for UCT business expenses while travelling?

NB: These options are mutually exclusive – pick ONE, not a combination

ADVANCE

- If an amount greater than the S&T allowance is required, the full amount is an advance
- Travel advances will not be paid in cash
- POLICY: [Advances](#)

REIMBURSEMENT

- Submit invoices for payment, together with proof of payment, within 6 months of spend
- POLICY: [UCT Reimbursements](#)

PURCHASING CARD (PCARD)

- PCard cannot be used where S&T allowance received
- Tell Nedbank when and where you'll be using your PCard, email rfservicing@Nedbank.co.za
- Use [MM014](#) to adjust your PCard limits and apply for cash facility
- Cash withdrawals must be accounted for – except for \$20/R50 per day which is allowed with no slips
- POLICY: [UCT Purchasing Card \(PCard\)](#)

Please retain ALL slips related to business travel

...WHEN YOU GET BACK

- If you have taken an advance – submit slips to clear within 28 days of return
- If PCard was used – submit slips to PCard processor within 7 days of return
- Write a report of the trip, if required
- Relax and enjoy being back in South Africa ☺

