



<b>Policy &amp; title</b>	FND_Mileage_PAY004				
<b>Effective date</b>	1 August 2004				
<b>Objective</b>	<p>The purpose of the policy is to:</p> <ul style="list-style-type: none"> <li>• clearly define who is entitled to claim mileage that will be paid from UCT funds, the conditions and rates applicable; and</li> <li>• clarify the process and related responsibilities.</li> </ul>				
<b>Scope</b>	<p>Includes all mileage claims that are paid for by UCT funds</p> <p>Excludes "internal" mileage charges, e.g. where departmental owned vehicles are used by other departments or staff and are charged for at a lower rate.</p>				
<b>Applicable to</b>	All UCT staff, students, organisations, committee members and Joint Medical Staff on PGWC conditions of service claiming mileage paid from UCT funds, who are authorised to use privately owned vehicles for official university purposes, including research.				
<b>Additional information</b>	<ul style="list-style-type: none"> <li>• The mileage claim will not initially be subject to employees' tax in the month in which it is received by the staff member. UCT is responsible for ensuring that the full amount received by an employee is reflected on the IRP5.</li> <li>• No taxable income would have been earned where the reimbursement does not exceed the prescribed rate <b>and</b> no other compensation is paid to the employee in respect of travel.</li> <li>• Related policies:             <ul style="list-style-type: none"> <li>- Funds deposited at or held by UCT [<a href="#">GEN001</a>]</li> <li>- Cell phone [<a href="#">GEN004</a>]</li> <li>- Reimbursements [<a href="#">PAY005</a>]</li> <li>- Subsistence &amp; Travel [<a href="#">PAY002</a>]</li> <li>- Petty Cash [<a href="#">PAY003</a>]</li> </ul> </li> </ul>				
<b>Policy</b>	<ul style="list-style-type: none"> <li>• The UCT rates quoted are the maximum applicable rates per vehicle.</li> <li>• The rate is a fixed rate and does not vary according to the number of passengers.</li> <li>• The following rates per kilometre will apply from 1 March 2018:             <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Motor vehicles (all types)</td> <td style="padding: 5px; text-align: center;">R3.61</td> </tr> <tr> <td style="padding: 5px;">Motor cycles</td> <td style="padding: 5px; text-align: center;">R2.53</td> </tr> </table> </li> <li>• Only in exceptional circumstances will mileage be reimbursed at a rate that exceeds the UCT rate, e.g. where a research contract explicitly states that a mileage reimbursement rate in excess of the above is to be paid.</li> <li>• Mileage claims will only be paid based on the most economical means of transport. The lesser of the mileage claim, at the above rate, or the cost of a return air ticket and/or the hire of a Group A motorcar from the University's approved car rental firm will be paid out. If special circumstances prevail these should be noted on the claim form.</li> <li>• Mileage claims for field work, off-campus teaching (that is part of the official course requirements) and any other UCT business is paid only for travel outside a radius of 10 km from the relevant campus, unless specifically approved by the Head of Department (HOD).</li> <li>• If the job requires regular business travel of distances less than 10km, this can be claimed with the line manager's explicit authorisation included with the claim.</li> <li>• Travelling between the staff member's residential address and the principle place of employment, in the normal course of business, is considered private travelling and no claim can be made for such travel.</li> </ul>	Motor vehicles (all types)	R3.61	Motor cycles	R2.53
Motor vehicles (all types)	R3.61				
Motor cycles	R2.53				

 **Note**

This does not apply to:

- Travel between home and the airport on UCT business - can be claimed separately from the S&T allowance.
- Student mileage claims from home
- In the cases where the point of departure is the residential address and the distance from there to the destination is shorter than from there to the principle place of employment, no reimbursement will be made.

 **Note**

Mileage is not usually claimed for year-end functions.

- If a staff member receives a travel allowance, then business mileage cannot be reimbursed.
  - All staff members requesting mileage claims must have a SAP staff vendor number, and payments will be made directly into the relevant bank account.
  - Mileage claims for less than R300 should, where practical, be accumulated.
  - Mileage claims must not be reimbursed from petty cash due to IRP5 tax reporting requirements.
  - All mileage claims must be approved by the fund holder as authorised signatory. In addition, where the amount exceeds R1,500, the signature of one authority level higher is required (i.e. HOD, Dean, Executive Director, Deputy Vice Chancellor).
  - All mileage reimbursements must be claimed within 6 months, preferably within the same financial year as the expenditure. If this 6 month period has elapsed, a motivation giving the extenuating circumstances should be sent to your faculty/PASS finance manager, together with the relevant claim form.
- Procedure**
- Complete and submit form [FM030](#) (Mileage Claim: UCT staff/students) or [FM049](#) (Reimbursement for UCT external), whichever is applicable.
    - The fund holder's signature is required on all claims or requests for mileage claims, and, where the amount exceeds R1,500, a signature one level higher is also required.
    - A student that is also a staff member has to provide both staff and student numbers.
    - The purchase order and goods receipt numbers must be recorded on the form.
  - Raise a purchase order (PO) on SAP. All POs for mileage claims by UCT staff or students must be placed using the SAP staff or student vendor.
    - To request a SAP staff vendor number, e-mail the name and staff number of the claimant to PPS Master data ([fnd-purch@uct.ac.za](mailto:fnd-purch@uct.ac.za)) or complete form [FM040](#) (Staff Vendor Application).
    - Purchaser to use the correct material for mileage claims and capture the number of kilometres claimed (which must be rounded off ie. only whole numbers to be captured).
  - The purchase order and completed form must be submitted to: Creditors Section, Finance Department, 2nd Floor Meulenhof, 93 Main Road, Mowbray, UCT.
  - Where payment is made directly into a bank account via electronic bank transfer, a remittance advice will be sent to the staff member on or before the day of transfer.



**Implementation responsibility** Each individual authorised to claim mileage for the use of privately owned vehicles for official university purposes.



**Note**

The HOD is responsible for ensuring all policies and procedures are communicated to and implemented by the responsible individual(s), including research staff. The Faculty/PASS finance manager has to ensure reasonable controls exist to support the implementation of policies.

**Contact** Finance helpdesk  
[fnd-finance@uct.ac.za](mailto:fnd-finance@uct.ac.za)  
021 650-2111

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**Policy category** Payments  
**Policy owner** Executive Director: Finance  
**Responsible for update** Head: Management Accounting and User Support  
**Last reviewed** March 2017  
**This review** March 2018  
**Approval** Finance Advisory Group

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