

# HOW TO PREPARE FOR FOREIGN TRAVEL

An easy reference guide (refer to UCT policies and procedures for full compliance requirements)



## BEFORE YOU GO...

- Obtain written permission for travel from fund holder
- Book your conference, if applicable
- Book your economy class flight and inter-city travel
- Check your passport is valid and if a visa is required
- Prepare your itinerary, specifying business and personal days
- Book accommodation – equivalent of 3 stars
- Check if you need a travel medical
- Ensure that your leave request is approved ([see HR Leave Policy](#))
- Complete the [\(INS02\) form](#) for International Travel Insurance ([see Insurance Policy](#))
- All exceptions to the policies can be requested via the [\(FM041\) form](#)

**Note: The above costs do not form part of the UCT business expenses referred to below.**

## DECIDE HOW TO PAY FOR UCT BUSINESS EXPENSES WHILE TRAVELLING

Choose only ONE option and not a combination.



**NOTE: Please retain ALL slips related to business travel.**



### SUBSISTENCE & TRAVEL (S&T)

Apply for pre approved S&T funding to receive funds prior to departure.

- Complete the [\(FM032\) form](#) 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 three weeks prior to travel for payment prior to travel
- A Purchase Order must be finalised prior to the 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 for using 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 \(S&T\)](#)



### PURCHASING CARD (PCARD)

If you intend using your PCard then notify the bank prior to travel.

- PCard cannot be used when an S&T allowance has been received
- Tell Nedbank when and where you'll be using your PCard, email [rfservicing@Nedbank.co.za](mailto:rfservicing@Nedbank.co.za)
- Use [\(MM014\) form](#) 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 \(PCard\)](#)



### ADVANCE

If the amount required is greater than the S&T allowance, apply for an Advance.

- Travel Advances will not be paid in cash
- POLICY: [Advances](#)



### REIMBURSEMENT

This option will require you to pay first and then claim for reimbursement on return.

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

## 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