



<b>Policy &amp; title</b>	FND_Reimbursements_PAY005
<b>Effective date</b>	1 July 2002
<b>Objective</b>	The purpose of the policy is to: <ul style="list-style-type: none"><li>– set out the conditions and authorisation required for reimbursements.</li><li>– clarify the process and related responsibilities.</li></ul>
<b>Scope</b>	Includes all requests/claims for reimbursements that are paid for by UCT funds.
<b>Applicable to</b>	All UCT staff, students, organisations, committee members, associated parties, Joint Staff on PGWC or NHLS conditions of service authorised to submit claims for reimbursements to be paid from UCT funds.
<b>Additional information</b>	Related policies:- <ul style="list-style-type: none"><li>- Funds deposited at or held by UCT [<a href="#">GEN001</a>]</li><li>- Purchasing Card (P-Card) [<a href="#">PUR002</a>]</li><li>- Cell phone [<a href="#">GEN004</a>]</li><li>- Mileage claims [<a href="#">PAY004</a>]</li><li>- Subsistence &amp; Travel [<a href="#">PAY002</a>]</li><li>- Advances [<a href="#">PAY006</a>]</li></ul>
<b>Policy</b>	<ul style="list-style-type: none"><li>• Reimbursements may only be claimed where authorised expenditure has been incurred for a university purpose, including a purpose associated with a university contract. Expenditure refers to all kinds of costs incurred, e.g. entertainment, purchase of books, stationery.</li><li>• The UCT Purchasing Card (P-Card) is the preferred method of payment for UCT expenditure. Reimbursements are ONLY for instances where the staff member does not have a UCT P-Card, or access to a departmental P-Card.</li><li>• Anyone regularly requiring reimbursements should apply for a UCT P-Card via their faculty/PASS finance manager.</li><li>• Specific approval is required for reimbursements relating to:<ul style="list-style-type: none"><li>– <b>Connectivity via ADSL/3G</b> <b>The maximum reimbursement for ADSL/3G usage, supported by appropriate documentation, is R400 per month.</b> The Executive Director of Finance must authorise all exceptions on the motivation of the HOD. If this is required, please complete <a href="#">FM041 Request for Exception to Finance Policy</a>. A copy of this authorisation must accompany every claim submitted.  Reimbursements for recurrent expenditure related to working from home, or while travelling, must be approved by the fund holder and HOD, or one authority level higher if the same person, prior to the initial claim. When approving the recurrent expenditure, consideration must be given to the business needs, as well as the productivity of the claimant.</li><li>– <b>Telephone calls (landline and cell phone)</b> The telephone bill must be itemised and signed as to the business usage, or a signed statement included as to the nature of the pre-paid airtime being reimbursed. Cell phone reimbursements will not be permitted for anyone who has a cell phone allowance.  Reimbursements for recurrent expenditure must be approved by the fund holder and HOD, or one authority level higher if the same person, prior to the initial claim. When approving the recurrent expenditure, consideration must be given to the business needs, as well as the productivity of the claimant.</li><li>– <b>UCT parking disks</b> All UCT staff/students bringing a motor vehicle onto the campus are required to purchase a parking disk. <b>As such, UCT funds may not be used for this purpose.</b> This includes journals processed between funds for UCT parking.  The Executive Director of Finance must authorise all exceptions on the motivation of the HOD. Possible exceptions could be honorary research associates, visiting academics and external parties. If this is required, please complete <a href="#">FM041 Request</a></li></ul></li></ul>

for *Exception to Finance Policy*. A copy of this authorisation must accompany every claim submitted.

– **UCT staff tuition rate**

All UCT staff and family eligible for the UCT staff tuition rate, must pay the UCT staff tuition rate. Due to tax consequences, these amounts **cannot be reimbursed from UCT funds**. This includes journals processed between funds for the UCT staff tuition rate.

The Executive Directors of Finance and HR must authorise all exceptions on the motivation of the HOD. This will only be considered if this is an explicit requirement of the job, and full motivation is provided. If required, please complete FM041 *Request for Exception to Finance Policy*. The successful applicant will be required to sign a [Bursary Agreement \(HR186\)](#).

– **Airport parking and taxis**

The reimbursement for airport parking is subject to a maximum of R800/person, based on actual receipts. This limit applies to all payment methods, including the UCT P-card, and is in addition to the S&T allowance claimed for business travel. Taxi fares to and from Cape Town International are also not included in S&T, and can be claimed separately within reason, bearing in mind that the distance from your place of residence to UCT is considered private travel.

**Use of personal vehicle in lieu of airfare**

Where the airfare has been approved for official UCT business and the staff member/student elects to drive instead, for personal reasons, the total claim may not exceed the cost of the economy class airfare. A covering explanation approved by the HOD, or one up signatory, should be attached to the FM045.



**Note**

Mileage can be claimed separately via [FM030](#) for use of the car whilst on official business at the destination.

**Foreign currency claims**

- Where a personal credit card has been used to purchase an item, then the actual ZAR amount paid, based on the credit card statement, must be used.
- Where the amounts being reimbursed are in lieu of an S&T allowance and were cash payments, then the average rate of exchange for the period of the claim must be used.
- All UCT staff members and students requesting reimbursements must have a SAP staff/student vendor number. Reimbursements via staff/student vendors will be paid directly into the relevant bank accounts.
- Reimbursements for less than R300 should, where practical, be accumulated or paid via petty cash.
- All requests for reimbursement must be supported by original supporting documentation stating details of the goods supplied or services rendered, in addition to proof of payment.
- Supporting documentation includes, but is not limited to, the name and contact details of the supplier, description of the goods or service supplied, period over which the service was offered.



**Note**

Where a credit card statement is included as proof of payment, confidential information can be blanked out.

Where vouchers or slips are not usually provided e.g. taxi fares, tips, newspapers, a handwritten summary providing date(s) and details will be accepted for amounts less than R100.

- A credit card statement/slip or presented cheque is not acceptable as original supporting documentation required for audit purposes, as it does not include the details of the goods supplied or services rendered.



- All requests 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 than the claimant is required (e.g. HOD, Dean, Exec Director, DVC).
- All 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**
- For reimbursements to **UCT staff/students** submit form [FM045](#) (UCT internal) with all applicable detail and attachments.
    - All purchase orders raised for reimbursements to UCT staff/students with a valid staff/student number, must be made using the SAP staff/student vendor number.
    - To request a
      - o SAP staff vendor, e-mail the name and staff number of the claimant to [fnd-purch@uct.ac.za](mailto:fnd-purch@uct.ac.za) or complete form [FM040](#).
      - o SAP student vendor number, use the *New Vendor Request* transaction within SAP. Ensure “*Student Vendor*” is selected.
    - A student that is also a staff member has to provide both staff and student numbers.
    - Fund holder authorisation is required on all claims or requests for reimbursements, and the signature one authority level higher than the claimant is required if the amount exceeds R1,500.
    - Include the purchase order and goods receipt numbers on FM045.
    - The purchase order, completed forms and relevant documentation must be submitted to Creditors section, Finance Department, Meulenhof, UCT. Where payment is made directly into a bank account via electronic bank transfer, a remittance advice will be sent to the staff member or student on or before the day of transfer.
  - For reimbursements to **external parties** submit form [FM049](#) (UCT external) with all applicable detail and attachments.
    - **A supporting letter signed by the HOD, stating the reason for the payment, must be attached.**
    - Cash collected on behalf of third parties must be requested as an advance using form [FM031](#). The supporting letter signed by the HOD must state the reason for the payment. These advances must be cleared with proof of receipt of the cash by the third party.
    - Fund holder authorisation is required on all claims or requests for reimbursements, and the signature one authority level higher than the fund holder is required if the amount exceeds R1,500.
  - The purchase order and goods receipt numbers should be noted on FM049.

**Implementation responsibility**

Fund holders and each individual authorised to submit a request for reimbursement.



**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)  
 650-2111

<b>Policy category</b>	Payments
<b>Policy owner</b>	Executive Director: Finance
<b>Last reviewed</b>	May 2014
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<b>Approval</b>	Audit Committee