

UNIVERSITY OF PRETORIA

FINANCE DEPARTMENT

**DOMESTIC TRAVEL: ALLOWANCE IN RESPECT OF
ACCOMMODATION AND SUBSISTENCE EXPENSES**

The allowances paid in respect of accommodation and subsistence expenses for domestic travel have been amended with effect from ~~1 March 2010~~. The allowances cover an employee spending at least one night away from his/her usual place of residence for business purposes. (The tariffs are also applicable in cases where the University is obliged to cover the expenses of visitors).

Option 1

An **all-inclusive allowance** of R276 per day, without the requirement to submit vouchers

or

Option 2

Accommodation excluding meals and incidental expenses

Reimbursement of actual accommodation expenses will take place on submission of the relevant vouchers and a claim form. Hotel reservations must be made by issuing an official order. An additional amount of R276 per day is payable in respect of meals and incidental expenses. The employee can thus claim his/her accommodation expenses, as well as a daily allowance. Expenses will be reimbursed to a maximum R800 per day.

or

Option 3

Accommodation expenses including meals claimed and reimbursed separately from incidental expenses

Payment of the accommodation and meal expenses will occur on submission of the relevant vouchers and a claim form. Hotel reservations must be made by issuing an official order. An additional allowance of R85 per day is payable in respect of incidental expenses. Expenses will be reimbursed to a maximum R800 per day.

Note

Line managers (vice-principals, deans, directors, and etcetera) are allowed to reduce the above-mentioned allowances in cases where a shortage of funding necessitates such a step.

A36/98 (eng)

Comments and enquiries: finweb@up.ac.za

Updated: 23 February 2010 (lp/he)

UNIVERSITEIT VAN PRETORIA

DEPARTEMENT FINANSIES

**TARIEWE VIR VERBLYFKOSTE EN DAGTOELAES
(TEN OPSIGTE VAN BINNELANDSE REISE)**

Die tariewe vir verblyfkoste en dagtoelaes ten opsigte van binnelandse reise word met ingang **1 Maart 2010** soos hieronder uiteengesit aangepas. Die geld net vir reise waar 'n personeelid (om amptelike redes) ten minste een nag weg van sy huis is. Die tariewe geld ook vir besoekers waar die Universiteit aanspreeklik is vir die betaling van verblyfkoste.

Opsie 1

'n **Allesomvattende dagtoelae** van **R276** per dag word betaal sonder voorlegging van bewysstukke;

of

Opsie 2

Verblyfuitgawes, uitgesluit etes en toevallige koste

(Bespreking vir verblyf kan deur middel van 'n amptelike Universiteitsbestelling gedoen word)

Terugbetaling van werklike verblyfuitgawes geskied by ontvangs van 'n eisvorm met stawende bewysstukke. Bykomend tot hierdie verblyfuitgawes is 'n dagtoelae van **R276** vir etes en toevallige uitgawes betaalbaar. Die betrokke personeelid mag derhalwe beide verblyfuitgawes en 'n dagtoelae van **R276** eis. Die totale koste vir die verblyf en dagtoelae mag nie **R800** per dag oorskry nie;

of

Opsie 3

Verblyfuitgawes wat etes insluit, maar uitgesonderd toevallige uitgawes

(Bespreking kan deur middel van 'n amptelike Universiteitsbestelling gedoen word)

Terugbetaling van die verblyfuitgawes geskied by ontvangs van 'n eisvorm met stawende bewysstukke. Bykomend tot hierdie verblyfuitgawes mag 'n dagtoelae van **R85** vir toevallige uitgawes geëis word. Die totale koste vir die verblyf, dagtoelae en toevallige uitgawes mag nie **R800** per dag oorskry nie.

Viserektore/dekane/direkteure kan, na gelang van die beskikbaarheid van fondse, 'n laer tarief met 'n betrokke personeelid ooreenkom.

A36/98 (Afr)

Kommentaar en navrae: finweb@up.ac.za

Opdateer: 23 Februarie 2010 (lp, in, ldw)