

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
- 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

