

DE BEERS BENEFIT SOCIETY

SOCIETY POLICY DOCUMENT

TRAVEL POLICY

Revision no	Review cycle	Effective date
009	At least every two years	25 March 2021



A registered medical scheme
Registration no. 29/4/2/1068

SOCIETY POLICY DOCUMENT				
Organisation	De Beers Benefit Society (the Society)			
Subject	Travel Policy			
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1. PURPOSE

The purpose of this policy is to provide guidelines for all persons travelling on authorised Society business (traveller). The policy aims to:

- set the framework for the class of travel, accommodation, vehicle rental, use of taxis or similar transportation, travel by private vehicle, payment of allowances and reimbursement of reasonable expenses incurred (See Annexure A for Travel Reimbursement Claim Form);
- ensure that all parties covered by this policy have a clear and consistent understanding of the guidelines applicable to travel related matters; and
- achieve sustainable cost effectiveness by ensuring standardisation regarding business travel and that all travellers maximise the use of negotiated discounted rates where applicable.

2. SCOPE

This policy, which covers all necessary forms of travel, applies to all employees of the Society, Trustees, non-Trustee Board Committee members, interviewees and service providers/consultants travelling on business where the cost of travel will be borne by the Society.

3. DEFINITIONS AND ACRONYMS

In this policy, unless inconsistent with the context, the following words shall have the following meaning:

Definition/Acronym	Description
Traveller	Any person travelling on authorised Society business and where the cost of travel will be borne by the Society.
Designated service provider	The Society's appointed service provider(s) for travel arrangements.
Reasonable expenses	Incidental and meal expenses not catered for elsewhere by the Society or its hosts (<i>to the maximum of approximately R650 per day</i>).

4. RESPONSIBILITY AND ACCOUNTABILITY

Designation	Responsibility
Board of Trustees (the Board)	To approve the policy and revisions on the recommendation of the Principal Officer.
Principal Officer	- To take ownership of the policy and provide interpretations as required; - To ensure that this policy is implemented and regularly updated;

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Designation	Responsibility
	- To promote and ensure compliance with this policy by all concerned; and - To deal with any queries in relation to the policy.
Office Manager	- To draft and maintain the policy in consultation with Society Management; - To align the policy with associated Society policies and procedures, as well as regulatory requirements and provisions; - To advise the Principal Officer and/or Chief Operating Officer of any non-compliance with the policy; and - To manage the agreement(s) with the designated service provider(s) and monitor/secure service delivery.
Traveller	- To comply with the policy; and - To confirm and communicate his/her travel requirements to the relevant Society official at his/her earliest convenience in order to maximise the potential of securing the required bookings and potential savings in this regard.

Any matter concerning travel not provided for in this policy must be referred to the Principal Officer who may in consultation with the Chairperson of the Board exercise his/her discretion in dealing with the issue prior to reporting the matter at the next scheduled meeting of the Board, along with any proposed policy changes, if appropriate.

5. RELATED DOCUMENTS

This policy should be implemented and read in conjunction with the following Society policies and procedures:

- Conditions of Employment Policy;
- Credit Card Policy;
- Trustee Remuneration Policy; and
- Signing Authorities Policy;

to ensure accountability and adherence to the Society Rules, applicable legislation/regulations and good governance in general.

6. POLICY

6.1 Travel Authorisation and Reporting

Business travel covered by this policy should only be undertaken when the business need cannot be met by the use of a telephone conference, videoconferencing or other

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communication/collaboration tools available. In such cases, the business case for travel must be approved by the relevant manager shown below:

- All travel and associated expenditure needs to be authorised jointly by the Society Manager and/or Principal Officer/Chief Operating Officer; and
- Travel involving the Principal Officer needs to be authorised by the Society Manager and the Chief Operating Officer.

6.2 Air Travel

6.2.1 Travel Booking and Changes

Travel arrangements will be made in accordance with this policy in order for the Society to qualify for discounts enjoyed with the designated service provider(s).

It should be noted that the Society incurs service and airline charges should the traveller change his/her flight to a different flight once the booking has been confirmed. Changes include the following:

- Changing flights at airports to take earlier flights; and
- Changing flight dates.

Where possible Trustees/non-Trustee Board Committee members are requested to travel on the day before meetings are scheduled or to travel well in advance of the time of a scheduled meeting so as to ensure that Board/Board Committee quorum requirements are met on the day of the meeting in order to ensure that the business of the Society can be conducted and to avoid any financial losses which may result should a quorum not be present.

If a change is made for a valid business or urgent unforeseen personal reasons, and is pre-authorised by the Principal Officer or the Chairperson in the case of the Principal Officer, the Society will pay the additional cost incurred. If not, the traveller will be liable for the additional cost. Changes will not be made in the normal course of events.

6.2.2 Class of Travel

All travellers will travel Economy Class.

Where there is no availability in Economy Class, a higher class may be authorised by the Principal Officer or the Chairperson in the case of the Principal Officer.

6.2.3 Excess Baggage

The Society will pay for excess baggage on a reimbursement basis where it is justified and authorised for business purposes. Receipts and supporting documents should be kept and submitted for refund purposes.

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6.2.4 Lost Baggage

If on arrival at the destination, the traveller's baggage is lost and the possibility of recovery within twelve hours is unlikely, the traveller may purchase reasonably priced essential clothing and toiletry requirements at the Society's expense. Receipts will have to be provided as proof, as well as the supporting documents from the airline.

The ultimate responsibility for retrieving and compensation for lost baggage lies with the airline. Therefore, in the event of the loss of personal effects, the traveller should first make a claim against the airline concerned. Where the result is not satisfactory, a claim should be made against the traveller's personal insurance. As a last resort a claim may be lodged with the Society.

6.2.5 Airline Compensation

Airlines occasionally offer free tickets or cash allowances to compensate travellers for delays and inconveniences due to, for example, overbooking and flight cancellations. Travellers may only volunteer for denied boarding compensation if this does not impact on Society business or result in non-attendance at work. Such compensation remains due to the Society.

6.2.6 Frequent Traveller Programs

Travellers are entitled to receive the benefits offered by preferred airline, hotel and vehicle rental frequent traveller programs. The Society does not administer this process, nor does it deal with traveller queries in this regard.

Participation in these programs must however not influence service provider selection resulting in incremental costs to the Society beyond the lowest available fare or in any other manner which has a negative impact on the Society.

6.2.7 Personal/Leisure Travel

Leisure travel may be combined with business travel provided there is no additional cost to, or arrangements required by the Society. It should be noted on the travel request, approved as per section 6.1 above, and the required leave, if appropriate, captured on the Society's staff payroll system. The balance of travel must be weighted towards business travel and, should SARS deem the trip to have personal benefit to the traveller, full fringe benefits' tax will be deducted via the relevant staff payroll(s), or the De Beers Pension Fund pensioner payroll, or direct payment to the Society via EFT, whichever is applicable.

De Beers Group negotiated hotel and vehicle rental rates may be used for personal/leisure travel. Corporate insurance will however not apply and travellers will need to take out vehicle rental insurance while on personal/leisure travel, if required.

The Society will not be accountable for or process any personal/leisure travel bookings which are not combined with business travel as mentioned in section 6.11 below and merely amounts to for example an extension of a hotel booking or a flight booking on an alternate date.

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6.3 Accommodation

All accommodation is provided on a full boarding and lodging basis. Reasonability tests of costs incurred will be conducted and costs deemed to be unreasonable will be for the account of the traveller.

6.3.1 Category of Accommodation

3 Star or equivalent or as recommended by the host or as dictated by circumstances such as cost, proximity to meeting venues and availability.

6.3.2 Cost of Accommodation

It is the responsibility of all travellers to scrutinise their accommodation accounts to ensure that everything is in order before signing the account.

The following costs will be borne by the Society:

- Accommodation and breakfast, including other meals and incidentals at reasonable cost not catered for elsewhere by the Society or hosts and reasonable service fees (tips) as per local custom and all compulsory charges such as hotel taxes and service charges;
- Laundry for stays of three nights or more only;
- Parking charges, where applicable; and
- Telephone calls for Society business purposes, as well as reasonable local personal phone calls.

All other costs shall be for the traveller's own account and should be settled by the traveller before leaving the hotel, for example:

- All luxuries and additional items such as movies, meals for guests, room service (excluding meals reflected in section 6.3.2 above) and newspapers which appear on the account. These costs should not appear on the account submitted to the Society. If they do, related costs will be recovered from the traveller from any payment due to such traveller or via other means.

If a traveller fails to take up a reservation, any resultant charges will be for the traveller's own account, unless the change was as a result of business requirements or an urgent unforeseen personal reason.

6.4 Road Travel - Rental Vehicles

6.4.1 Requirements and Purpose

Travellers utilising rented vehicles must be in possession of a valid driver's license.

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The intent with making rental vehicles available is not that these vehicles are used for extensive private or non-Society business use in any form unless with prior agreement of the Principal Officer or the Chairperson in the case of the Principal Officer.

Wherever possible, rental vehicles must be shared by travellers travelling to the same location or attending the same event.

6.4.2 Category of Vehicle

The permitted category of rented vehicles is Group B. Requests for upgraded vehicles, including mini-busses and 4X4 vehicles for justifiable business reasons, must be approved by the Principal Officer or the Chairperson in the case of the Principal Officer.

6.4.3 Insurance

Comprehensive insurance is pre-arranged with the designated service providers and all insurance coverage as indicated must be accepted, with the exception of personal accident insurance which must be declined. If these insurance options are not taken, the Society will not be liable for any claim against the driver of the rental vehicle for damage or theft of the vehicle.

6.4.4 Inspection of Vehicles

Travellers are required to inspect the vehicle carefully for any damage and to check the spare wheel. Any defects or mechanical problems should be reported directly to the vehicle rental company and noted on the traveller's copy of the contract or in another official format accompanied by the name and signature of the official who so noted the damage/defect. Where no representative is available, Office Administration must be informed thereof as quickly as possible, failing which the responsible driver may be held accountable for such damages/defects not noted.

6.4.5 Traffic Fines

All traffic regulations must be adhered to.

Any fines received for traffic violations such as speeding and parking violations will be recovered via the relevant staff payroll system(s) or the De Beers Pension Fund pensioner payroll whichever, is applicable, or offset against the next remuneration/fees payable to Trustees/non-Trustee Board Committee members or service providers/consultants. Where such recovery is not possible, the individual concerned will be required to make direct payment to the Society via EFT.

6.4.6 Incidents and Accidents

If an incident/accident should occur during a local trip, the traveller must notify the vehicle rental company and Office Administration, as soon as possible, and complete an incident report on returning the vehicle, failing which the traveller may be held accountable for such damage charges.

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6.4.7 Use of Credit Cards

Should the need arise for a traveller to hire a vehicle for Society business utilising his/her Society corporate or private credit card or account, prior approval by the Principal Officer or the Chairperson in the case of the Principal Officer should be obtained where possible. The insurance cover provisions reflected in section 6.4.3 above need to be applied to these rentals as well. The Society will not accept any liability should such cover not be arranged by the traveller.

6.5 Road Travel - Private Vehicles

6.5.1 Business Travel Reimbursement

Reimbursable travel is restricted to business and reasonable ancillary travel.

Business travel will be reimbursed by the Society at the applicable SARS rates for the use of private vehicles. Reimbursement is subject the required information being provided by the traveller on the standard Travel Reimbursement Claim Form.

Travel to/from home and the office or place of work, is not business travel and will not be reimbursed. Travel to/from all other destinations for business purposes, including the airport, is regarded as business travel. When travelling from home directly to the business travel destination, the number of kilometers that would have been travelled from home to the office or place of work should be deducted from the business travel reimbursement claimed each way.

6.5.2 Driver

Travellers must be in possession of a valid driver's license and must ensure adequate competency and skill for the type of driving that they will be doing.

All traffic rules and regulations must be adhered to. Any fines received for traffic violations such as speeding and parking violations must be settled personally and the Society will accept no liability in this regard.

Travellers should as far as reasonable possible avoid road travel during the hours of darkness. If required it should be undertaken with extreme caution, identifying the risks and controls to avoid unwanted events.

6.5.3 Use of Private Vehicles - Employees

All employees who, at the request of the Society, agree to use their private vehicles on a business trip will be reimbursed at the ruling SARS rate per kilometer on submission of an approved standard Travel Reimbursement Claim Form. Such employees are responsible to ensure that their personal insurance cover is not affected by the fact that they use their private vehicles for business purposes and the Society will accept no liability in this regard. Advances may be agreed upon upfront for anticipated fuel expenses.

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Employees may elect to use their private vehicles for longer business trips, subject to approval contemplated in section 6.1. Approval may be granted with the proviso that the road trip should not result in more time away from the office, in which case leave will have to be taken. Reimbursement will be at the ruling SARS rate per kilometer, provided that such costs should not exceed the combined cost of air or any other mode (vehicle rental) of travel and the associated accommodation costs (if applicable) where this is possible and practical.

Where more than one employee proceeds on approved business together in a private vehicle (where a trip starts and ends at the office or place of work), only the vehicle owner may claim reimbursement as per above.

The ruling SARS rate per kilometer precludes any extra claim for operating costs and damage or replacement of an employee's private vehicle. Employees are responsible to ensure that their insurance cover provides for this type of usage and risk.

Employees electing to use their private vehicles for personal reasons will not qualify for any form of travelling assistance.

6.5.4 Use of private vehicles - Non-Employees

Reimbursement for non-employees for travel in their own vehicle will be at the ruling SARS rate per kilometer, provided that such costs should not exceed the combined cost of air or any other mode (vehicle rental) of travel and the associated accommodation costs where this is possible and practical. Such non-employees are responsible to ensure that their personal insurance cover is not affected by the fact that they use their private vehicles for business purposes and the Society will accept no liability in this regard. Advance payments must be agreed upon upfront for anticipated fuel expenses.

Where more than one non-employee proceeds on approved business together in a private vehicle only the vehicle owner may claim reimbursement as per above.

The ruling SARS rate per kilometer precludes any extra claim for operating costs and damage to or replacement of a non-employee's private vehicle. Travellers are responsible to ensure that their insurance cover provides for this type of usage and risk.

6.5.5 Reimbursements

Reimbursement for travel (regardless of mode) to/from airports and for any Society business such as meeting attendance will be paid to a maximum of the ruling SARS rate per kilometer for the use of private vehicles plus the standard covered parking fee for the duration of the travel period.

Reimbursements will be reported on the traveller's tax certificate against the PAYE codes specified by the South African Revenue Services (SARS).

6.6 Road Travel - Toll fees

All travellers will either be reimbursed for toll fees or the vehicle rental company will pay these.

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6.7 Road Travel - Use of Taxis and Similar Forms of Transport

Where travellers do not have access to private or rented vehicles and travel is required for Society business, the use of taxis and similar forms of transport is permitted with prior approval from the Principal Officer or the Chairperson in the case of the Principal Officer, to a maximum cost of the ruling SARS rate per kilometer had a private vehicle been used.

6.8 Rail Travel - Gautrain

The onus will be on the traveller to ensure that the Gautrain option is the most cost-effective means of travel at the time.

No expense claim will be reimbursed without a paper receipt as proof of the specific trip.

6.8.1 Society Corporate Credit Cardholders

Cardholders may use their cards to “load” money onto a Gautrain Gold Card on the day off the trip only for that specific trip.

Cardholders will not be allowed to use their cards to load bulk travel rights (in excess of the immediate trip requirement) on Gautrain Gold Cards.

Paper receipts substantiating expenses on credit cards need to be attached to the required monthly reconciliation.

6.8.2 Non-Society Corporate Credit Cardholders

If required, travellers may obtain advances in respect of Gautrain travel, or else they must use cash or their personal credit/debit card to “load” money on a Gautrain Gold Card on the day of the trip only and obtain a paper receipt as proof of the specific trip.

The onus is on the traveller to capture and submit an expense claim on return from his/her trip using the standard Travel Reimbursement Claim Form (irrespective if an advance was taken or not).

6.9 Advance for Travel Expenses

Travellers who are required to travel and are not in receipt of a Society corporate credit card may be given an advance to cover exceptional expenses.

Claims for exceptional expenses will be considered, provided they are reasonable, fully explained, supported by vouchers, justified and authorised as provided for in this policy. This does not include service fees (tips) other than reasonable service fees added to meal costs as per local custom.

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Within 5 working days after the traveller's return, travellers must submit a reconciliation of expenses, supported by receipts and authorised as provided for in this policy. Any advance in excess of the actual expenses will be refundable by the traveller or failing that, will be recovered from the traveller.

6.10 Society Corporate Credit Cards

Corporate credit cards may be issued to employees who have a frequent need for such cards and should use their corporate credit cards, wherever possible, to pay for business travel expenses.

Employees are not entitled to use their corporate cards for payment of personal expenses or to draw cash advances under any circumstances.

Where travel is undertaken to attend meetings of both the Society and the De Beers Pension Fund (the Fund), or to attend joint meetings of the Society and the Fund, the costs incurred will be shared between the Society and the Fund.

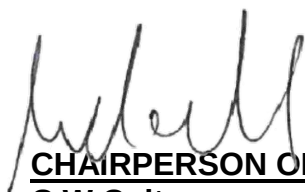
6.11 Private Bookings

Only reasonable and limited private bookings/arrangements which coincide with business related travel may be done by Office Administration on request. Bookings will not be done for family members and friends. In cases of private bookings done on behalf of the traveller, the following will apply:

- The request needs to coincide with official Society business and it is for the traveller's expense;
- Such arrangements will be made at the Principal Officer's discretion or the Chairperson in the case of the Principal Officer in terms of the additional workload involved; and
- Costs will be recovered via the relevant staff payroll system(s) or the De Beers Pension Fund pensioner payroll whichever, is applicable, or offset against the next remuneration/fees payable to Trustees, non-Trustee Board Committee members or service providers/consultants. Where such recovery is not possible, the individual concerned will be required to make direct payment to the Society via EFT.

7. AUTHORISATION AND APPROVAL

Approved by the Board of Trustees


CHAIRPERSON OF THE SOCIETY
C W Coltman

Date: 21 April 2021

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REVISION HISTORY

Revision no	Description	Date Reviewed	Date Approved	Minute no
001	New Policy Created	February 2011	24 March 2011	12.11.2
002	Reviewed	May 2012	20 June 2012	31.13
003	Reviewed	February 2015	26 March 2015	8.15
004	Reviewed	February 2016	31 March 2016	8.16
005	Reviewed	February 2017	30 March 2017	7.17
006	Reviewed	March 2018	27 March 2018	8.18
007	Reviewed	March 2019	27 March 2019	12.19
008	Reviewed	February 2020	25 March 2020	11.20.1
009	Reviewed	February 2021	25 March 2021	

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ANNEXURE A – TRAVEL REIMBURSEMENT CLAIM FORM

[Form to be added in here]

De Beers Pension Fund (DBPF) and Benefit Society (DBBS)



Travel Reimbursement Claim Form



(Submit by hand, fax to 053-807 3499 or email to: dbpf.finance@dbpf.co.za)

PART 1 - PERSONAL DETAILS

Name:			
Email address:		Cell no:	
Relationship with DBPF / DBBS: (please mark with X)	Members of Board of Trustees / Board Committees:		Trustee ☐ Non-Trustee ☐
	Employee ☐	Other ☐	Details of other: _____

PART 2 - TRAVEL DETAILS

Organisation: (please mark with X)	DBPF ☐	DBBS ☐	DBPF / DBBS ☐
Date:	From	D D / M M / Y Y Y Y	To D D / M M / Y Y Y Y
Reason for travel: (please mark with X)	Board Meeting(s) ☐		Board Committee Meeting(s) ☐
	Investment Due Diligence Visit(s) ☐		Annual Investment Day(s) ☐
	Conference / Training ☐	Details of conference / training: _____	
	Other ☐	Details of other: _____	
Board Committee Meeting(s): (please mark with X)	Actuarial ☐	Audit and Risk ☐	Benefits Review ☐
	Comms & Education: ☐	Investment ☐	Remuneration ☐
	Other / Ad-hoc ☐	Details of other / ad-hoc: _____	

PART 3 - CLAIMS DETAIL (BUSINESS KILOMETERS)

(Use of private vehicle)

Trip 1:	From	D D / M M / Y Y Y Y	To	D D / M M / Y Y Y Y	km
	From				
	From				
Trip 2:	From	D D / M M / Y Y Y Y	To	D D / M M / Y Y Y Y	km
	From				
	From				
Trip 3:	From	D D / M M / Y Y Y Y	To	D D / M M / Y Y Y Y	km
	From				
	From				
Trip 4:	From	D D / M M / Y Y Y Y	To	D D / M M / Y Y Y Y	km
	From				
	From				

For office use only

Total km's	km's	multiplied by SARS rate	R	= Reimbursement of	R
Section 6 restrictions applicable?	Yes ☐ No ☐	If yes, reimbursement to be limited to		R	

Calculation of restriction as per section 6 of the travel policy to be attached to this form and authorised by the Financial Manager

De Beers Pension Fund (DBPF) and Benefit Society (DBBS)



Travel Reimbursement Claim Form



(Submit by hand, fax to 053-807 3499 or email to: dbpf.finance@dbpf.co.za)

PART 4 - CLAIMS DETAIL (OTHER REASONABLE EXPENSES INCURRED)

(Supporting documentation to be attached)

Air travel

(please mark with X and provide amount to be reimbursed)

Excess / Lost Baggage	☐	R	Airport Parking	☐	R	Other	☐	R
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Details of other:

Road and other means of travel

(please mark with X and provide amount to be reimbursed)

Taxi	☐	R	Uber	☐	R	Gautrain	☐	R
Toll fees	☐	R	Parking fees	☐	R	Other	☐	R

Details of other:

Meals, incidentals and other

(please mark with X and provide amount to be reimbursed)

Meals	☐	R	Incidentals	☐	R	Other	☐	R
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Details of other:

For office use only

Total reimbursement

R

PART 5 - ADDITIONAL REMARKS

For office use only

Total reimbursement as per Part 3 – Business kilometers travelled

R

Total reimbursement as per Part 4 – Other expenses incurred

R

Less: Advances made

R ()

Less: Other deductions (Service charges, Traffic fines, Damages and Private Bookings)

R ()

TOTAL REIMBURSEMENT

R

Declaration by traveller

Expense allocation and approval

I certify that the information provided above is a true statement of the travel expenses incurred by me. I confirm and understand that I will not be reimbursed for these expenses from any other source. I also certify that I have not included any expenses paid or to be paid directly from another source. I have read the provision of the travel policy in this regard and agree with it.

Date

Signature

Official Stamp