



## Expense Re-imbusement Policy: Travel and Accommodation

### Background

This policy is designed to assist members in reporting expenses incurred while conducting CEIA business activities.

**CEIA** expects members to act responsibly and professionally when incurring and submitting costs. The organization will reimburse members for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodation, and purchases made on behalf of the organization.

If members use their vehicles for business travel, mileage will be reimbursed as per AGM approved rates and for appropriate parking fees. **CEIA** will not be responsible for fuel, maintenance, traffic or parking violations.

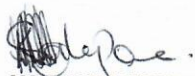
### General Guidelines

- Original receipts are required for reimbursement of all expenses. These expenses include:
  - Original boarding passes for airplane
  - Credit card receipts (for car rental)
  - Detailed merchant receipts
- Receipts must be accompanied by a summary which outlines:
  - The nature of the expense
  - The name and titles of the individuals involved
  - The purpose for the expense
- Expense summaries must be submitted on relevant claim form, with receipts and approved by the Treasurer General and President.
- All expenses and summaries must be submitted within 3 days to the treasurer for payment.

## Travel Guidelines

- Members are encouraged to fly economy class with the lowest available airfare for non-stop travel.
- If a car rental is required, members are requested to rent mid-sized or compact vehicles. Members will be reimbursed for the fuel costs associated with renting a vehicle.
- Members will be reimbursed for reasonable hotel accommodation. Discounted room rates should be requested at the time of room booking.
- The following list includes examples of non-reimbursable expenses:
  - Personal travel insurance
  - Personal reading materials
  - Childcare
  - Toiletries, cosmetics, or grooming products
  - Expenses occurred by spouses, children, or relatives
  - In-room movies or video games
  - Sporting activities, shows, etc

Signed at Rustenburg on 25<sup>th</sup> Day of October 2018



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**KHOMOTSO MALAPANE**  
**TREASURER GENERAL**



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**TAKALANI NYELISANI**  
**PRESIDENT**

***As amended and approved by the AGM dated 25 October 2018, held at the Royal Marang Hotel, North West Province.***