



PERFORMING ARTS NETWORK OF SOUTH AFRICA

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Registered Non Profit Organisation: 019-469-NPO
PBO no: 930017636 PAYE no: 7550756755

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TRAVEL POLICY

This document contains the policies and procedures governing travel for the Performing Arts Network South Africa (PANSA).

PURPOSE & SCOPE

It is intended that this policy cover all aspects of reimbursement of costs incurred during trips on PANSA business by any operational or committee representative of the organisation. As with any statement of procedures, exceptions are expected. Authorization for all travel must be granted in advance by the National / Provincial Steering Committee, either in a project plan, or on an ad hoc basis.

TRAVEL TO AND FROM THE AIRPORT

It is expected that the best means of travelling to and from the airport, taking into consideration cost, time and transportation availability, will be selected.

- Public Transportation - The cost of necessary public transportation is reimbursable and does not require a receipt. Since this is usually the least expensive, it is to be considered first. It is understood that this method of transportation is the most time consuming and sometimes the least available.
- Taxi- A taxi may be used to and from the airport where necessary. Where this cost exceeds the cost of a rental car and such rental car is available, then the rental car should be selected.
- Rental Car - The rental car should be selected when the mileage is prohibitive and will increase the cost of a taxi beyond that of a rental car. Since rental cars are charged by the day and sometimes also by the km, the car may be rented the night before or returned the morning after the completion of the trip if it does not exceed the term of the rental.
- Private Car - Private car may be used in all cases. Payment for this type of transportation will be made AA rates plus parking charges and tolls.

AIRLINE TRAVEL

Airfares should always be the lowest discounted or economy fare available. Generally the following guidelines apply:

- Carriers with connections, rather than flying direct routes, should be selected in order to get cheaper fares.
- Selection of an airline should be on getting the lowest fare available and never solely on the participation in an airline's frequent flyer program.
- Full coach, fully refundable fares should not be selected unless all other discount fares are sold out or unless your travel plans will change more than twice before travel commences.
- Expenses incurred while in flight for such things as wine, liquor or earphones are not reimbursable and are to be absorbed as part of the per diem allowance.

PANSA will cover excess baggage when:

- 1) An excessive amount of promotional material is needed for the business purpose of the trip, or
- 2) Excessive baggage is needed due to an extended trip.

National Steering Committee

Erica Glyn-Jones (Chairperson) • Themis Venturas (General Secretary) • Willie Reetsang (Deputy Chairperson)
Kajal Bagwande (Treasurer) • Illa Thompson • Frans Sema • Karen Jaynes • Goitsema Pholo • Deon Lotz



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PANSA will cover costs of the purchase of insurance to provide life and accident coverage while in travel.

ACCOMMODATION

Whoever is travelling is expected to secure information regarding hotel and other accommodations in the destination city or cities.

- Hotel/Motel: Single room is standard policy.
- Private Home (overnight guest): A gift for host may be purchased at the end of the stay for a cost up to a maximum of an equivalent of the normal charge for one night's lodging regardless of length of stay.

CAR RENTAL

Travellers are, when deemed necessary, to rent compact size vehicles on business trips when economy, convenience and the specific situation require their use instead of taxis, buses, and other forms of transportation. The rental rates that are charged by the larger national car rental agencies may include the cost of insurance for bodily injury and property damage to third parties and deductible coverage for collision damage to the rented auto. Insurance to cover the deductible portion of collision damage and personal accident coverage should also be purchased.

Accidents While Driving Rental Cars

If you are involved in an accident with a rental car, fill out all forms required by the agency. (If you are involved in an accident with your privately owned vehicle, the cost involved for the repair or any claims are the responsibility of the traveller.) All accidents should be reported to PANSA immediately, and a copy of the forms submitted to the agency should be given.

PER DIEM ALLOWANCE

A specific daily amount, dependent on destination of travel, will be agreed upon upfront and paid directly to the traveller before travel commences. This allowance is to cover all meals, tips and incidental expenses.

COMBINED BUSINESS AND PERSONAL TRIPS

If anyone travelling on PANSA business decides to take a vacation either before or after the business trip or brings along family members, the cost of the trip must be split appropriately between business and personal expenses. Only business expenses will be reimbursed.

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