

## SA Heart Guidelines on travel reimbursement

The South African Heart Association NPC (SA Heart) will reimburse members that travel on behalf of SA Heart, e.g. to business meetings (Board, Exco, National Advisory Council) and to officially represent SA Heart at a third party conference or institution with the following:

### Air Travel:

**Economy class** tickets for national and international travel.

A **reputable airline** (IATA) whose fare is **most favourable** at the time of booking

A **direct route**, or a route with **reasonable layover** (maximum 5 hours) if those fares are considerably cheaper (5% or more) than a direct flight on international travel

No member can request to fly with a certain favoured airline due to loyalty programmes, family or friends on the same flight, sheer preference or similar.

Any rerouting or price increases due to unnecessary stop overs are on the account of the member.

For international travel the most cost effective fare with the option of one change will be booked

The member is free to upgrade to another class on own cost or with loyalty points.

### Procedure:

Any member invited to a meeting must advise the SA Heart office of the day and (for inland flights) approximate time he or she wishes to travel *at least* three weeks before the date of travel for local travel, and if at all possible three months for international travel (sometimes invites are later).

The member needs to supply his/her full name and ID number, copy of ID and passport and cellular phone number for the booking

The SA Heart office will ascertain fare options on the day of booking, or at the latest within the three week/month timeframe mentioned above from e.g. Travelstart and advise the member of any cost effective option. The member will revert within 24 hours with his or her choice.

The member has the option to make his or her own booking with his or her preferred airline and be reimbursed to the maximum the amount ascertained by the fare comparison. Any member receiving discount through Vitality or Medscheme and similar deals will pass these on to SA Heart and provide SA Heart with the actual invoice for reimbursement of the fare price.

Members who do not advise the office of their flight choice within the given time frame of three weeks/three months should make their own booking regardless and be reimbursed the equivalent of the most cost effective value had they advised the office in time, or if he or she could get a discounted fare, of the actual fare.

The three week provisory is in place for meetings advertised well in advance, but is waived for short notice need for travel. Similarly the international travel provisory should be linked to the date of the invitation.

No bookings for family members will be done through SA Heart. Should the member wish to ensure that he/she is travelling on the same flight as their family/partner/colleague he or she should do their own booking and will be reimbursed against the most cost effective fare ascertained by above mentioned procedure. The member should advise the SA Heart office of his/her intention to do his/her own booking within 24 hours of being asked to provide flight preferences to the office.

### Local Land travel:

For members attending a meeting in/close to the town of their residence, reasonable transport fees will be reimbursed. Members driving with their own car will be reimbursed the parking for the duration of the meeting, but no mileage will be paid unless motivated for.

Gautrain will be reimbursed against a receipt of the Gautrain purse reload for the trip/parking

Private transfers or taxis if public transport is available will not be reimbursed, or only to the value of public transport for the same trip unless circumstances necessitate a shuttle. Uber transfers can be used. Members flying to a meeting can claim transfer to the airport or parking at standard airport parkade tariff.

**Overseas land travel:**

Members on overseas travel can claim public transport from the airport to their hotel. Uber or Taxi can be used if no public transport is available and must be motivated for. One daily return trip from hotel to venue is reimbursed to the member against an invoice/till slip if these are not provided by congress/hotel.

The member is responsible for obtaining a visa if he/she needs one for travel.

Receipts must be submitted to substantiate any claim.

**Accommodation:**

Accommodation within South Africa will be provided on single occupancy in a cost effective hotel of three stars or equivalent in the vicinity of the meeting or congress unless logistics necessitates a higher standard. Any extras and accompanying person/s are on the account of the member.

Overseas: single occupation three star congress accommodation or equivalent which might or might not include breakfast in a reasonable distance from the meeting venue will be paid for the duration of the congress for the member. Any extras and accompanying persons are for the account of the member. The member can choose to book his/her own accommodation for the duration of the meeting should he/she prefer to stay in a different hotel or unit which is in the same price range or more economical than the hotel would have been and be reimbursed against a copy of an invoice. If the hotel is at a substantially different rate to the congress hotels, the standard hotel rates will be used as a reimbursement benchmark.

NO per diem costs are carried by SA Heart

Any deviation of above will be considered upon motivation on a case to case base.

Invoices and substantiating documentation will be submitted together with any claim.