



GUIDELINES

Compensation for Travel Expenditure

Purpose of the procedure document

To assist CMVO Office Bearers to claim compensation for travel expenditure used in the execution of tasks as approved by the CMVO Manco.

Who is affected by this procedure document?

CMVO Office Bearers.

Guideline statements

1. The Chairperson will authorise compensation for the Chairperson and Deputy Chairperson.
2. Ad Hoc approval
 - 2.1. All other Office Bearers or staff is required to request approval by CMVO Manco prior to committing to the expenditure.
3. Compensation will only be paid if budgeted funds are available for travel expenditure.
4. Compensation will only be paid for travelling done in the execution of official duties. No compensation will be paid for travelling between home and the office.
5. Compensation will be paid at R2.50/km.
6. Compensation will be paid for toll fees.
7. Compensation will be paid after completion of the prescribed form and submission of receipts where applicable.
8. Claims must be submitted within two weeks after the expenditure took place.
9. Tax implications are for the attention of the claimant.

Procedure to be followed

1. **Request for Ad Hoc approval**
 - 1.1 Submit motivated request to CMVO Manco.
2. **Submission of claim**
 - 2.1. Claimant completes the prescribed form.
 - 2.2. Submit the completed form together with applicable receipts to the Treasurer.

How this procedure document will be applied

The process to handle claims for travel expenditure will be communicated to Office Bearers for implementation.

Appendix A: Pro forma for recording details of claim for travel expenditure



GUIDELINES

Consequences for non-compliance of procedure.

The CMVO may be exposed to negative comments in the annual audit report and may lose its NPO status.

Legal support for this procedure

- CMVO Constitution

Definitions

Term	Definition
Office Bearer	A person who is an incumbent of a post within the CMVO
NPO	Non-Profit Organisation registered at the Department of Social Development

Associated Forms

Form Name	Explanation
Appendix A: CMVO Travel Expense claim form	Pro forma containing details of a claim for compensation of travel expenses

Associated Reference

Reference Name	Explanation
AA Rates Tables	Web application/tables providing average vehicle operating cost/km

Owner of the policy

Organisation	CMVO National
Position	Manco
Position incumbent	Treasurer

Version Control

Date	Version	Description of update	Author / Reviewer
2015/04/07	0.1	First draft	B van Rhyn
2015/07/18	0.2	Changes as approved at Manco 2015/04/29	B van Rhyn
2015/08/05	0.3	Changes as approved at Manco 2015/07/29	B van Rhyn
2016/08/11	0.4	Updated on approval of Brand van Rhyn	George Dicker

Policy name: Compensation for Travel expenditure

Issue number: 01/2015

Date of issue:

Page 2 of 2

2015/08/05

This document as a whole is protected by copyright. The information contained herein is the sole property of the CMVO. It may not be used, disclosed or reproduced in any way whatsoever, except with the written permission of and in a manner permitted by the proprietors.



GUIDELINES

APPENDIX A

EXPENDITURE CLAIM FORM

CMVO Travel Expense Claim			
Name:		Claim Date:	
Bank:		Branch no:	
Account no:		Account type:	
Vehicle Reg no:		Vehicle Type:	
Engine Capacity:		Fuel Type:	
Kilos claimed:		Claim period:	
Rate c/km:	250	CMVO km claim:	
Toll fees:		Travel Reason:	
Amount:		Date paid:	

1. The CMVO km claim will be the total claimed kilometres times R2.50/km.
2. Toll fee claim must be substantiated with a Toll fee receipt.