

POLICY AND PROCEDURE					
Owner	De Beers Pension Fund (the Fund)				
Subject	Travel Policy				
Revision no	6	Review cycle	Yearly	Effective date	1 April 2011

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1. SCOPE

This travel policy, which covers all necessary forms of travel, applies to all employees of the Fund, all persons contracted to the Fund, Trustees, Board Committee members, interviewees and consultants travelling on business where the cost of travel will be borne by the Fund.

2. POLICY STATEMENT

The purpose of this policy is to provide the framework for all persons travelling on authorised Fund business (traveller). This policy should be read in conjunction with the related travel procedure, credit card, trustee remuneration and signing authorities' policies to ensure accountability and adherence to Fund rules and regulations and good governance in general.

3. OBJECTIVES AND PURPOSE

The objective of this policy is to:

- 3.1 Set the framework for the class of travel, accommodation, car rental, taxi or Uber utilisation, travel by private car, payment of allowances, claiming of additional costs and recovery of advances paid;
- 3.2 Ensure that all parties covered by this policy have a clear and consistent understanding of the policy applicable to travel related issues; and
- 3.3 Achieve sustainable cost effectiveness by ensuring standardisation regarding business travel and that all travellers maximise the use of negotiated discounted rates, where applicable.

4. RESPONSIBILITY AND ACCOUNTABILITY

- 4.1 The Principal Officer is responsible for maintaining and updating this policy. This policy will be updated and reviewed as the needs of the Fund change, but at least annually.
- 4.2 This policy has been approved by the Fund's Board of Trustees.
- 4.3 The traveller is responsible for complying with the travel policy / procedure and for confirming and communicating his/her travel requirements to the relevant Fund official at his/her earliest convenience in order to maximize the potential of securing the required bookings and potential savings.
- 4.4 It is the responsibility of the Fund Manager to enforce this policy.
- 4.5 A designated service provider will be appointed based on a written contract for all travel arrangements.
- 4.6 The Office Manager will manage the contract with the designated service provider and monitor and secure service delivery.

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

All travel and associated expenditure needs to be authorised jointly by the Fund Manager and Principal Officer or Financial Manager. Travel involving the Principal Officer will be authorised by the Fund Manager and the Financial Manager.

6 AIR TRAVEL

6.1 Travel Booking/Changes

6.1.1 Travel arrangements will be made in accordance with this policy in order for the Fund to qualify for discounts enjoyed with the designated service provider.

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

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

6.1.3 Where possible Trustees/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/Committee quorum requirements are met on the day of the meeting in order to ensure that the business of the Fund can be conducted and to avoid any financial losses which may result should a quorum not be present.

6.1.4. If a change is made for a valid business or urgent, unforeseen personal reason and is pre-authorised by the Principal Officer, the Fund 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 Class of travel

6.2.1 Domestic (including Namibia and Botswana)

All travellers will travel Economy Class.

6.2.2 Non – availability of economy class tickets

Where there is no availability in economy class of travel, a higher class may be authorised by the Principal Officer.

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6.3 Excess Baggage

The Fund 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.

6.4 Flight Guidelines (Local)

6.4.1 Lost Baggage

6.4.1.1 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 Funds' expense. Receipts will have to be provided as proof, as well as the supporting documents from the airline.

6.4.1.2 The ultimate responsibility for retrieving and compensation for lost baggage lies with the airline.

6.4.1.3 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 Fund.

6.4.1.4 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 Fund business or result in non-attendance at work. Such compensation remains due to the Fund.

6.4.2 Frequent Traveller Programs

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

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

6.4.3 Personal/Leisure Travel

6.4.3.1 Leisure travel may be combined with business travel provided there is no additional cost to or arrangements required by the Fund. It should be noted on the travel request, approved as per point 5 above, and the required leave, if appropriate, captured on the 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 staff payroll or the De Beers Pension Fund pensioner payroll whichever is applicable.

6.4.3.2 De Beers Group negotiated hotel and vehicle rental rates may be used for personal/leisure travel. Corporate insurance will however not apply, and

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travellers will need to take out vehicle rental insurance while on personal/leisure travel, if required. The Fund will not be accountable for or process any personal/leisure travel bookings which are not combined with business travel as mentioned in section 11 below and merely amounts to, for example, an extension of a hotel booking or a flight booking on an alternate date.

7 ACCOMMODATION

- 7.1 All accommodation is provided on a full board and lodging basis. Reasonability tests will prevail in the assessment of costs incurred and costs deemed to be unreasonable will be for the account of the traveller.

7.2 Category of Accommodation – Local

All travellers – in general 3 Star or equivalent or as recommended by the host or as dictated by circumstances – cost, proximity to meeting venues, availability etc.

7.3 Accommodation Cost

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

The following costs will be borne by the Fund:

- 7.3.1 Accommodation, breakfast, and other meals not catered for elsewhere by the Fund or hosts and reasonable service fees (tips) as per local custom, plus all compulsory charges, i.e. hotel taxes and service charges;
- 7.3.2 Laundry for stays of three nights or more only;
- 7.3.3 Car parking charges (where applicable); and
- 7.3.4 Telephone calls for Fund business purposes, as well as reasonable local personal phone calls.

All other costs shall be for the travellers' own account:

- 7.3.5 Travellers are responsible for personally settling all luxuries and additional items, e.g. movies, room service (excluding meals reflected in paragraph 7.3.1 above), newspapers, etc. which appear on the account before leaving the hotel. These costs should not appear on the account submitted to the Fund. If they do, related costs will be recovered from the traveller from any payment due to such traveller or via other means; and
- 7.3.6 If a traveller fails to take up a reservation, any resultant charges will be for the traveller's own account, unless a change as a result of business requirements was essential or for an urgent unforeseen personal reason.

8 ROAD TRAVEL – RENTAL CARS

8.1 Vehicle Rental

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- 8.1.1 Travellers utilizing rented vehicles must be in possession of a valid driver's license.
- 8.1.2 The intent with making rental vehicles available is not that these vehicles are used for extensive private or non-Fund business use in any form unless with prior agreement of the Principal Officer.
- 8.1.3 Wherever possible, vehicles must be shared by travellers travelling to the same location or attending the same event.
- 8.1.4 The permitted category of rented vehicles is Group B. Requests for upgraded vehicles, including mini-buses and 4X4 vehicles for justifiable business reasons, must be approved by the Principal Officer.
- 8.1.5 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 Fund will not be liable for any claim against the driver of the hired vehicle for damage or theft of the vehicle.
- 8.1.6 Travellers are required to inspect the vehicle carefully for any damage and to check the spare tyre. Any defects or mechanical problems should be reported directly to the car 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 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/losses not noted.
- 8.1.7 All traffic regulations must be adhered to. Any fines received for traffic violations such as speeding, parking violations, etc. will be recovered via the employee's payroll or offset from the next remuneration due to be paid via EFT for all persons contracted to the Fund, Trustees, Board Committee members, interviewees and consultants where possible. Where such recovery is not possible, the individual concerned will be required to make direct payment to the Fund.
- 8.1.8 If an incident/accident should occur during a local trip, the traveller must notify the car rental company and office administration and travel agent, 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.
- 8.1.9 Should the need arise for a traveller to hire a car for Fund business utilizing his/her corporate or private credit card or account, prior approval by the Principal Officer should be obtained where possible. The insurance cover provisions reflected in section 8.1.5 need to be applied to these rentals as well. The Fund will not accept any liability should such cover not be arranged by the traveller.

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9. ROAD TRAVEL – PRIVATE VEHICLE

9.1 Business travel reimbursement (private vehicles)

Business travel will be reimbursed by the Fund against claims lodged in the prescribed format at the applicable SARS rates. Reimbursement is subject to approved logbook submissions reaching the Payroll administrator by no later than the 5th business day of each month.

Travel to and from home and the office or point of work, is not business travel and will not be reimbursed. Travel to and 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 kilometres that would have been travelled from home to the office or point of work should be deducted from the business travel reimbursement claimed each way. The logbook provides space for this.

9.2 Driver

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

Reimbursable travel is restricted to business and reasonable ancillary travel. All traffic rules and regulations must be adhered to. Any fines received for driving related offences must be settled personally and the Fund will accept no liability in this regard. Associated administration costs will be for the traveller's account.

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.

9.3 Use of private Vehicles- employees

9.3.1 All travellers who, at the request of the Fund, agree to use their private vehicles on a business trip will be reimbursed at the ruling SARS rate per kilometre on submission of an approved log book. Such travellers are responsible to ensure that their personal insurance cover is not affected by the fact that they use their vehicle for business purposes and the Fund will accept no liability in this regard. Advances may be requested in terms of the provisions of this policy.

9.3.2 Travellers may elect to use their own vehicles for longer business trips e.g. to Johannesburg, subject to approval contemplated in section 5, 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.

9.3.3 Reimbursement will be at the ruling SARS rate per kilometre, provided that such costs should not exceed the combined cost of air or any other mode (car rental) of travel and the associated accommodation costs plus parking and toll fees (if applicable) where this is possible and practical.

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

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

9.3.6 An employee electing to use personal transport for personal reasons will not qualify for any form of travelling assistance (i.e. advance).

9.4 Use of private vehicles – Non-Employees

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

9.4.2 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.

9.4.3 The ruling SARS rate per kilometre 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.

9.5 Re-imburements

9.5.1 Re-imburement for travel (regardless of mode) to and from airports and for any Fund business such as meeting attendance will be paid to a maximum of the ruling SARS rate per kilometre for the use of personal vehicles plus the standard covered parking fee for the duration of the travel period.

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

9.6 Parking and Toll fees

9.6.1 All travellers will either be reimbursed for toll fees or the car hire company will pay these.

9.6.2 Travellers will be reimbursed for parking fees.

9.7 Use of Taxis and similar forms of transport

9.7.1 Where travellers do not have access to private or hired vehicles and localised travel is required for Fund business, the use of taxis and similar forms of transport is permitted with prior approval from the Principal Officer, to a maximum cost of the ruling SARS rate per kilometre had a private vehicle been used.

9.7.2 Where travellers have access to private vehicles and travel is required for Fund business, the use of taxis and similar forms of transport is permitted.

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10. RAIL TRAVEL - GAUTRAIN

10.1 General

The onus will be on the traveller to ensure that the Gautrain option is the most cost-effective means of travel at that time i.e. costs vs. parking at OR Tambo International Airport, chauffeur drive, kilometres travelled, etc.

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

10.2 Corporate Credit Cardholders

Credit cardholders may use their credit card to "load" money onto a Gautrain Gold Card on the day of 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.

10.3 Non-Credit Cardholders

Travellers need to capture advance required in lieu of Gautrain travel on a travel on Travel Request, if required or use their cash or personal credit/debit card to "load" monies on Gautrain Gold Card on the day of the trip ONLY and obtain a paper receipt from machine or operator.

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

11 TRAVEL EXPENSES

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

11.2 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.

Note: 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 next remuneration due.

11.3 Corporate Credit Cards

11.3.1 Fund Corporate credit cards may be issued to travellers who have a frequent need for such cards.

11.3.2 Travellers should use their Fund corporate credit cards wherever possible to pay for business travel/expenses.

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

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

12 PRIVATE BOOKINGS

- 12.1 Only reasonable and limited private bookings/arrangements which coincides with business related travel may be done by Fund staff on request. Bookings will not be done for family members, friends etc. In cases of private bookings done on behalf of the traveller by the Fund, the following will apply:
- 12.1.1 The request needs to coincide with official Fund business (meetings, training, etc.) and it is for the traveller's expense;
- 12.1.2 Such arrangements will be made at the Principal Officer's discretion in terms of the additional workload involved; and
- 12.1.3 Costs will be recovered via payroll for employees or offset from the next remuneration due to be paid via EFT for all persons contracted to the Fund, Trustees, Board Committee members, interviewees and consultants. Where such recovery is not possible, the individual concerned will be required to make direct payment to the Fund via EFT.

13 AUTHORISATION AND APPROVAL

Approved by the Board of Trustees


CHAIRPERSON OF THE FUND
C J Blanckenberg
 Date: 15/8/2019

14 REVISION HISTORY

REVISION NO	DATE REVIEWED	DATE APPROVED	MINUTE NO
0	3 May 2011	23 June 2011	30.11.16
1	10 May 2012	20 June 2012	35.13
2	17 February 2015	26 March 2015	20.15
3	11 February 2016	31 March 2016	18.16
4	8 February 2017	30 March 2017	20.17
5	5 March 2018	27 March 2018	15.18
6	8 March 2019	27 March 2019	11

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