



**iThemba  
LABS**  
Laboratory for Accelerator  
Based Sciences

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## PROCEDURES AND GUIDELINES FOR REQUESTING TRAVEL APPROVAL AND ADVANCES AND COMPLETING CLAIMS FOR TRAVEL FOR SA- CERN

### PURPOSE

This document seeks to provide guidelines to SA-CERN members when applying for travel approval and advances, as well as completing and submitting claim forms.

### REQUESTING APPROVAL FOR TRAVEL AND ADVANCES

Completed travel application forms must be submitted at least 6 weeks prior to the departure date, to the travel co-ordinator at iThemba LABS.

The following is important to note when requesting an advance:

#### **Daily allowance**

The ZAR value of the daily allowance is calculated by using the foreign exchange rate at the date of application. The current daily allowance for Switzerland is 75CHF and for the rest of Europe 60Euros.

#### **Accommodation**

When an advance is requested for accommodation, a quotation must be provided to support the amount requested.

A 'host allowance' for accommodation can be requested, when the traveller opts to reside with family or friends. The current daily host allowance for Switzerland is 37.5CHF and for the rest of Europe 30Euros. The same foreign exchange conversion as for the daily allowance applies.

#### **Incidental expenses**

An advance for incidental expenses can be requested for transport, visa applications etc. Incidental expenses must be detailed and in certain cases supporting documents will be required.

## PROCESS TO COMPLETE A CLAIM FORM

The Claim Form should be submitted within one month of return.

### Daily allowance

The claim should be calculated at the rate of the original purchase of the foreign currency advance (receipt/bank statement). If this proof is not provided by the traveller, the average foreign currency rate for the travel period will be used. The actual amount will then be compared to the advance paid, any reconciling differences must be settled within 7 days of receipt of the reconciliation summary.

Example:

Advance (as per application) R50 000.00

Actual (as per claim) R52 000.00

**Amount due to YOU R2000.00**

**OR**

Advance (as per application) R55 000.00

Actual (as per claim) R52 000.00

**Amount due to iThemba LABS R3000.00**

### Accommodation

Receipts must be provided for accommodation in order for the actual amount to be determined. In cases where the receipt or any other supporting document does not provide a ZAR value the actual claim must then be calculated at the date of the actual transaction.

In cases where a host allowance was requested as an advance, the claim will be calculated at the rate of the original purchase of the foreign currency advance. If this proof is not provided by the traveller, the average foreign currency rate for the travel period will be used.

In cases where iThemba LABS paid the hotel directly, this should be indicated as such on the claim form.

## **Incidental expenses**

Receipts must be provided for all incidental expenses claimed. In cases where the receipt or any other supporting document does not provide a ZAR value the actual claim must then be calculated at the date of the actual transaction.

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## **GENERAL**

Travellers are encouraged to submit bank statements, where possible, when submitting claims in order for actual amounts to be determined.

For daily allowance it is advisable to provide proof of original purchase of foreign currency.

The advance requested for incidental expenses should be as realistic as possible.

A claim summary will be forwarded as soon as claims are finalised, detailing all actual amounts calculated.

Note that in certain instances the amount requested on application for an advance, and amount paid can differ due to differences in the exchange rate.

Any amount due to you after finalisation of a claim will be paid within 7 days.

For any comments or clarity at any given time do not hesitate to contact Ms N Jansen at 021 843-1041 or [njansen@tlabs.ac.za](mailto:njansen@tlabs.ac.za)