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Transaction Advisors - Disbursements and Travel Procedure

IPP Office Cost Management

IPP-PROC-OFF-CM-004 Rev 0.1





towards sustainable energy



Title	IPP Office Cost Management Transaction Advisors - Disbursements and Travel Procedure
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Signature	
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Purpose

To ensure a consistent approach is applied to cost management related to all IPP Office procurement activities, specifically with reference to accounting for travel & disbursements, a procedure was developed to be followed by all IPP Office personnel and transaction advisors (TA).

This procedure has a direct bearing on Head of Units, Line Managers, TAs and the IPP Office Finance personnel.

Policy

The DBSA policy applies. Note the following IPP Office position regarding cost management and disbursements.

1. Approved POs are required for the rendering of any service by a third party or Transaction Advisor (TA). No work instruction may be issued without an approved PO;
2. POs will not be issued ex post facto; it remains the responsibility of the IPP Office Budget Owners to ensure that due process is followed when issuing instructions.
3. TAs assume the risk when performing work without a PO or in excess of an approved PO amount, not the IPP Office. The IPP Office will not process invoices without an approved PO. TAs have an obligation to notify the IPP Office where an instruction has been received without a PO or in excess of a PO value.
4. TAs can only sub-contract with prior approval from the DBSA. On agreement, POs will be issued to the contracted firm only.
5. A budget for a specific TA needs to exist to process a PO request.
6. PO requests need to be accompanied by a written Scope of Work (SOW) with a focus on deliverables and a formal proposal from the relevant TA in line with the SOW issued. Rates as per the DBSA contract and hours assigned to the deliverable need to be stipulated and deliverables clearly indicated. The budget owner is required to sign-off on PO requests.
7. Full payment of an invoice is dependent on IPP Office approval/acceptance of deliverables. Where the development of a deliverable exceeds a period of one month, the IPP Office, under the discretion of the Budget Owner, may consider a milestone payment of 70% upon receipt of such deliverable. The invoice value for the deliverable will not exceed this value and a clear description need to be evident on the invoice where this is the case. The remainder of the deliverable value will be invoiced after acceptance of the deliverable within a reasonable period of time.
8. TA invoices for work completed needs to reach the IPP Office for processing within a period of three months after submission/acceptance of deliverables.
9. Invoices received prior to the 1st working day of any month will be paid by the first Friday of the following month. Payment may be another month later if received after the 1st working day.



10. All Travel Arrangement to be made through the IPP Office Travel Office.

11. Invoices need to be accompanied by detailed timesheets and receipts for reimbursements.

Travel & Disbursements Procedure

All travel arrangements must be directed to the IPP Office Travel Office (the Travel Office) @ help@ipp-projects.co.za and copy leonie.groenewald@ipp-projects.co.za. The process to be followed for Flights, Accommodation, Transfers, Meals and Visa Assistance is tabled below. Note the is a differentiation between procedures for:

1. international travel for evaluation, and
2. other local- and international travel.

All other expenses to be agreed upon prior to being incurred.

International Travel for Evaluation

All requests must be pre-approved and agreed in writing with the relevant PM/Head of Unit before any bookings will be considered by the Travel Office. All TAs are to use the following procedures for the Evaluation stage of the procurement process.

Type	International
Flights	<ul style="list-style-type: none">• The Travel Office will obtain a 3 quotes from its local travel agent and select the most cost effective flight.• The Travel Office will book the flights and will book transfers and hotel accommodation where applicable.• The Travel Office will notify the traveller of all arrangements.• Business class will only be considered for international flights longer than 3 hours. (at the discretion of the IPP Office depending on the level of the resource)
Accommodation	<ul style="list-style-type: none">• The IPP Office will make use of the services of Protea Hotel, Centurion. It is a 4 star rated hotel and is 4kms away from the office location. Breakfast is included for all guests.• All costs over and above accommodation, i.e. laundry, telephone, mini bar fridge, etc. will be for the traveller's own account.• A dedicated consultant from Protea Hotel will be on call at all times to assist with any guest queries/needs.• The IPP Office will not carry the cost for accommodation and meals outside of the agreed evaluation timeframes.
Transfers	<ul style="list-style-type: none">• The Travel Office will arrange transfers between O.R. Tambo International Airport, Protea Hotel and the IPP Office.• Transfers will be available between the Protea Hotel and IPP Office on a daily basis.• Any transfers required outside of the above arrangements, and not approved by Travel Office, will be for the traveller's own account.



Type	International
Meals	<ul style="list-style-type: none"> Breakfast will be provided to all guests staying at the Protea Hotel. Lunch and Supper will be provided for all Evaluators at the IPP Office, Block C, Centurion. Reimbursements of meals for weekend and after hours will only be considered where a claim has a proper motivation attached. Maximum expenses in this event are of R303 (incl. VAT) per day and broken down as follows: <ul style="list-style-type: none"> Where breakfast is included in the accommodation or the IPP Office supplies breakfast, the daily allowance is reduced by 20%. Where lunch is supplied by the IPP Office, the daily allowance is reduced by 35%. Where dinner is supplied by the IPP Office, the daily allowance is reduced by 45%. Please ensure that special dietary requirements are sent through to the Travel Office well in advance in order to ensure your needs are accommodated.
Visa Assistance	<ul style="list-style-type: none"> Assistance with Visa Applications must be sent to the Travel Office. The process will depend on which Embassy is involved and will be advised.

Other Local- and International Travel

Type	Local (SA)	International
Flights	<p>Should a TA require flights, the following process is followed:</p> <ul style="list-style-type: none"> The Travel Office will obtain 3 quotes from its travel agent and select the most cost effective flight. The Travel Office will book the flights and will book transfers and hotel accommodation where applicable. The Travel Office will notify the traveller of all arrangements. All National flights will be booked as Economy Class. 	<p>Should a TA require international flights (inbound and/or outbound), the following process is followed:</p> <ul style="list-style-type: none"> Confirmation of request/instruction from the Head of IPP Office (Karén Breytenbach) per email or hard copy. The Travel Office will obtain a 3 quotes from its local travel agent and select the most cost effective flight. The Travel Office will book the flights and will book transfers and hotel accommodation where applicable. The Travel Office will notify the traveller of all arrangements. Business class will only be considered for international flights longer than 3 hours. (at the discretion of the IPP Office based on the level of the resource)
Accommodation	<ul style="list-style-type: none"> The Travel Office will obtain 3 quotes from its local travel agent and select the most cost effective accommodation. The Travel Office will book the accommodation and will book transfers where applicable. 	<ul style="list-style-type: none"> The IPP Office will make use of the services of Protea Hotel, Centurion. It is a 4 star rated hotel and is 4kms away from the office location. Breakfast is included for all guests.



Type	Local (SA)	International
	<ul style="list-style-type: none"> All costs over and above accommodation, i.e. laundry, telephone, mini bar fridge, etc. will be for the traveller's own account. 	<ul style="list-style-type: none"> All costs over and above accommodation, i.e. laundry, telephone, mini bar fridge, etc. will be for the traveller's own account. A dedicated consultant from Protea Hotel will be on call at all times to assist with any guest queries/needs. The IPP Office will not carry the cost for accommodation and meals outside of the agreed visit timeframes.
Transfers	<ul style="list-style-type: none"> The Travel Office will arrange transfers between the airport and the selected accommodation. Transfers required outside of the above arrangements, and not approved by Travel Office, will be for the traveller's own account. 	<ul style="list-style-type: none"> The Travel Office will arrange transfers between the airport and the selected accommodation. Transfers required outside of the above arrangements, and not approved by Travel Office, will be for the traveller's own account.
Meals	<ul style="list-style-type: none"> Breakfast should be included with accommodation. Reimbursements of meals i.e. while travelling, will only be considered where a claim has a proper motivation attached. Maximum expenses in this event are of R303 (incl. VAT) per day and broken down as follows: <ul style="list-style-type: none"> Where breakfast is included in the accommodation, the daily allowance is reduced by 20%. Where lunch is supplied by the IPP Office, the daily allowance is reduced by 35% Where dinner is supplied by the IPP Office the daily allowance is reduced by 45%. 	<ul style="list-style-type: none"> Breakfast should be included with accommodation. Reimbursements of meals internationally will be advised per country. Request information from the Travel Office.
Visa Assistance		<ul style="list-style-type: none"> Assistance with Visa Applications must be sent to the Travel Office. The process will depend on which Embassy is involved and will be advised.