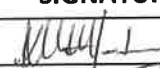



**BUSINESS EXPENSES REIMBURSEMENT POLICY**

**Policy** : Business Expense Reimbursement Policy  
**Manual** : Human Resources Policies and Procedures Manual  
**Applicability** : All Employees and any other individual within the Digicall Group who is required to travel and or incur business expenses on behalf of the Company, excluding Independent Contractors.

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## 1. INTRODUCTION AND PURPOSE

- 1.1 Underlying the policy which follows are some fundamental objectives with regards to expense-related agreements with its Employees.
- 1.2 The purpose of this policy is to inform all Staff of the conditions and procedures with regards to work related expense reimbursements, as well as the responsibility of the Employee in respect thereof.

## 2. DEFINITIONS

The definitions listed in the Table apply to this document.

A capitalised item within the text indicates the availability of a definition.

Item	Definition
Company / Employer	Digicall Group
Managers / Supervisors / Management	The person responsible for planning and directing the work of individuals, monitoring their work, and taking corrective action when necessary
Employees	Salaried staff on the Company payroll
Contractors	Contractors working for the Company in an individual capacity who are not considered to be Employees of the Company
Scubed	Online Human Resources self-service application

## 3. GENERAL EXPENSE REIMBURSEMENT POLICY

- 3.1 It is the policy of the Company to reimburse reasonable expenses which were incurred by the Employee on behalf of the Company.
- 3.2 The Company will not be responsible for paying accounts on behalf of an Employee; payments of these accounts/cards are the sole responsibility of the Employee.
- 3.3 Reimbursement of business-related expenses will only take place upon submission of an approved expense claim. Claims will not be honoured unless accompanied by documented proof, approved by the applicable line manager and submitted prior to the 15th of the month.
- 3.4 Any entertainment (gifts, lunches etc.) above R750.00 need to be approved in advance by the Group CEO, CFO or COO.
- 3.5 Reasonable costs of meals and drinks (excluding shooters), appropriate to the Employee's business responsibilities, should be claimed in the normal way. (Refer to travel policy for daily allowances)
- 3.6 Claims exceeding 30 days will not be honoured.

## 4. CELL PHONES

- 4.1 The Company provides some of its Employees, depending on their work requirements, allowances for business related use of their private cell phones.

- 4.2 The Company may grant the Employee with a cell phone allowance to the value as stipulated in the employment contract with the understanding that the Employee will be required to use his/her personal cell phone for business purposes.
- 4.3 The Employee will enter into a contractual agreement with the service provider of the Employee's choice and will undertake the responsibility to maintain any payments due to the service provider.
- 4.4 Any payments due to the service provider after termination of the employment agreements will be for the Employee's own account.
- 4.5 Employees are responsible for any repair costs associated with their cell phones. The Company shall, under no circumstances, cover any of these costs. Any correspondence with regards to cell phone repairs will be the responsibility of the Employee.
- 4.6 Insurance of cell phones is the responsibility of the Employee. Insurance agreements with the service provider will be between the Employee and the service provider, and the Employee will be responsible for any monies owed to the service provider, including monthly premiums and payment of excess in case of damage and theft. Insurance is not compulsory.
- 4.7 The Employee will not be entitled to a cell phone allowance during maternity leave period unless agreed to in writing, and business-related calls will be reimbursed as per the Company policy during such a period.
- 4.8 The Company is not responsible for any Bluetooth, hands-free sets or car kits. This shall be for the Employee's personal account.
- 4.9 The Employee will ensure that sufficient credit/airtime exists to make business-related calls and that service delivery will not be compromised in any way whatsoever as a result of poor communication availability.
- 4.10 The Employee may be required to submit applications to itemised billing records, should the Company require the Employee to do so.
- 4.11 The Employee will not be reimbursed for expenses beyond the allocated allowance.
- 4.12 Depending on the inherent requirements of the position, the Employee may be required to be contactable telephonically at irregular hours in cases of emergencies.
- 4.13 Allowances are exclusively applicable to assist the Employee to execute his/her duties of the relevant position. A change in the job requirements may result in the cancellation of the relevant allowance subject to 30 days' notice to the Employee.

## **5. 3G CARDS**

- 5.1 Should the Company issue eligible Employees with 3G cards, this shall include the airtime contract charge for the card and business usage.
- 5.2 The use of 3G cards is strictly limited for use on Company laptops in order to connect to the Company server or the internet for the downloading of information pertinent to the Company's business.
- 5.3 3G cards used for any purpose other than this (i.e. swapping it with your SIM card in order to make phone calls) will result in disciplinary action against the Employee.

- 5.4 Employees issued with Company 3G cards are responsible for any repair costs associated with the unit. The Company shall, under no circumstances, cover any of these costs and they shall be added to the employee's monthly invoice. If the unit is UTR (uneconomical to repair), the cost of a new phone or 3G card shall be deducted from the employee's salary which shall go towards the cost of a replacement unit.
- 5.5 The Employee is responsible for the full account during these periods of leave, excluding business-related calls, unless there is an alternative prior arrangement agreed to by Management.
- 5.6 Upgrades shall be done as they come up for renewal, at the Company's discretion. Users shall not automatically receive an upgrade when their contract is due for an upgrade.
- 5.7 The Company is not responsible for any Bluetooth sets, hands-free sets, car kits or any other related accessories. This shall be for the Employee's personal account.
- 5.8 Should an Employee's contract of employment be terminated, they shall return their company 3G card and any additional items/accessories to the Line Manager.
- 5.9 Final payment of the Employee's salary will not be made until the units are returned to the Company.
- 5.10 Employees found abusing these benefits will be subject to disciplinary measures and it is within the Company's right to withdraw these benefits at its sole discretion.
- 5.11 Employees will familiarise themselves with the data limitations of the 3G card as well as monitor their usage to ensure that data usage does not exceed the monthly allocated amount. The person responsible for ordering the 3G cards will ensure that data and usage limits are set to ensure that excessive usage is prevented. Employee's may be held responsible for charges in excess of the allocated monthly amount.

## **6. COMPANY TELEPHONES**

- 6.1 The Company is invoiced monthly for telephone services, which include line charges and usage. A statement detailing the calls made from each telephone is printed monthly and distributed to each User to determine that the invoicing is correct and that the telephone calls relate strictly to official business.
- 6.2 The original monthly invoice is retained by the Senior Financial Administrator. Calls appearing on invoicing statements may be reviewed by the Company and/or Line Manager to monitor telephone usage.
- 6.3 Privacy of telephone numbers cannot be guaranteed and all numbers dialled from Company telephones may be printed on the call detail statement.
- 6.4 Telephones in Company offices are to be used for business only.
- 6.5 Personal calls may never be charged to a Company telephone. The Company shall have the right to deduct the cost of personal phone calls from Employees' monthly salaries.

## **7. PAYMENTS TO EMPLOYEES**

- 7.1 It is the policy of the Company that any payments to employees other than expense claims, or other exceptions, are to be made through authorised pay points. This is to ensure that all Employee remuneration is subject to Employee tax in accordance with the relevant statutes.

## **8. PERSONAL VEHICLE EXPENSE REIMBURSEMENT**

- 8.1 Staff members who are required to travel using their own private vehicles for job-related purposes are entitled to claim reimbursement for costs incurred, where these costs exceed those costs ordinarily incurred in travelling to and from work.
- 8.2 Staff members will be reimbursed for travel to and from the office or home (whichever is closer) to the client/destination.
- 8.3 Travel will be reimbursed at SARS rates, which currently are R3.29.

## **9. EXPENSE CLAIM PROCEDURE**

- 9.1 All expense claims will be administered and approved via the Scubed Employee self-service application.
- 9.2 Claims which are submitted and approved before the 15<sup>th</sup> of the month will be processed together with the current month's payroll run, whereas claims submitted thereafter will be processed in the following month.
- 9.3 Receipts must be provided and the expense claim must detail the purpose of the event, show the names of all people attending and the organisation they represent, highlighting those who are Company employees. For larger events, a list of names can be appended to the claim.

## **DIGICALL MANAGEMENT**