

PsySSA Travel, Accommodation, Per Diem and Fee Policy

1. **General Information regarding PsySSA Travel, Accommodation, Per Diem and Fee Policy**

- a. PsySSA understands that members have individual favourites/preferences regarding travel and accommodation. While all possible effort will be taken to meet these needs, membership dues that fund expenditure cannot be used injudiciously.
- b. As the organisers of the invited/scheduled meetings, the PsySSA office shall make all travel arrangements in consultation with the invitee/s (i.e., a signed Travel Form) and confirm such arrangements timeously.
- c. In all instances, where a member takes responsibility for making their own travel/accommodation arrangements, PsySSA Office approval must be obtained prior to incurring any costs for such expenditure. The same guidelines provided below must be strictly adhered to. The PsySSA office will review each submission (on a claims basis) and make all the determinations in respect of payments.
- d. In all instances where a member has made his/her own travel/accommodation arrangements, claims must be submitted within one week after the meeting has taken place.
- e. Members contracted to provide specific services that fall outside of the parameters of Executive Committee and/or Council responsibilities shall be paid up to half the PsySSA tariff.
- f. **Executive, council, and divisional members shall be in good standing i.e. fees should be paid up to date.**

2. **Air Travel**

- a. For air travel, PsySSA will book the most cost-effective flight.
- b. As many bookings are done on a group basis and well in advance of the intended travel dates, cost effective bookings, such as for airfares, are negotiated by the office. This may often mean penalties for changes in itineraries. In such cases, point 5 (a), i.e., Cancellation Policy applies, and the member will be liable for change of reservation fee.
- c. **Expenses accrued due to missed flights or accommodation no-shows will be referred to the member's own account and PsySSA will request reimbursement of fees.**

3. **Road Transportation**

- a. PsySSA shall remunerate motor travelling costs at a rate of R 3.00 per kilometer for the Executive and Council meetings in March and for the Executive meeting in September. The Council meeting in September will not be remunerated as it falls within the National Congress.
- b. Where the member chooses to use road transportation instead of using the airfare budgeted for, the member shall be entitled to the lower economy airfare excluding taxes

4. **Accommodation**

- a. The highest hotel grade used shall be a three (3) star or equivalent. Should cheaper, but higher than three (3) star, accommodation be available, it may be taken.
- b. A per diem fee of R 120 shall be paid for lunch and dinner per day, and R60 for a half day. This is only if meals are not provided. Bed and breakfast shall be paid for when specifically arranged.
- c. All extras, e.g. telephone, laundry, movies, entertainment, bar, additional room service, other guest

payment, etc. shall be for the member's own account. PsySSA shall not pay for alcohol.

5. Cancellation Policy

- a. If there is a cancellation of any flight and/or accommodation, or flight change the individual is liable for the full amount.
- b. See points 1(b) and 2 (b) above

I hereby sign to indicate my knowledge, and acceptance, of the terms and conditions contained within this PsySSA Travel, Accommodation, Per Diem and Fee Policy.

Signature: _____

Date: _____