

ALLOWANCES 2024

All claims submitted to USSA must be accompanied by the necessary verifying documents and/or receipts

1. TRAVEL COSTS

1.1 Own vehicle

Executive Committee Members/Employees required to use their own vehicles for approved USSA business/duties/events/meetings, may within budget and with the approval of the Executive Committee be reimbursed at the official USSA tariff. An individual/employee may in terms of the South African Revenue Service (SARS) Guide for Employers (2023 Tax Year) be reimbursed with up to **R4.64 per km** on a tax free basis, provided that no other allowance or reimbursement is received by the individual in respect of the vehicle. The above-mentioned rate is annually adjusted by SARS. For long distance travel (i.e. more than 1,000km), only the cost equivalent to a standard economy class air ticket will be reimbursed. A private vehicle used for official journeys must carry the necessary insurance endorsements. Responsibility for ensuring that this requirement has been met, rests entirely with the person using the private vehicle for official purposes.

1.2 Car hire

Persons shall only be reimbursed at tariffs to a maximum of group B vehicles (i.e. 1300cm³). Any additional costs, shall be subject to the approval of the Finance Committee.

1.3 Other travel

Deviations from standard tariffs must be motivated and approved by the Management Committee (MANCO) of USSA. All claims, whether submitted on prescribed forms or in a letter, must be accompanied by receipts and signed by claimants.

2. STAYING OVERNIGHT

2.1 National

Should funds permit, Executive Committee members are entitled to stay overnight for approved USSA business/events/meetings at the official USSA tariff set out below. Such expense is to be incurred with discretion and within the approved budget.

Subsistence allowance for meals and incidentals:	R 522 per night
Subsistence allowance for incidentals only:	R 161 per night
Accommodation (hotel/guest house costs) – maximum guideline:	R1,800 per night

2.2 International (outside the monetary area of Southern Africa)

Should funds permit, USSA delegates duly authorised by the NEC of USSA, are entitled to stay overnight for approved USSA business/events/meetings at tariff set out below. Such expense is to be incurred with discretion and within approved project budgets.

Subsistence allowance not staying in hotel/official accommodation:	US\$120 per night
Subsistence allowance where accommodation is paid by USSA/host:	US\$ 60 per night

Subsistence allowances for athletes, team officials (managers and coaches), technical officials (referees, umpires and judges) as well as medical officials (doctors and physiotherapists) participating in approved multi-coded international sports events, may be considered should funds permit subject to USSA NEC approval and as per grant/sponsorship agreements.