

AFRICAN SAP USER GROUP CHAMPIONS Travel Policy

Policy Statement: This travel policy establishes consistent, reasonable, and accountable standards for recording and controlling the cost of business travel and entertainment for AFSUG Volunteers.

Travel Arrangements:

1. All AFSUG Volunteers will travel with an AFSUG team member.
2. Travel will be arranged by the AFSUG team, and all travel costs require approval from the designated Chairman of each Special Interest Group.
3. This policy applies to all travel arrangements made for Steering Committee members to set destinations.

Air Travel:

1. Travelers must provide their Identity number or Passport number and full names as on their ID or Passport to the AFSUG team, along with a copy of their ID or Passport for travel arrangements.
2. AFSUG will select the lowest logical airfare available at the time of booking, with consideration of a two-hour window (one hour earlier and one hour later) for requested departures and arrivals.
3. All travelers will be booked in economy class.
4. Special requests, such as dietary requirements, must be communicated to the airline at least forty-eight (48) hours before the trip.
5. Travelers must promptly inform the travel agency or service provider of booking changes or cancellations to avoid "no show" fees, which may be recovered from the traveler unless the changes/cancellations were due to unforeseen circumstances.

Car Hire:

1. All drivers must hold a valid driver's license.
2. Whenever possible, individual cars will be booked. Carpooling is recommended.
3. An AFSUG Representative/Employee will travel with all travelers and serve as the designated driver.
4. Groups should share vehicles when feasible, and any additional drivers must be declared to the travel agent.
5. Traffic fines and administration costs are the responsibility of the designated driver and must be settled directly with the rental company.
6. For Uber bookings, AFSUG may offer Uber vouchers or reimburse Speakers upon submission of a valid Uber parking invoice.
7. AFSUG will reimburse Speakers for airport parking upon presentation of a valid parking ticket and receipt.

Accommodation:

1. The lowest available rates based on contracted outlets will be used, and AFSUG will book accommodation at guesthouses or hotels, depending on which offers a lower rate. Accommodation may be for bed and breakfast or bed only.
2. Travelers are prohibited from checking out of booked accommodation and checking into alternative lodging. Doing so will make the traveler accountable for additional costs.
3. Travelers allowing guests to stay in the provided accommodation will be responsible for any extra expenses.
4. Travelers may opt for private accommodation but must inform AFSUG and the service provider if they prefer to book their own lodging.