

4.4.5 International travel is limited to meetings or events that are considered absolutely critical and the number of employees attending such meetings or events must be limited to those employees that are directly involved in the subject matter related to such meetings or events.

**4.5. Sponsored Trips**

The same daily allowance will be paid as in 4.1.2. and 4.2.

**4.6. Insurance**

4.6.1. Travelers are to be insured by Council in terms of its current approved policies, practices and standard operating procedures

4.6.2. Insurance on personal vehicles and belongings are the responsibility of the traveler.

**4.7. Increases**

All amounts in the policy are to be revised annually using the official CPI rates issued by Stats SA (March of ever year) as guideline.

**4.8. Original Documentation**

***All relevant original documentation (invoices, Hotel, Guesthouse account & receipts. All other original receipts as proof of payment) must be handed in when arriving back at the offices and an application for future travelling arrangements can be refused if not handled in this matter.***