

## Travel Claims Support Pack



## Travel Claims Support Pack

**Project Name**

**Project Description**

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### **PRODUCT AWARENESS**

#### **Product Vision & Mission**

#### **Product Introduction**

*The Travel Claims Module aims to simplify the user's travel logging and travel reimbursement process, allowing users to add multiple destinations, select and manage favorite destinations as well as make payment requests in one location.*

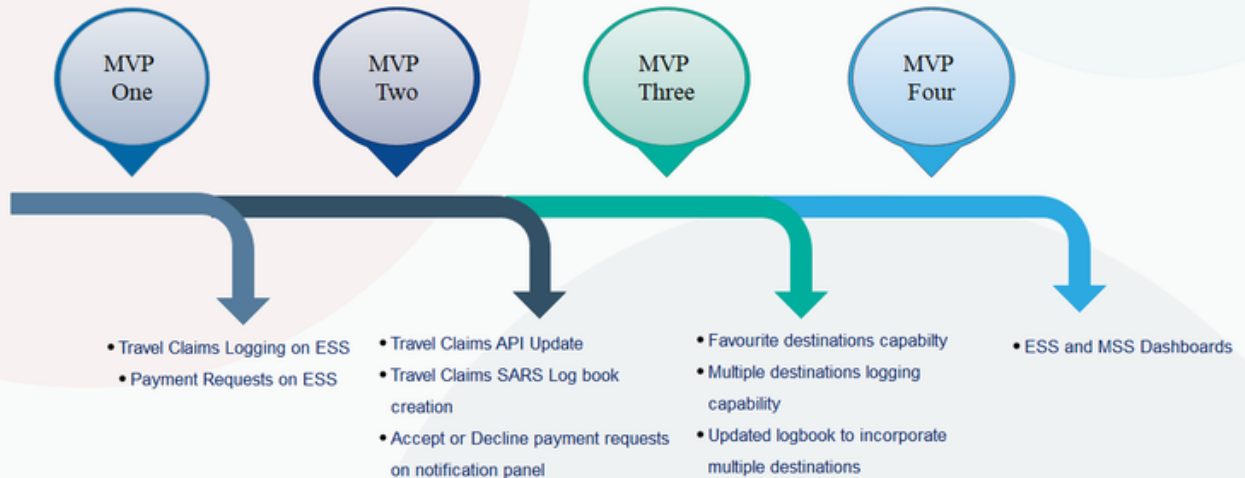
#### **Product Demo**

*Demo on completed product / Access Details. Links to design Mock-ups, etc.*

#### **Development Phases**

*Expected Phases for the roll-out of the product.*

## Travel Claims Module Phases



### Client Focus

Who will the product be aimed at:

- All Clients (Generic)

### Client Billing Structure

- What will the client be billed for this product (Once-off Costs / Recurring Costs).
  - Clients will be billed R7.50 per Active Employee using the module
- Will there be annual increases.
  - Increases will be in alignment with inflation, clients will be notified prior to any increments.
- How will the billing be calculated (Flat Rated / All Employees / Active Employees / Per Usage, etc).
  - Active Employees / Per Usage
- Any additional agreements as per SLA.
  - N/A

## IMPLEMENTATION PREREQUISITES

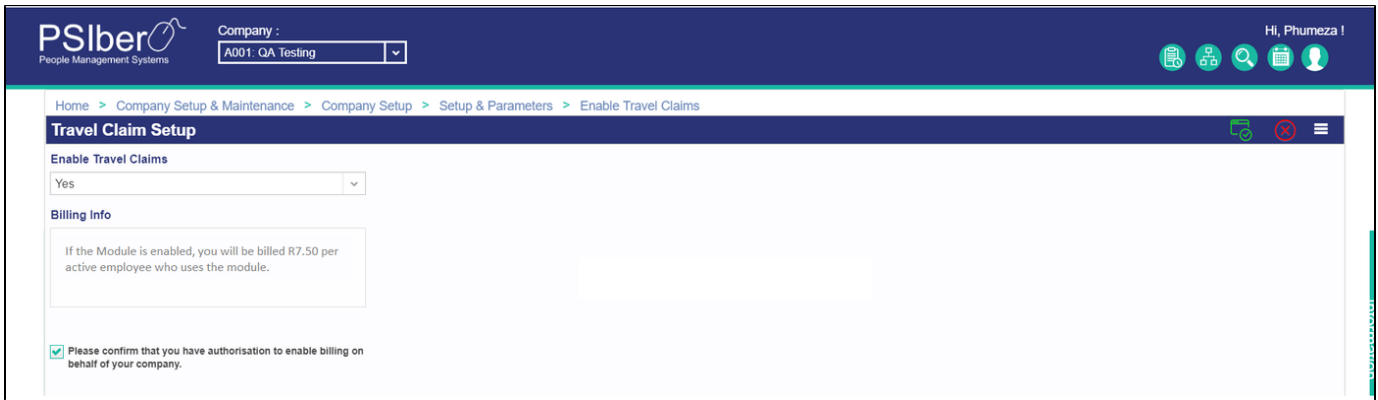
### Document Templates, Policies & Forms

- Any applicable document templates, policies and/or forms that need to be implemented to ensure a successful product (i.e. Company disciplinary Code needs to be in place prior to the use of the Employee Relations Module).
- A SARS Compliant Logbook must be submitted by users when they are submitting claims. We have created a Logbook that simplifies the process for users:

Travel Date	Opening Kilometers	Closing Kilometers	From	To	Reason	Distance (KMs)
2019/06/17	5000	5020.09	54 Glenhove Road; Melrose Estate; Johannesburg	33 Brewery Street; Isando; Kempton Park	Work	20.09
2019/07/02	10075.15	10079.911	25 Scott Street; Waverley; Johannesburg	220 Jan Smuts Avenue; Dunkeld West; Randburg	Work	4.761
2019/07/29	10079.911	10147.947	22 Oxford Road; Parktown; Johannesburg	33 Dreyer Avenue; Pomona; Kempton Park	Work	68.036
2019/07/29	10147.947	10174.395	Home Affairs Nedbank Sandton; Rivonia Road; Sandown; Sandton	33 Brewery Street; Isando; Kempton Park	Work	26.448
2019/07/23	10174.395	10221.665	Linden; Randburg	Kempton Park	Work	47.27

### Agreements & Subscriptions

- Any agreements/ subscriptions that the Client needs to have in a place with a 3rd party/ integration partner
  - Users must enable the Travel Claims Module facility, it is a billable function and will not work unless costs that will be incurred have been agreed upon:



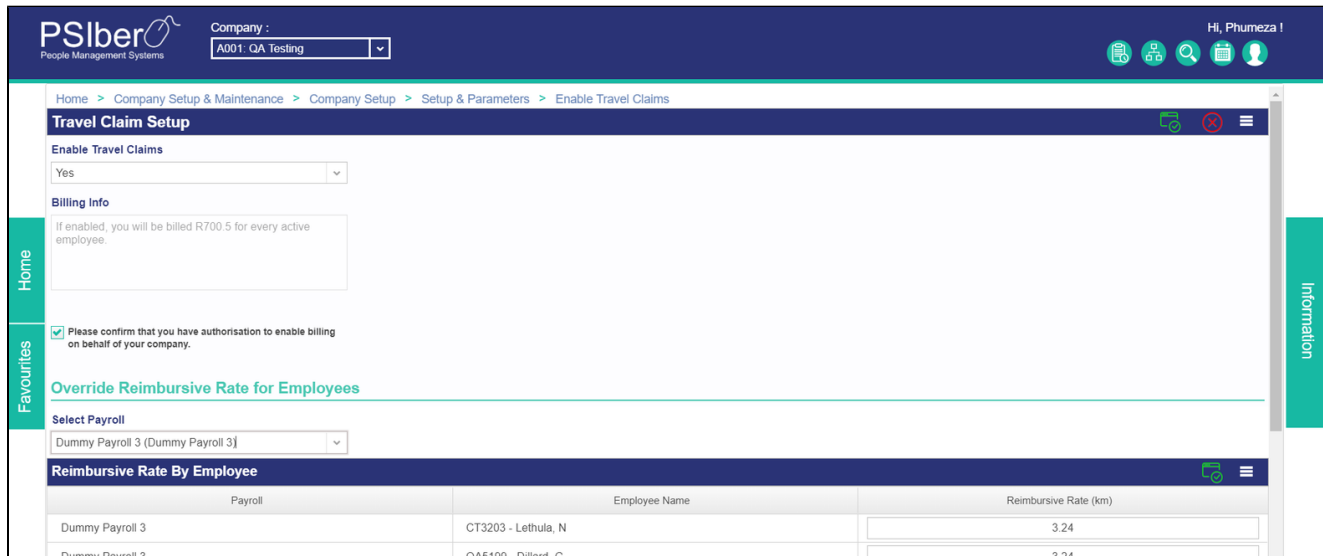
## Hardware

- Any applicable hardware that the client must acquire in order for the product to function (i.e. Fingerprint scanners for Criminal Checks)
  - Smart Phone, Laptop or Desktop

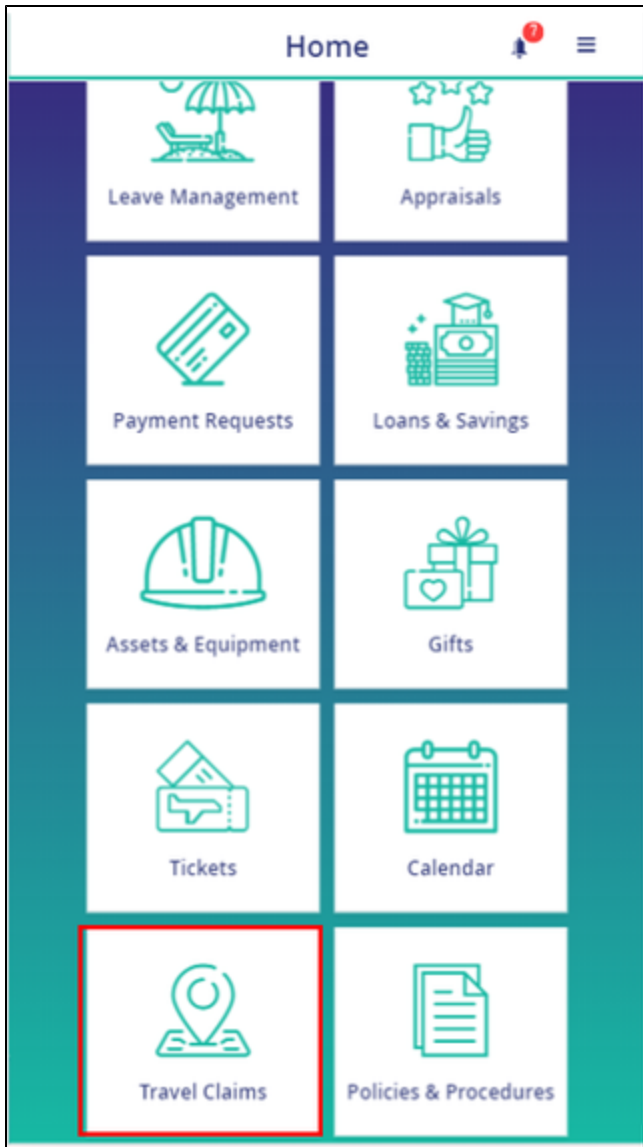
## SETUP & PARAMETERS

### System Setup / Parameter Settings

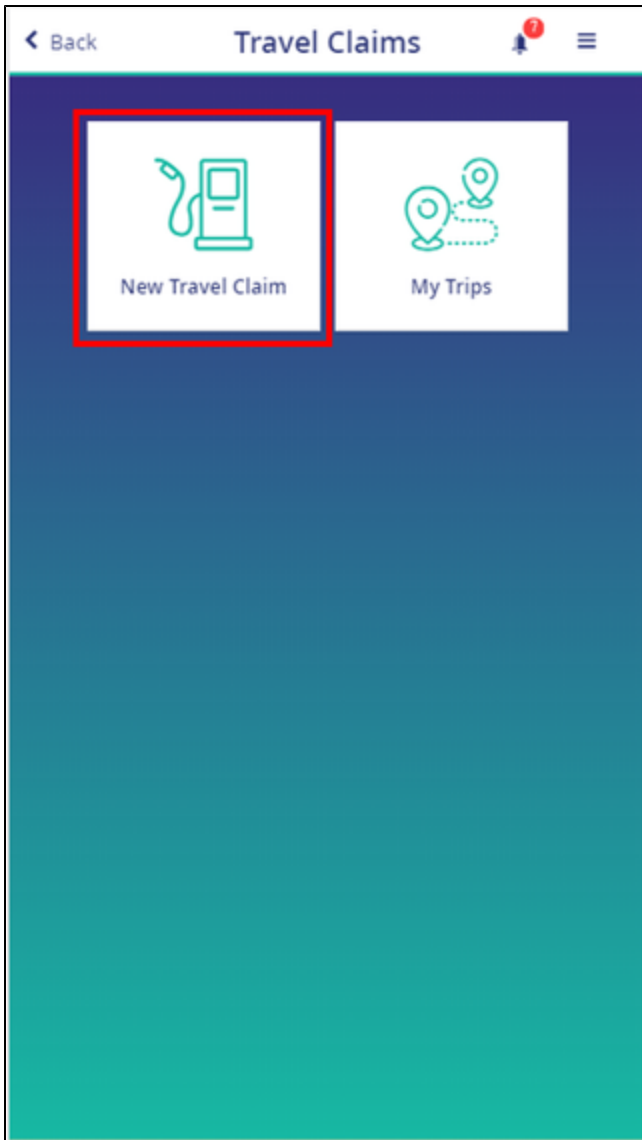
- System Setup / Parameters that need to be in place to ensure a fully functional product
  - An Employer needs to enable the Travel Claims Module



- Travel Claims logging on ESS
  - Select Travel Claims




- *Log a New Travel Claim or View logged trips*



- *Enter Travel details: Travel date and Comments*



[← Back](#) **New Travel Claim** (🔍) 🔔<sup>2</sup> ☰



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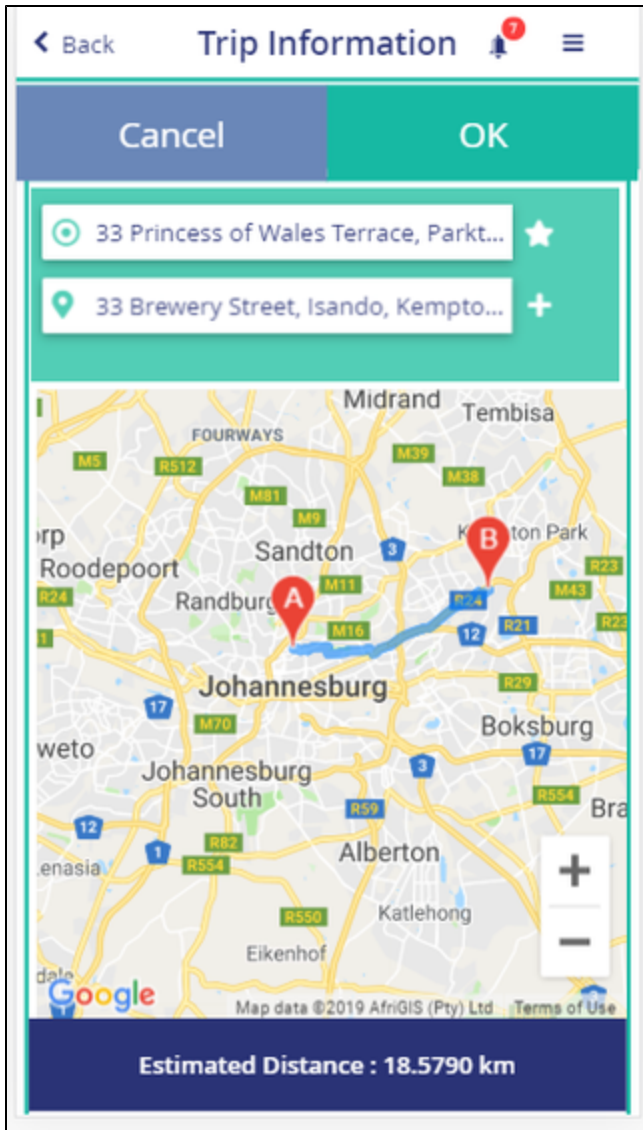
[My Profile](#) [My People](#)

**New Travel Claim**

<b>Travel Date</b>	<b>Comments</b>
 01 08 2019 	Work

[Trip Info >](#)

- Enter trip information: current location and destination



- Create a favorite destination or Manage favorite destinations:



[← Back](#) **Manage Favourite Places**

**Name**

**Address**

**Add to Favourites**

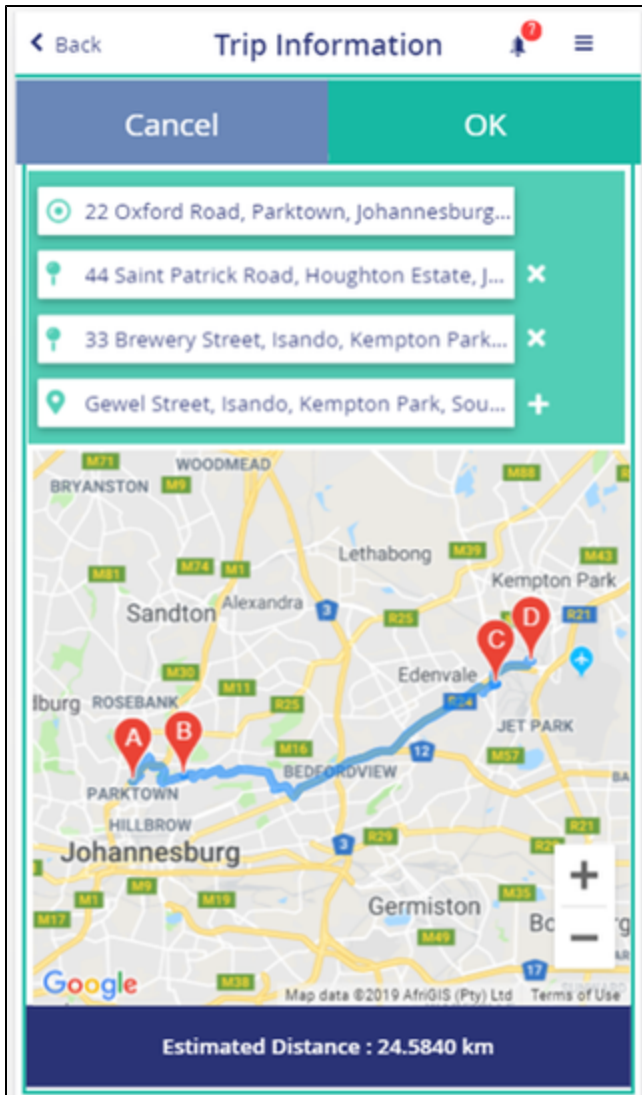
**Other Saved Places**

<b>Work</b>	
33 Hoofd Street, Braampark, Johannesburg, South Africa	
<b>Mama</b>	
22 Oxford Road, Parktown, Johannesburg, South Africa	

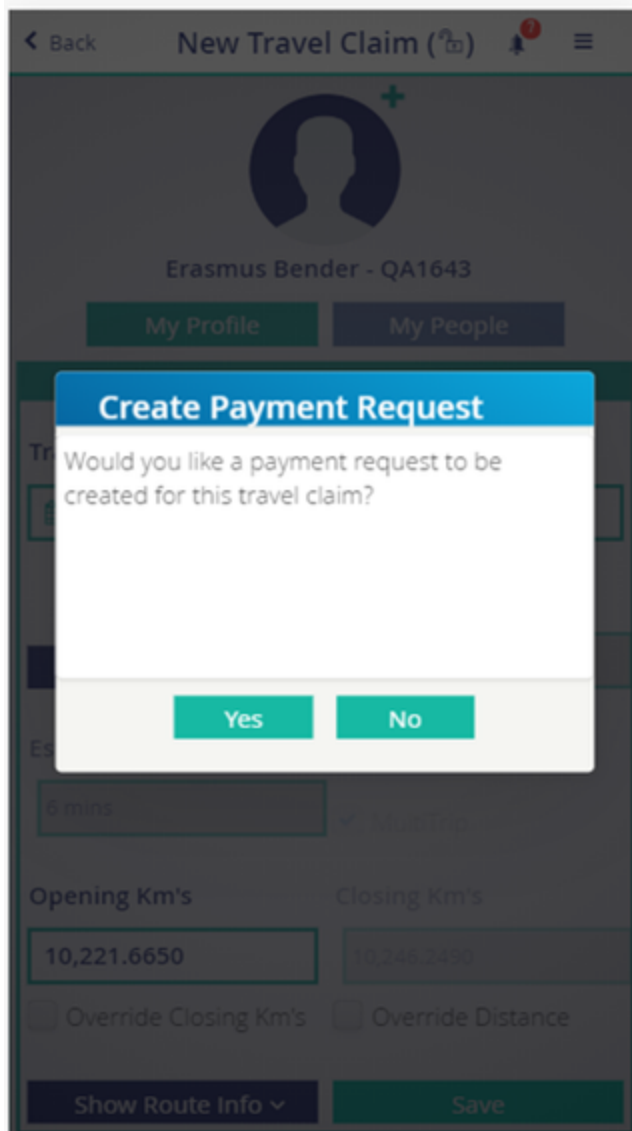
**Cancel** **Save**

- *Add multiple destinations, this function allows users to enter up to 10 destinations at a go. This function is applicable for the employees who travel between multiple destinations with a certain period of time*

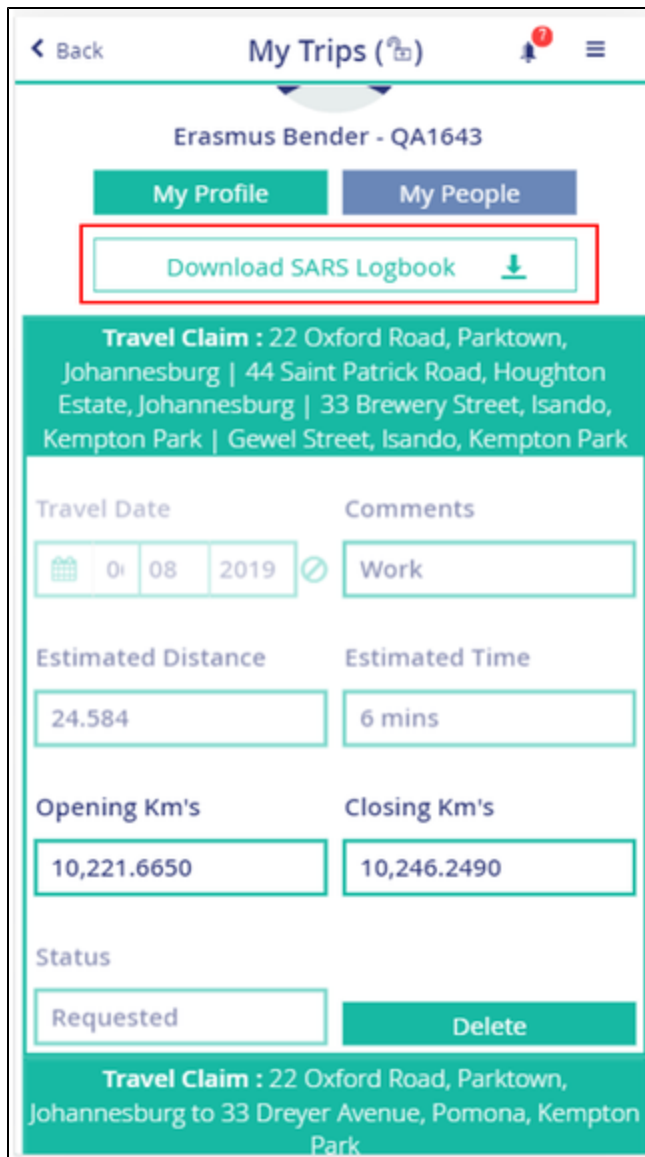




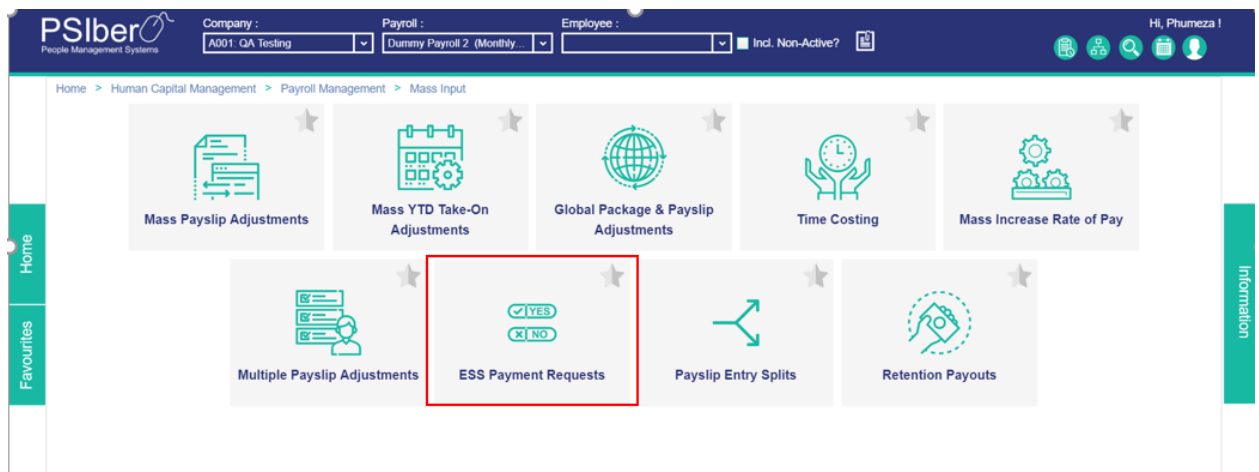
- Create a payment request



- *View travel claims log report*



- ESS Payment Requests need to be enabled in order for employees to request payments



- An administrator or manager will view travel payment requests on the Notification Panel on the main system

PSiber People Management Systems

Company : A001: QA Testing | Payroll : Dummy Payroll 2 (Monthly... | Hi, Phumeza !

Home > Human Capital Management > Payroll Management > Mass Input > ESS Payment Requests

**Payment Requests**

Tax Year: 2010 | Interval: April | Status: All | Force Close

**Payment Request Details**

View	Employee Number	Employee Name	Employee Surname	Manager	Reimbursive Travel	Reimbursive Travel	Reimbursive Travel	Reimbursive Travel	Reimbursive Travel	Reimbursive Travel	Reimbursive Travel
<b>View</b>	QA1643	Erasmus	Bender		44.95	20.09	27.80	2.40	4.76	68.04	47.27

- An administrator or manager will Accept, Decline or leave Payment Requests on a Pending status

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Entry Type	Date	Value	Quantity	Attachments	Interval	Status
Reimbursive Travel	18 06 2019	0.00	44.95	[Attachments]	April	Approved
Reimbursive Travel	17 06 2019	0.00	20.09	[Attachments]	April	Approved
Reimbursive Travel	17 06 2019	0.00	27.80	[Attachments]	April	Approved
Reimbursive Travel	10 07 2019	0.00	2.40	[Attachments]	April	Approved
Reimbursive Travel	02 07 2019	0.00	4.76	[Attachments]	April	Approved
Reimbursive Travel	29 07 2019	0.00	68.04	[Attachments]	April	Approved
Reimbursive Travel	23 07 2019	0.00	47.27	[Attachments]	April	Approved

## Compliance

- Does the product comply with legislative demands, specify applicable legislation: The application subscribes to the following SARS compliance
  - ACT: INCOME TAX ACT NO. 58 OF 1962 (the Act)  
SECTION : SECTIONS 8(1)(a); 8(1)(b) and 8(1)(c) AND PARAGRAPH 1 OF THE FOURTH SCHEDULE  
SUBJECT: Allowances, Advances, and Reimbursements
- Does the product align with industry Best Practices / Blueprints, provide details
  - The Product Aligns with best practice, the logbook that forms part of the process contains the following minimum information relating to business travel specifics:
    - Date of travel
    - Kilometers traveled
    - Travel details (where to and reason for the trip)
- The product allows for claim calculations to be based on actual costs. Where an allowance or advance is based on the actual distance traveled by the employee for business purposes, no tax is payable on an allowance paid by an employer to an employee up to the rate of 361 cents per kilometer, regardless of the value of the vehicle. Travel rates may differ according to organizational agreements.

PSiber  
People Management Systems

Company :  
A001: QA Testing

Override Reimbursive Rate for Employees

Select Payroll  
Dummy Payroll 3 (Dummy Payroll 3)

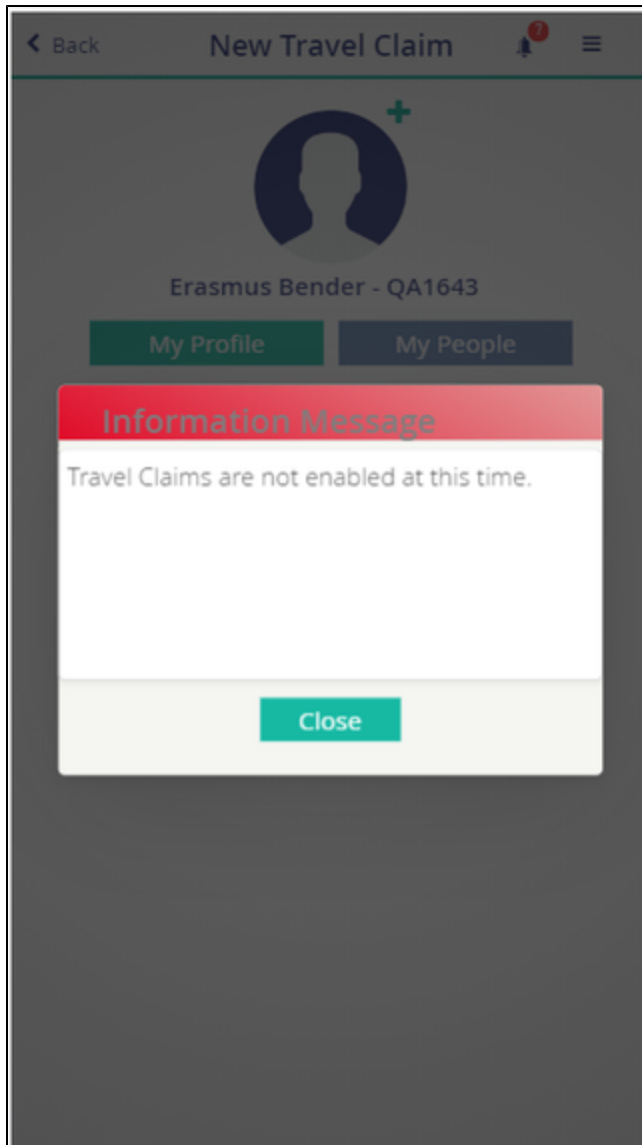
**Reimbursive Rate By Employee**

Payroll	Employee Name	Reimbursive Rate (km)
Dummy Payroll 3	CT3203 - Lethula, N	3.61
Dummy Payroll 3	QA5199 - Dillard, G	3.24
Dummy Payroll 3	QA194 - Pead, G	3.24
Dummy Payroll 3	CT3204 - Khoza, P	3.24
Dummy Payroll 3	QA5200 - Bradshaw, L	3.24
Dummy Payroll 3	QA195 - Fouche, M	3.24
Dummy Payroll 3	CT3205 - Musweu, N	3.24
Dummy Payroll 3	QA5201 - Parker, G	3.24

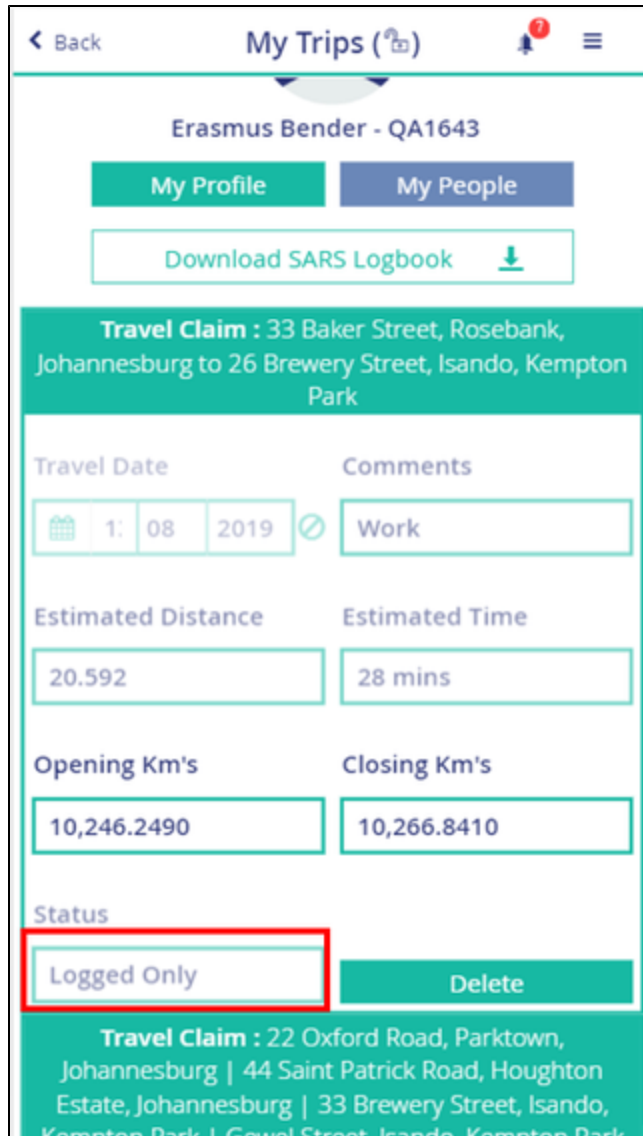
## SYSTEM EXPECTED BEHAVIOR

### System Behavior

- What can be expected in terms of behavior, validations, etc (What, When, Where & How)
  - When the Travel Claims Module is not enabled, the following warning message will be displayed when a user attempts to log a travel claim:



- When ESS Payments are disabled, users will not receive the payment request notification



## Points of Failure

- Elements that could go wrong (i.e. Tokens, Passwords not supplied, i.e. Company policy not in place, etc)
  - N/A

## AFTERCARE

### Service Level Agreements

- Any applicable SLA between PSiber and a 3rd party/ Integration Partner that is in place.
  - N/A

### Escalation Paths

- Internal (PSiber Support)

### FAQ

- FAQ's and Answers that a typical user might ask throughout the journey.

### Client Welcome Letter

