



South African Equestrian Tentpegging Association

Booking of Airline Tickets Policy

Date: 29 June 2020

Treasurer: Marco Breytenbach



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1. DEFINITIONS

SAETA – South African Equestrian Tentpegging Association

ITPF – International Tent Pegging Federation

SAEF – South African Equestrian Federation

SA's – South African Championships

FINCOM – Finance Committee

2. BACKGROUND

With SAETA being involved with the various local (SAEF) and international Tentpegging (ITPF) and Equestrian regulating bodies, it is from time to time required from SAETA officials and or members to travel by air country wide, as well as internationally. This includes the various national teams that are selected on a yearly basis, after each SA National Championships. These national teams are regularly invited by foreign countries to travel abroad in order to partake in test matches and or international events against international opposition. The only means used to travel to and from the foreign invitations, is by air travel.

SAETA administrates the booking of airline tickets for local or international travel on ad hoc basis, between the SAETA office, the respective team managers and or traveling individuals. No formal process currently exists within SAETA to administrate or manage this function effectively, which may result in SAETA and or members incurring financial losses or travel delays.

It is therefore paramount that such a process with the required guidelines are drafted in a policy document which will enable SAETA to manage and administrate the booking of airline tickets much more effectively and efficiently.

3. PURPOSE OF THIS POLICY

The purpose of this policy is to ensure that all SAETA members and officials know and understand the process to follow, when booking airline tickets for international or local travel.

4. GUIDELINES

- a. All team managers or individuals need to liaise with the SAETA Treasurer in terms of airline bookings locally as well as internationally.
- b. An airline booking template must be completed by each team manager or individual that needs to travel by air locally or internationally and submit to the SAETA Treasurer.
- c. Bookings will be done strictly according to the completed airline booking template.
- d. Quotations need to be obtained and signed off by the SAETA FINCOM before any booking can be made.



- e. For international airline bookings travel insurance will be compulsory.
- f. When bookings are confirmed, an invoice must be submitted to the Treasurer before any payment may take place.
- g. Members traveling abroad must ensure that their passports are valid for at least 6 months after departure.
- h. Arranging of visas will remain the responsibility of the team managers or individuals that are traveling abroad to the respective countries.
- i. All airline travel bookings will be Economy Class.

5. PROCESS

- Team managers and or individuals are informed via the SAETA office of invitations to travel abroad or locally.
- Team managers and or individuals confirms departure and return dates, times and travel destinations.
- Team managers and or individuals inform the SAETA Treasurer of the required travel plans.
- Team manager and or individuals complete the required airline booking template and send it to the SAETA Treasurer. The template must be signed with the date completed on the template by the team manager or individual.
- Copies of each traveling member's passports must accompany the signed airline booking template, when it is sent to the Treasurer.
- The SAETA Treasurer confirms all details with the respective team managers and or individuals as per completed airline booking template.
- After confirmation is done between the SAETA Treasurer and the respective team managers and or individuals, the SAETA Treasurer needs to obtain at least three (3) quotations for the respective bookings.
- The SAETA FINCOM will evaluate the quotations for the most cost and travel effective quotation and approve accordingly, and thereafter the SAETA Treasurer will proceed in making the booking with the applicable airline.



- The applicable airline needs to provide an invoice to the SAETA Treasurer for the travel booking as per quotation.
- The provided invoice needs to be signed off by the SAETA FINCOM before any payment is allowed.
- After sign off of the invoice, the SAETA Treasurer may then proceed to pay the applicable airline as per invoice.
- The applicable airline will then issue the tickets to the SAETA Treasurer via e-ticket, who will then in return provide the tickets to the respective team managers of individuals.
- It remains the responsibility of each team manager and or individual to ensure that all passports, visas, other travel documents, baggage and dietary preferences are confirmed with the airline before departure.

6. DOCUMENT CONTROL

SAETA Airline Booking Policy

Version 1.0	Name	Date	Signature
Drafted	Marco Breytenbach	29 June 2020	
Reviewed	Jaap Lotter	4 July 2020	
Approved	SAETA Exco		

Version 1.1	Name	Date	Signature
Drafted			
Reviewed			
Approved			



SAETA AIRLINE BOOKING TEMPLATE

TEAM MANAGER / INDIVIDUAL DETAILS

NAME	CONTACT NO	E-MAIL ADDRESS

FLIGHT DETAIL

DESTINATION	
FROM	TO

FLIGHT DATES	
DEPARTURE	ARRIVAL

RETURN	
FROM	TO

RETRUN DATES	
DEPARTURE	ARRIVAL

TRAVELLERS DETAIL

S/NO	FULL NAMES	SURNAME	ID NO	PASSPORT NO	DIETARY PREFERENCE	BAGGAGE
1						
2						
3						
4						
5						
6						
7						
8						

TEAM MANAGER/INDIVIDUAL SIGNATURE_____ DATE _____ TREASURER SIGNATURE_____