



**LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT**

**TRAVELLING AND SUBSISTENCE POLICY**

Policy Number:	Approved by Council:
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## **1. OBJECTIVE**

It is essential that representatives of the municipality from time to time travel to other cities and towns in order to establish and maintain links and relationships with other municipalities, government bodies, and other parties, institutions and organizations operating in the sphere of local government.

It is important for representatives to broaden their knowledge and understanding of and compare local experiences in local government transformation, innovation and change in the rest of the country, and this can effectively be done only through the medium of personal contact with a wide range of local government stakeholders.

This policy sets out the basis for the payment of a subsistence and travel allowance for the purposes of such official travelling.

### **FOR THE PURPOSES OF THIS POLICY, A REPRESENTATIVE SHALL MEAN:**

Mayor

Deputy-mayor

Speaker

Members of the Executive Committee

Other councillors specifically authorized to represent the municipality on a particular occasion

Municipal manager

Heads of departments

Any other official specifically authorized to represent the municipality on a particular occasion

Any other official who is a member of a recognized professional institution and is granted permission

to attend meetings and conferences of such institution.

## **2. LEGAL REQUIREMENTS**

In terms of Section 66 of the Municipal Finance Management Act No. 56 of 2003 the accounting officer of the municipality must report to the council, in the format and for the periods prescribed, all expenses relating to staff salaries, allowances and benefits, separately disclosing (inter alia) travel, subsistence and accommodation allowances paid.

### **3. RESPONSIBILITIES OF REPRESENTATIVES WHO TRAVEL ON BUSINESS OF THE MUNICIPALITY**

Every representative who travels on the business of the municipality must comply with this policy in letter and in spirit.

Representatives who travel on the business of the municipality must appreciate, at all times, that they are ambassadors for the municipality, that their actions, conduct and statements must be in the best interests of the municipality, and that they must comply with any specific mandates they have been given.

Consistent with the municipality's performance monitoring and evaluation objectives, the municipal manager will ensure that a database of all representatives and official travelling is kept.

### **4. SUBSISTENCE ALLOWANCE**

A subsistence is an amount of money paid by the municipality to a representative to cover the following expenses:

Meals, including reasonable gratuities, except where meals are included in the accommodation rate; and Subsistence and travelling policy Incidentals such as refreshments, snacks, drinks and newspapers. A subsistence allowance does not cover any personal recreation, such as visits to a cinema, theatre or nightclubs, or sightseeing.

### **5. ENTITLEMENT TO A SUBSISTENCE AND TRAVEL ALLOWANCE**

A representative may claim a daily subsistence allowance as provided in this policy on the understanding that all authorized personal expenses are covered by the subsistence allowance. No further expenses, with the exception of certain business expenses such as travel and accommodation expenses (see below), may be claimed.

The subsistence allowance may be claimed only if the necessary authorization for the trip has been obtained, and if the appropriate form has been completed and submitted by the claimant.

A representative of the municipality must claim his or her subsistence allowance, as provided in this policy, after returning from any official trip.

No subsistence allowance will be paid, and no representative will be entitled to a subsistence allowance, if the trip or travel is not related to the official business of the municipality. All travel on business of the municipality must be approved as such before a representative is entitled to a subsistence allowance.

## **6. ACCOMMODATION COSTS**

Representatives who travel on the business of the municipality, where the business unavoidably entails one or more nights to be spent away from home, may stay in a hotel, motel, guesthouse or bed and breakfast establishment.

The actual cost of accommodation will be borne by the municipality. A representative may use 3 or 4-star accommodation.

Accommodation shall be provided on a “dinner, bed and breakfast” basis. If dinner or breakfasts are not available at the establishment, the Municipal Manager may; authorize the payment of a supplementary subsistence allowance on an “ad hoc” basis in such amount as he/she deems appropriate to cover the costs of such meals.

If a representative requires special accommodation facilities due to such representative suffering from any disability, the Municipal Manager may Authorize such additional expenditure as may be required to cover additional costs associated with such special facilities.

Tips to any service attendant shall be treated as a private or personal expense and therefore shall not form part of the municipal account. Any other cost not included in the quotation voucher shall be treated as private or personal expense and therefore shall not form part of the municipal account. Cost of meals shall not exceed the approved amount as per the quotation voucher and therefore any additional expenses shall be the liability of the presentative.

## **7. SUBSISTENCE ALLOWANCES**

The substance allowance will be determined from time to time as per Section8 (1) (c) of SARS guide annually, or a rate set by the municipality at that period,

Where the employee is absent from his/her usual place of residence –

- Daily allowance (incidental cost) R100 no receipt required
- Where an employee is required to spent a night away from his usual place and the municipality

did not incur cost (own arranged accommodation) an allowance off from R400 per night which include meals and incidental costs, per night (receipt required)

### **Measures and provisions**

- Any reimbursement for meals and beverages will be subject to approval and all claims must

be supported by submission of receipts.

- An employee may also claim expenditure for two beverages (excluding alcohol) per day including energy drinks

- Whether the employee qualifies for the reimbursement of such meals and tea will depend

upon the date of departure and return and the reasonableness of the claim,

- Any other actual expenses such as tollgate fees and parking fees (vouchers are required)

- It is reiterated that an employee who attends a meeting/seminar/workshops where catering

is provided, is not entitled to submit claims for meals /drinks.

- The employees should note that the allowance for meals does not cover the cost of snacks/sweets,

Claims for authorised travel and reimbursed the calculation will be based on the AA tariffs obtained

from department of transport.

## **8. CALCULATION OF TRAVELLING ALLOWANCE**

Accounting Officer and Senior Managers reporting directly to Accounting Officer structure travelling according to their needs

Other posts are as follows:

Task Grade 16 Kilometres 850

Task Grade 15 Kilometres 750

Task Grade 13 Kilometres 650

Task Grade 12 Downwards its adhoc and depend on nature of work but not exceeding 500 kilometres

Going forward we propose to use a certain percentage of Total Cost to Company as the value of cars is timely increasing

## **9. AUTHORISATION OF OFFICIAL TRIPS TO BE UNDERTAKEN**

For purposes of implementing this policy:

a) HODs shall authorize travel for Section Managers

b) HODs shall authorize travel for staff in their departments for trips outside Victor Khanye local

Municipality.

c) Section Managers may authorize travelling for the staff falling within their Division for trips

## **10. ATTENDANCE OF CONFERENCE, WORKSHOP OR MEETING**

Council delegates or representatives to any conference, workshop or meeting must ensure that they

arrive on time and attend until the conclusion of such event.

## **11. PROCEDURES FOR CLAIMS AND PAYMENT THEREOF**

A copy of the invitation or the first three pages of the agenda or programme for the event to be

attended by the representative must be attached to a copy of a completed trip authorization form.

Claims for toll and parking fees must be accompanied by valid receipts issued by the toll or parking

authority.

All S&T claims not submitted within a period of three (3) months after inception shall be forfeited.

All S&T claims not submitted within the same financial year except the claim pertaining to the last

month of the financial year will be automatically forfeited. Subsistence and travelling policy

Recommendation and approval transactions shall be performed in the Department in which the

employee is attached to irrespective of the reason for official travelling

The S&T expenses of any employee shall be defrayed from the relevant vote of the department in

which the employee is appointed irrespective of the reason for official travelling.

Reimbursements for travel claims and subsistence allowances shall be made through normal payroll

procedures, and shall be subject to any deductions that may be required for tax purposes.

## **12. COMMENCEMENT**

This Policy will come into effect on the date of adoption by the Council