



**OKHAHLAMBA LOCAL
MUNICIPALITY**

SUBSISTENCE AND TRAVEL POLICY

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PART 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 organisations 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 outside the Municipal boundaries.

PART 2 : 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.

PART 3 : SUBSISTENCE AND TRAVEL ALLOWANCE

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

- Meals (including reasonable gratuities);

- Incidentals such as refreshments, snacks, drinks etc.;
- All business-related travel and
- Accommodation.

A subsistence allowance does not cover any personal recreation, such as visits to a cinema, theatre or nightclubs, or sightseeing.

PART 4 : ENTITLEMENT TO A SUBSISTENCE AND TRAVEL ALLOWANCE

- A representative may claim a daily subsistence allowance as provided in this policy with the understanding that all authorised personal expenses are covered by the subsistence allowance. No further expenses, with the exception of certain business expenses (see below), may be claimed.
- The subsistence allowance may be claimed without the representative having to furnish proof of expenses.
- Entertainment of external business associates or contacts or clients or potential investors or potential clients falls outside the scope of the subsistence allowance and will be separately reimbursed (subject to prior approval where applicable). If a representative of the municipality has an entertainment allowance, this entertainment of external business associates or contacts or other parties must be claimed against the entertainment allowance.
- A representative of the municipality must claim his or her subsistence allowance, as provided in this policy, preferably before embarking on any official trip. The subsistence allowance must, in order to facilitate its timeous payment, be claimed at least three working days before the planned 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.
- For the purposes of a subsistence allowance, a representative shall mean:
 - councillors and officials

- any other representative specifically authorised to represent the municipality on a particular occasion.

PART 5 : CAR RENTAL AND OTHER TRAVEL COSTS

- Only "A" or "B" category vehicles may be rented, unless it is more cost-effective to hire a more expensive vehicle (for example, when the number of representatives involved could justify the hire of a micro-bus).
- Car rental must be approved as part of the travel package before the trip is embarked on. A representative who rents a vehicle whilst travelling on the business of the municipality without having received prior authorisation will only be reimbursed for the cost of the vehicle rental if proof of expenditure can be produced and the representative can demonstrate that vehicle rental was reasonably but unexpectedly necessitated by the circumstances.
- If a representative has to utilise his or her personal motor vehicle outside the boundaries demarcated for the municipality he or she will be reimbursed at the tariff prescribed from time to time per kilometre or any other maximum amount prescribed from time to time by the council. The distance, to which the reimbursement applies, must be the fastest distance or as recorded on the vehicle mileage recorder, between the Council offices and the location where the official business is to be transacted. Kilometres are charged at R3,00 per kilometre. If the total number of kilometres for which such reimbursement is received exceeds 8 000 in any tax year, reimbursement for the excess kilometres over 8 000 will be taxed for PAYE purposes.
- All flights by representatives of the municipality shall be in economy class, unless another class of travel is specifically authorised by the municipal manager, mayor or executive committee, as the case may be.
- Where possible representatives must travel together, up to a maximum of four in a vehicle, to minimise travelling expenses.
- In addition to the above, in all cases the method of travelling which is the most beneficial to Council be used - where municipal transport is available such be used and it be expected from delegates to travel together as far as possible.

PART 6 : SUNDRY EXPENSES

Sundry expenses incurred in respect of airport taxes, parking fees, booking fees or toll fees will only be reimbursed with submission of the necessary proof.

PART 7 : SUBSISTENCE AND TRAVEL ALLOWANCES FOR PERSONS INVITED FOR INTERVIEWS OR PERSONS INVITED TO TESTIFY AT DISCIPLINARY TRIBUNALS

- Subsistence costs will be paid to any candidate invited for an interview or invited to testify as a **witness** at a Disciplinary Tribunal in accordance with Part 8, but travelling costs at the tariff prescribed by the Council may be paid if the candidate has to travel from outside the municipal boundary or the cost of a return economy class airfare to attend the interview, whichever is the lesser.
- Payment of Subsistence and Travelling allowance payable to successful candidates in cases of interviews will only take place after commencement of duties.

PART 8 : ACCOMMODATION COSTS AND SUBSISTENCE ALLOWANCE

- The actual cost of accommodation at the rate for a single room will be borne by the Municipality.
- If the cost of accommodation includes, as it often does, the provision of breakfast, a subsistence allowance of R80 per day will apply in respect of domestic travel. Where breakfast is excluded the subsistence allowance will be R140 per day.
- The recoverable cost of travelling and accommodation for travelling outside the borders of the RSA is to be determined by EXCO on an ad hoc basis to meet requirements.
- In the case of both domestic and international travel, the day of departure and the day of return each qualify for a subsistence allowance of R80.00.

- For purposes of this policy, domestic travel shall mean travel within South Africa, and international travel shall mean travel to any country other than South Africa.

PART 9 : SUBSISTENCE ALLOWANCE IF TRAVEL OUTSIDE MUNICIPAL AREA IS FOR A DAY OR PART OF A DAY WITH NO OVERNIGHT STAY

- If a representative travels outside the municipal area on the business of the municipality for more than 4 hours but less than 6 hours a subsistence allowance of R70.00 may be claimed.

PART 10 : WORKSHOPS ETC FINANCED BY COUNCIL

- Accommodation, transport and meals will be arranged at the cost of Council. If any representative prefers accommodation of his/her own choice no subsistence allowance will be payable.
- If Council transport not available, transport allowance as in Part 5.

PART 11 : SUBSISTENCE AND TRAVELLING ALLOWANCES IF NO OVERNIGHT STAY FOR ATTENDANCE OF TRAINING COURSES OUTSIDE MUNICIPAL AREA IDENTIFIED BY THE EMPLOYER AS NECESSARY

- If a representative attends a course outside the municipal area for more than two (4) hours but less than six (6) hours a subsistence allowance of R70.00 may be claimed.
- If a representative attends a course in excess of six hours a subsistence allowance of R140.00 per day may be claimed.
- The above also apply in respect of the rendering of services during emergency incidents.
- LONG COURSES - See 16.3

PART 12 : OVERTIME

If overtime is claimed for any event, no subsistence allowance shall be paid.

PART 13 : AUTHORISATION

For purposes of implementing this policy the following shall apply provided that in all instances the expenses to be incurred are on the approved budget:

- Only the municipal manager or departmental head, or the mayor as the case may be may authorise any travel of one day or part thereof to be undertaken by officials.
- Only the executive committee may authorise any travel of one day or part thereof to be undertaken by the mayor, deputy mayor, speaker, any councillor, or the municipal manager, provided that the municipal manager in consultation with the mayor may authorise such travel where time is limited to obtain EXCO approval.
- An invitation to attend a workshop, meeting or related event is not an automatic authorisation to attend such workshop or event. The required authorisation must still be obtained from the municipal manager or departmental head or mayor or executive committee, as the case may be.

PART 14 : NON-ATTENDANCE OR PARTIAL ATTENDANCE AT ANY EVENT

- Representatives to any conference, workshop or meeting must ensure that they arrive on time and attend until the conclusion of such event. If any representative fails to do so, the executive committee or the municipal manager, as the case may be, may recover part or all allowances and disbursements paid to enable such delegate or representative to attend such event, provided that such delegate or representative is afforded the opportunity to submit reasons for not being able to be present from the commencement to conclusion of such event.

PART 15 : 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.

PART 16 : STAFF ATTENDING LONG COURSES

1. That a long course will be any course attended for five (5) consecutive working days or longer.
2. Council shall arrange for bed and breakfast accommodation with receipts to be submitted for lunch and dinner at venues, which do not cater for full accommodation. Claims to be approved by Departmental Manager. Should the employee not accept Council accommodation, the official may, with consent of Manager, arrange his own accommodation in which event a maximum of R100.00 per day shall be payable.
3. That an amount of R200.00 per working day be paid in all instances to employees attending long courses.
4. That if possible, employees attending long courses make use of official transport for the duration of the course, every second week fuel will be provided to return home.
5. That should it be necessary to utilise private transport the employee be remunerated at the Council's rates determined from time to time.
6. That the training costs as well as travelling and subsistence allowance for Protection Services Officers attending any Traffic Training College be paid by Council on condition that:-
 - 6.1 satisfactory progress reports must be submitted monthly;
 - 6.2 the employee enter into an agreement with Council whereby such employee undertakes to remain in Council's service for a period of three (3) years after the attendance of such courses, and should such an employee terminate his service with Council for any reason, the said costs shall be recovered from the employee on a pro rata basis.

