



THEEWATERSKLOOF MUNICIPALITY

TRAVELLING & SUBSISTENCE POLICY
FOR OFFICIALS AND COUNCILLORS

1. REFERENCE

This Policy should in conjunction with any of Council's approved policies, practices and standard procedures, addressing specific issues essential for a full understanding of this Policy, and which are not dealt with adequately herein.

2. APPLICATION

The Policy applies to -

2.1 all Councillors of the Theewaterskloof Municipality, and

2.2 all Officials of the Theewaterskloof Municipality:

who are traveling on official business and as such are formal representatives of the Theewaterskloof Municipality.

3. TRAVELLING EXPENSES

3.1 The Executive Mayor, Executive Deputy Mayor, Mayoral Committee Members, Speaker, and the Municipal Manager and Management Team may travel by means of business class on international flights and economy class on national flights at the best available fare.

3.2 In all other cases the most practical and economical mode of transport must be used, taking all factors into consideration, as determined by the Executive Mayor or the Municipal Manager or their nominees.

3.3 Where Councillors and/or officials are required to accompany the Executive Mayor or any Mayoral Committee member or delegations from National/Provincial Government, the South African Local Government Association (SALGA) or from the private sector on official trips, such Councillors and Officials may travel by means of the same class as the members of the delegations which they accompany.

3.4 Other than as provided for in paragraph 3.1 economy class airfare shall be paid for all members of the Council and for Council officials who travel by air abroad and within the boundaries of South Africa to the airport closest to the authorized

destination, plus the relevant first class rail, motor coach or boat fare, or any reasonable combination thereof necessary to complete the journey to the said destination; provided that, in the case of all members of the Council and all Council officials, where there are:

3.4.1 Time constraints and/or when economy class flights are not available, business class may be authorised by the Executive Mayor or Municipal Manager or their nominees.

3.4.2 Physical and/or medical reasons (supported by the submission of a letter from a registered medical practitioner) why a member of council or an official may not travel in economy class, the Executive Mayor or Municipal Manager or their nominees may authorise travel by means of business class.

3.5 Where deemed necessary, the hire of vehicles for travel within the boundaries of the Republic of South Africa may be authorised by the Executive Mayor or Municipal Manager or their nominees, provided that:

3.5.1 This shall be applied for, quantified and paid for by the Director in the Directorate.

3.5.2 Only travellers with a valid South African driver's license may hire vehicles; where the traveller who is not in possession of such license hires a vehicle, he or she may be held personally liable for all damages and may be subject to disciplinary action by Council; the responsibility of obtaining an international driving permit, where required, rests with the traveller.

3.5.3 For all travellers as individuals or a group of up to 4 (four) persons: (1600cc engine capacity, with air conditioning).

- 3.5.4** Physically handicapped travellers who are only able to drive a particular type of vehicle and those in possession of a driver's license restricted to automatic vehicles: the nearest type of vehicle for Group F.
- 3.5.5** Group of 5 (five) or more travellers: Group Z (microbus).
- 3.6** The boundaries of the Theewaterskloof Municipality shall be used to determine payment for travel outside such boundaries by means of private transport for officials who are in receipt of a fixed transportation allowance (calculated from the workplace)
- 3.7** Those employees who are in receipt of the Bargaining Council's Essential User Transportation Allowance shall be reimbursed in accordance with the applicable Scheme rules with traveling distance to be calculated from their workplace.
- 3.8** Those employees who are in receipt of any form of reimbursed locomotion allowance (Perk) shall be paid the applicable AA running cost rate calculated from their workplace.
- 3.9** Officials who make use of their own private transport will be reimbursed in terms of SARS applicable tax free rate. Travelling distance will be calculated from their workplace.
- 3.10** Councillors using private transport outside the boundaries of the Theewaterskloof Municipality will be reimbursed according to the guidelines issued by the South African Local Government Association (SALGA) as updated from time to time.
- 3.11** A person who uses private transport shall be paid the cash equivalent of the avoided air ticket cost, which would have been paid in the event of air travel being the most economical and practical means of transport, on condition that such person may not claim subsistence costs for a longer period than would have been applicable in the case of air travel.

3.12 Where more than one person uses the same private transport, the applicable travelling allowance (including the option to convert the air ticket as costs as in above) is payable only to the owner or driver of such private transport. The allowance may be increased by 20 cents per kilometre in respect of each additional person who travels in the same vehicle, to a maximum of three additional persons.

3.13 Section 57 appointments shall be paid a traveling allowance according to their contract with Council

4. SUBSISTENCE COSTS

4.1 Overnight Stays

When travelling to a destination outside the boundaries of the Theewaterskloof Municipality in circumstances requiring absence from the office for longer than 24 hours, the following may be claimed: (the time of departure from workplace up until the time of arrival back at workplace shall be used for purposes of calculating the length of absence):

4.1.1 Accommodation

4.1.1.1 A fixed daily allowance of R300.00 per day or R12,50 per hour inclusive of meals. (No additional reimbursement will be paid in respect of accommodation and meals as this amount is intended to cover all expenditure incurred);

OR

4.1.1.2 Actual expenditure related to stay in accommodation for both domestic and overseas travel, but restricted to:

- The relevant accommodation tariff not exceeding the amount of R 600 per day (Tariff above R 600 per day must be approved by the Municipal Manager or his delegate).
- Luxury accommodation will only be allowed if the seminar / congress is held at the same facility (must be approved by the Municipal Manager or his delegate).
- Accommodation for international travel equivalent to hotel accommodation used by business travellers but in the case of attendance of a conference the conference hotel may be used.

4.1.2 Meal expenses

The following maximum meal allowances will be paid for meals:

- that are not provided as part of an inclusive accommodation tariff (paragraph 4.1.1.2 above)
- if not supplied at the seminar / workshop / congress or event

4.1.2.1 Breakfast: R50,00 or the tariff in which accommodated; (If departure from workplace is before 06:00)

4.1.2.2 Lunch: R80,00 or the tariff in which accommodated; (If return to workplace is after 14:00)

4.1.2.3 Dinner: R100,00 or the tariff in which accommodated; (If return to workplace is after 20:00).

4.1.3 Miscellaneous Expenses

The maximum that may be claimed where expenditure is incurred within the boundaries of the Republic of South Africa during a period of absence in excess of 24 hours is as follows:-

- 4.1.3.1 Laundry (including dry cleaning) – R150,00 per week where the trip exceeds 5 continuous days.
- 4.1.3.2 Parking / Bus fares: Subject to proof being provided
- 4.1.3.3 Toll fees: Subject to proof being provided
- 4.1.3.4 Taxi fare: Subject to proof being provided
- 4.1.3.5 Incidental costs: An amount of R72,00 per day or R3,00 per hour may be claimed to cover incidental costs for which no proof is required.

4.1.4 **Other conditions**

- 4.1.4.1 If the distance of the venue is 200 km or less from the relevant workplace, such representative should leave in the morning of the date of such event, unless
 - Prescribed (eg. Strategic workshops)
 - More than one (1) consecutive day and the event start before 09:00 or ends after 19:00 (eg. Banquet)

4.2 **Day Journeys**

When travelling to a point outside the boundaries of the Theewaterskloof Municipality in circumstances not requiring the night to be spent away, (absence of less than 24 hours) subsistence allowance of R50 per day will only apply in respect of the representative being away from work for a minimum for six hours and is not required to overnight in another city / town, except in the case of a Councillor or official who in the ordinary course of their day to day duties, are required to travel to points outside the boundaries of the Theewaterskloof Municipality.

4.2.1 Parking / Bus fares: Subject to proof being provided

4.2.2 Toll fees: Subject to proof being provided

4.3 Advances

Advances may be paid for official journeys, subject to request by an official or Councilor and approval by the Municipal Manager / Speaker.

4.4 Overseas Journeys

4.4.1 When travelling in countries other than in South Africa on specially authorized Council business, the actual expenses incurred for visa costs, accommodation and official transport, plus the special daily allowance as reflected in the current Department of Public Service and Administration's (DPSA) Financial Manual (at the higher rate), will be payable. In addition, dry cleaning and laundering expenses may be paid on production of proof of such actual expenditure.

4.4.1.1 Parking / Bus fares: Subject to proof being provided

4.4.1.2 Toll fees: Subject to proof being provided

4.4.1.3 Taxi fare: Subject to proof being provided

4.4.2 The special daily allowance is to cover all meals, transport for private use and other incidental costs, which are incurred but shall not cover:

4.4.2.1 transport costs to and from official meetings; and

4.4.2.2 official telephone /fax/internet calls.

4.4.3 No additional claim in respect of such costs will therefore be paid, except for entertainment by full-time Councillors and Officials of Council's official guests, clients, potential clients, investors or potential investors which is to be dealt with as claims against the relevant "entertainment allowance"

provision of the relevant Directorate and is to be approved by the relevant Director.

4.5 Insurance

When using Airlines, proof must be provided that they are covered by insurance and that they are accredited.

4.5.1 Travellers are to be insured by Council in terms of its current approved policies, practices and standard operating procedures. Insurance of R10 million rand shall cover, *inter alia*, the following:

4.5.1.1 medical expenses and assistance services;

4.5.1.2 personal accident, including death and disability, as well as repatriation and evacuation;

4.5.1.3 luggage;

4.5.1.4 travel documents;

4.5.1.5 personal liability; and

4.5.1.6 cancellation, curtailment, and default on travel and accommodation.

4.5.2 Insurance cover is only for the period that the traveller is away from home or headquarters on a trip relating to Council business.

4.5.3 Personal vehicles and belongings are the responsibility of the traveller.

4.8 Increases

All amounts in this Policy are to be increased annually on the first of July by at least the official Consumer Price Index (CPIX) for the month of May and subject to guidelines issued by the South African Local Government Association (SALGA).

5. TRAVELLING EXPENSES FOR INTERVIEWS

- 5.1** Applicants who make use of their own private transport for an interview will be reimbursed in terms of SARS applicable tax free rate. Travelling distance will be calculated from their residence to the location of the interview and back.
- 5.2** If public transport is used, the actual cost will be paid to the applicant.
- 5.3** Overnight expenses will be paid if the travelling distance exceeds 200km. Actual expenditure will be paid restricted to the amount of R600,00 per day.
- 5.4** If air travel is available and cheaper than the cost of private transport, the actual cost of the air ticket will be paid to the applicant.

6. AUTHORISATION

For purposes of implementing this policy:

- 6.1** Only the Municipal Manager or his / her nominee may authorise any travel to be undertaken by Directors, provided the expenses to be incurred are on the approved budget of the relevant department and funds are available.
- 6.2** Only the Director or his / her nominee may authorise any travel to be undertaken by officials, provided the expenses to be incurred are on the approved budget of the relevant department and funds are available.
- 6.3** Only the Executive Mayor (or Deputy) may authorise any travel to be undertaken by the Deputy Executive Mayor, Speaker, Mayoral Committee Members and Municipal Manager.
- 6.4** Only the Municipal Manager may authorise any travel to be undertaken by the Executive Mayor.
- 6.5** Part-time Councillors' Travelling and Subsistence Claims are approved by the Speaker.
- 6.6** The above approval is subject to availability of funds. The above must be counter-signed by the Director: Corporate Services.

- 6.7** An invitation to attend a workshop, meeting, conference, training or related event is not an automatic authorisation to attend such a workshop or event. The required authorisation must still be obtained as indicated above. Relevance and value for money should be key considerations.
- 6.8** The Municipal Manager or Executive Mayor must approved any deviations from this policy. Such deviations, with the necessary explanation, must be tabled at the Executive Mayoral Committee meeting within forty (40) days after approval.
- 6.9** Approval of overseas trips must be obtained beforehand from the Executive Mayoral Committee.

THEEWATERSKLOOF MUNICIPALITY

PROCEDURE FOR TRAVEL ARRANGEMENTS

The policy on attendance of Conferences/Seminars/Workshops and Meetings is closely linked to the Travel Policy & Procedures dated..... and the procedure shall be applied subject to the Policy.

Before a Councillor / Official attend a conference/seminar/workshop/meeting either locally or internationally, prior approval from the relevant authority must be obtained before any reservation are made. The following procedure is applicable:

1. AIR TRAVEL

- Directorates must supply the Request for Traveling Claim Form (Paid by Credit).
- All requests/claims must be signed by the Director and counter-signed by the Municipal Manager or his nominee.
- At least 3 Print-Screen Quotes of other Airlines, taken from the internet for the same days and approximate time slots must be kept on file with the payment voucher.
- A copy of the Airline Payment and Flight Confirmation which is e-mailed, must be kept with the payment voucher as proof of payment and a copy must be supplied to the passenger (official) who will be the traveller.
- The official must take such confirmation to the airport on the day of travel, along with a copy of the front (only) of the credit card, copied of Theewaterskloof Municipality letterhead and counter-signed by the Director Financial Services or the Deputy Director Financial Services.

2. ACCOMMODATION

Kindly note that any “extras” (excluding meals, in the case of domestic travel, and laundry) are not booked against the municipality’s account. The account for any extras’ must be settled by the Councillor / Official prior leaving the hotel / accommodation supplier.

Should a traveller wish to have his/her spouse or partner accompany him/her, the difference in cost per person, if any, is to be paid directly to the hotel / accommodation provider.

3. CAR HIRE

Travellers who will make use of car rentals are reminded to exercise the following **prior** to accepting the vehicle.

- Scrutinize the vehicle for scratches, dents or any other damage irrespective of how small or insignificant they may seem.
- Ensure that any damages are recorded with the car rental agency and that you retain a copy of their acknowledgement of the damage for future reference.

Should this procedure not be followed, the traveller could be held liable for the excess payment in the event of an insurance claim.

4. GENERAL PROCEDURES

Once quotations has been obtained, the application to attend the event together with all the supporting documentation (agendas, programmes, itinerary, etc.) and report is to be submitted to the delegated authority for approval of the trip on the prescribed form.

Should the travel involve training (any transfer of skills knowledge), the application (plus the other documentation) must be forwarded to the “Human Resources Department” for confirmation whether the costs are payable out of the training budget and for recording the training on the Skills Development Register and possible claims against the relevant SETA.

Within 30 days of return from a trip, Councillors / officials must submit, where applicable, a duly completed prescribed Subsistence and Transport Claim Form.

Should any trip or portion thereof, be sponsored or subsidised by an external organisation, the following should be noted:

- 4.1 The written undertaking to pay the full or portion of the costs be it a percentage of the costs, only the air ticket, or the accommodation etc. is to be attached to the documents prior to the approval of the trip.
- 4.2 Once the trip has been approved, the value of any subsidy is to be paid to the municipality within 30 days.
- 4.3 In the event of non-attendance of the workshop/seminar/conference and where the expense has already been incurred, a detailed report from the relevant Official / Councillor stating reasons is to be referred to the Executive Mayor or Municipal Manager or their nominees for authorisation of the expenditure, and is to be retained for audit purposes. If the reason for non-attendance is not accepted, the money must be recovered from the official / councilor.

**SN Jacobs
CFO
Theewaterskloof Municipality**