



MSINGA MUNICIPALITY

SUBSISTENCE AND TRAVEL ALLOWANCE POLICY

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1. PURPOSE

This policy assumes a mutual trust between the Msinga Municipality and its officials and Councillors. The Municipality expects to reimburse officials/ Councillors for all reasonable costs the officials /Councillors may incur on behalf of the Municipality.

The official/Councillor is expected to use good judgment in the expenditure of public funds, which he/she has been entrusted with.

These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of Municipality travel. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the Municipality's resources. Many of these guidelines simply reaffirm values in judgments that are already in practice.

For travel, these guidelines do not require the traveller to take a bus, stay in a cheap motel, or eat only in fast food restaurants. A bus or train may cost less than a plane, but the added time away from work can make these slower options more expensive to the Municipality overall. The meal allowances established in these guidelines allow the employee to eat in moderately priced restaurants.

In all areas, not just in economy pricing, the official/ councillor is responsible for exercising good judgment in requesting, arranging, and making a trip. It should be thoroughly planned, well in advance. Personal business should not be mixed with official business if it will result in additional cost to the Municipality or lost time, or if it will harm the Municipality's interests in any way.

2. DEFINITIONS

For purposes of this policy, employee means all permanent and contract employees designated to represent the Msinga Municipality at an authorized meeting, training

session, or conference. This policy also applies to Councillors unless otherwise amended or subject to other policies set forth in a resolution adopted by the Municipal council.

For the purposes of this policy statement, the word "travel" is used to denote activities of individuals in connection with authorized attendance at conferences, meetings, seminars and training, including necessary transportation there to and there-from. Travel is further delineated as local or non-local as defined below.

3. REFERENCE

This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein.

4. LEGAL FRAMEWORK

This policy is developed and guided by the following:

- 4.1 South African Revenue Services (SARS)
- 4.2 Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- 4.3 South African Local Government Association (SALGA)
- 4.4 Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998)
- 4.5 Income Tax Act, 1962 (Act No. 58 of 1962).

5. DEFINITIONS

For the purpose of this policy,
except where clearly indicated
otherwise, the words and

expressions set out below have the following meaning:-

“Accounting Officer”	The person appointed by the Council as Municipal Manager in terms of section 82 of the Municipal Structures Act, 1998 (Act 117 of 1998) and as defined in the Municipal Finance Management Act, 2003 (Act 56 of 2003), including any person acting in that position or to whom authority is delegated;
“Chief Financial Officer”	The person appointed in terms of section 80(2)(a) of the MFMA and includes any person acting in that position or to whom authority is delegated;
“Council”	The Municipal Council, as referred to in section 157 of the Constitution of the Republic of South Africa, 1996; and section 18 (3) of the Municipal Structures Act, 1998 (Act 117 of 1998)
“Councillor”	A member of the Msinga Municipal Council.
“Day allowance”	An allowance determined by Council from time to time which will be payable if the person is away from his place of work but will not stay over-night. This will only be applied where an occasion is attended at a venue outside the Municipal boundary of Msinga Municipality.
“Director”	An official appointed by the Council in terms of section 56 of the Municipal Systems Act, 2000 (Act 32 of 2000) to head a Directorate of the Municipality

“Executive Management Team”

Officials appointed in terms of Section 82 of the Local Government Structures Act, 1998 (Act 117 of 1998) (Structures Act) and section 56 of the Local Government Municipal Systems Act, 2000 (Act 32 of 2000).

“ Mayor”

The Mayor of Msinga Municipality elected in terms of section 55 of Municipal Structures Act, 1998 (Act 117 of 1998).

“Municipality”

Msinga Municipality, established in terms of sections 12 and 14 of the Structures Act.

“Occasion”

Any occasion outside the area of jurisdiction of the Council including a meeting, conference, congress, seminar, training course, training program, workshop, discussions or any other occasion to which a person is delegated to by the Council or by the delegated authority.

“Official transport”

The official transport specifically provided by Council for the use of the Mayor, Councillors and Officials.

6. POLICY STATEMENT

This policy is to ensure that Municipal officials/councillors adhere to procedures when arranging for travel, lodging, meals and other expenses and that they are paid for reasonable expenses incurred for travel, conferences, meetings, and meals as a result of conducting authorized Municipality business. The policy ensures that payments made by the Municipality are for actual and necessary expenses incurred for Municipality business.

It also ensures that officials and Councillors will receive reimbursements in a timely manner.

Employee travel may be authorized for conducting municipality business of local and non-local travel activities such as professional meetings, conferences and training sessions. The general policy is that all payments for registration, hotels, airfares etc

are not paid directly to officials/Councillors as these costs are arranged via appointed travel agents. The amount payable to officials/Councillors will be in respect of subsistence only.

The Accounting Officer shall be responsible for the interpretation and administration of this policy. Each Department will be expected to consult with the Chief Financial

Officer on any questions related to this policy. An individual may not authorize or approve reimbursement for his/her own travel; the Section Manager in the individual's Department must approve claim forms.

All regular and contract officials must receive express authorization in advance from the section Manager or the Accounting Officer for all travel and conferences. The Accounting Officer/Section Manager may authorize the request subject to his/her discretion and subject to Municipal Council approval of the annual budget. Travel and expenses on behalf of Municipality Council, Boards and Commissions shall be subject to appropriation of funds in the annual budget and any supplementary policies adopted by a resolution of Council. No travel may be undertaken if insufficient funding is available in the budget.

7. GENERAL EXPENSE POLICY AND PROCEDURES

7.1 Use of Municipality Vehicles

Officials may use a municipal vehicle during regular business hours to conduct official business. A municipal vehicle, not assigned to a specific individual, cannot be used for personal use. Officials using a municipal vehicle must follow the departmental procedures for use of a vehicle.

Officials on emergency stand-by status as authorized by their supervisors may use a municipal vehicle when the Municipality's interests are best served by the employee taking the vehicle to their place of residence. The vehicle is to be used to respond to emergency call outs. Personal use is not permitted. Passengers are not authorized in a municipal vehicle except those accompanying the employee due to municipal related business.

All vehicles are to be parked at the Municipal Offices – unless the official is on standby / call out. Officials must at all times ensure that the municipal vehicle used is returned to the Municipal Offices. Officials are obliged to make the necessary arrangements to return the vehicle to the offices as officials will not be allowed to take the vehicle to their place of residence except if on standby or call – out duty.

The vehicle designated to the Mayor for official use may be parked overnight at The residence of the Mayor due to the ceremonial duties expected to be performed by the Mayor after hours. A further motivation of this exception is the absence or limited capacity to provide security services to the Mayor. However, the Mayor is to use the vehicle for official municipal business only.

7.2 Public Transport/Carpooling

Officials / Councillors are encouraged to make optimum use of available public transport services and carpooling. Where space allows it, (maximum of 4 persons on a sedan) use of municipal vehicles is encouraged when traveling in a group instead of individual private vehicles.

7.3 Employee Expenses

Each employee is responsible for preparing and filing in a **Pre- approved travel** Trip Application form, traveling and subsistence from pursuant to Municipality policy. The Accounting officer/Chief Financial Officer may reject a request for reimbursement if in his/her discretion the expense was inconsistent with Municipality policy or did not serve a Municipality business purpose.

7.4 Municipal Council Expenses

Except as otherwise provided in the Subsistence and Travel Policy or included in the annual budget adopted by the Municipality Council, expenditures for individual members of Council are subject to Remuneration of Public Office Bearers Act.

7.5 Meeting Expenses

The Municipality will pay expenses incurred for "work-related" meetings or "working" meetings with appropriate receipts and approval from the responsible official. Reasonable expenses may include meals and supplies for such meetings. Reasonable expenses do not include costs for employee social or holiday events. Meeting expenses may only be incurred if sufficient budget provisions have been made.

7.6 Traffic Officers Standards and Training Reimbursement

Sworn traffic personnel who are reimbursed for the initial Traffic Officer Training course shall reconcile their expenses incurred via the applicable forms pursuant to all provisions of this policy. Reimbursement for expenses incurred in connection with the above cannot exceed the amounts permitted by the provisions of this policy.

7.7 Association/Service Club Membership

Attendance at, professional Association meetings are permitted as authorized by The Accounting Officer and approved in the annual budget adopted by the Municipal Council. The Municipality shall pay an employee's dues for membership in a service club/association.

7.8 Gift

Municipal funds shall not be expended for gifts of any nature unless authorized by the Municipal Manager, in consultation with the Mayor.

8. SUBSISTENCE AND TRAVEL ARRANGEMENTS AND CLAIMS

The claimant is entitled to reimbursement for necessary transportation expenses incurred while on official Municipality non-local travel. Officials / Councillors should schedule their trip so that they leave at a reasonable hour and arrive at their destination on time. They should also return promptly when their business is finished, thereby minimizing the time away from work and ensuring full reimbursement of all related expenses.

8.1 Application for travel approval

All official trips are to be authorized prior to traveling, this is compulsory for both local and non – local travel.

Local Travel does require the submission of a Travel Approval Form before each trip. Municipal officials shall receive prior approval from the Section Manager within their Department, and Managers shall receive prior authorization from the Accounting Officer.

Non-Local Travel requires submission of a Travel Approval Form, before each trip. Municipality officials shall receive prior approval from the responsible Manager within their Department and Managers shall receive prior authorization from the Accounting Officer.

In the case of Councillors, if the travel has not been submitted to Council or the Exco for approval, then the Travel Approval Form must be submitted to the Speaker for him / her to sign as evidence of approval, whereas in the case of the Accounting Officer the said form must be submitted to the mayor for approval.

The Travel Approval Form is to be first completed and signed by the Official / Councillor and then forwarded to the Office of the relevant Manager for processing. A vote must also be supplied, against which the costs will be debited.

Submitting and approval of a Travel Form indicates the official's intention to travel. The official must make the effort to attend the event. In the event that the travel must be cancelled, the employee must make every effort to withdraw all preregistrations and bookings. All travel expenses shall be paid on a reimbursement basis and is to be claimed in accordance with the allowable traveling rates (paragraph 6).

8.2 Travel Arrangements

The office of the Mayor, Municipal Manager and PA's of the Departments and the official from Finance can assist in case of the absence of the above mentioned officials, are responsible for travels arrangements (i.e. air –fare, accommodation and car hire) via the accepted (approved through Supply Chain) and accredited travel agencies once the relevant documentation (approvals) have been received.

To regulate matters, it will be necessary for the official making the travel arrangements to complete the attached form (Annexure B). The form is then authorized by a manager and forwarded to the Finance Department who will Coordinate all logistical bookings and payment of accounts.

The form is to be faxed to the travel agency to confirm the bookings requested i.e.air ticket, hotel accommodation and car hire. This will be arranged by a Representative from the Finance Department and Municipal Manager Department

8.3 Subsistence Claims:

All Subsistence and Traveling Claims will be paid subject to the submission of all relevant documents approved or authorized by the manager of the relevant Department and Accounting Officer.

8.4 Allowable Travel and Subsistence Expenses

To determine the actual costs that can be claimed refer to Sections 6 & 7 relating to the allowable traveling and subsistence rates.

8.4.1 Transportation

(a) Transportation costs include, but are not limited to, airplane, train, bus and taxi. Also consider the use of alternative transportation methods, such as using a nearby airport and ground transportation if the total fares are lower. Discretion is to be used in this instance as quotes need to be acquired first to determine whether air travel or driving would be cheaper and also the cost of overnight stay and loss of manpower. In all circumstances a report should be submitted upon return from conferences and meetings attended.

(b) Air travel:

(i) National Travel

Travel on Municipality business shall be economy class with the exception of the Mayor, Deputy Mayor, Speaker, the Chief Whip and Accounting Officer. National Air Travel should not be used into areas in which ground transportation is approximately 2 hours.

(ii) International Travel

The Mayor may travel business class, using the Municipal method of payment. If you make booking arrangements, and other arrangements would have been less costly to the Municipality, you may have to reimburse the Municipality the difference.

(iii) Officials / Council members and all Department Heads may consider taking different flights in case an emergency may occur while in flight.

A generally accepted rule is to have no more than two members on the same flight, if there is a strong possibility of danger while traveling.

A private vehicle may be used in lieu of air travel if it is more advantageous to the Municipality. Prior approval must be obtained. However, the total documented Kilometers and all other travel expenses incurred cannot exceed the airfare amount.

The airfare amount would be the most economical rate that the Municipality would be able to negotiate less any airport taxes payable and any Vat payable.

For officials,

The additional time spent driving must also be considered and approved by the Section Manager prior to the trip. When using a private vehicle:

Kilometers will be calculated from workstation and appropriate Kilometers reimbursement shall be processed. All travel claims should be Submitted reflecting the starting and ending points at the appropriate workstation. Any fuel, damages, needed service, or repair to personal vehicle occurring on the trip will be the individual's responsibility, as these costs are included in the per Kilometer cost reimbursement.

Municipality vehicles may be used if available. If refuelling is necessary, the request for reimbursement may be made for any fuel purchases. Make sure to check the vehicle for Safety and damages before you begin the travel.

Rental vehicles, at Municipality expense, may only be obtained when the official/Councillor is on Municipality business and other modes of transportation are not available, too costly, or impractical.

A rental vehicle requires prior approval by the responsible Head of Department and Accounting Officer where circumstances dictate the use of another category of motor vehicle, the prior approval of the Accounting Officer shall be obtained (e.g. for larger groups to rent a Kombi).

If two or more persons are attending the same meeting or conference, and a vehicle is needed for Municipality business, only one vehicle may be rented at Municipality expense.

Car rental insurance should be purchased from the rental agency.

As a precaution against paying for pre-existing damage, carefully examine the condition of the rental vehicle before leaving the lot, and immediately report any damages to the car rental office.

8.4.2 Lodging

Reimbursement is allowable for lodging expenses associated with attendance at out of area or meetings. Overnight lodging expenses associated with meeting attendance within a 150-kilometer radius of Msinga Municipality may be authorized if the overnight stay is justified based on early morning or late hour attendance requirements. Such overnight stay shall be pre-authorized by the relevant Manager and Accounting Officer. The cost of accommodation shall be reimbursed or paid directly by the Municipality.

The Municipality will pay for a single room (including taxes and parking) for as many nights as necessary. The accommodation used should be economical but practical. For example, it is preferable to stay at the hotel recommended by the conference, even if that hotel may be slightly more expensive than others in the area.

If rooms are not available, an alternative hotel in proximity to the location of the Conference or meeting should then be selected.

The cost of the alternate hotel shall not exceed the cost expended at the hotels recommended by the conference. Check the flyer or advertisement for the suggested hotel accommodations or contact the organization providing the seminar for hotel information. In general, the official / Councillor must stay at the most reasonably priced accommodations available consistent with the purpose and goals of the travel.

If such a rate is available, it should be used. An employee may stay with a friend or relative or in instances where an employee makes his/her own accommodation arrangements, while attending an out of town meeting or

conference; Municipality will pay R500 standard fee if the hotel is not booked but Municipality will not reimburse the kilometres incurred for that travel.

Whether for a conference or a meeting at a hotel, making early reservations and registration is encouraged to take advantage of lower costs to avoid higher costs that may be offered. If prior payment is needed to hold a reservation, the claimant may submit a cheque request form and forward the payment to the hotel prior to his/her trip. Be sure to cancel any reservations the official / Councillor will not use. If the Municipality is charged for an unused reservation, the official / Councillor will be responsible for that charge unless circumstances requiring cancellation were reasonably beyond his/her control and subject to approval of the Accounting Officer/Mayor.

8.4.3 Meals

(a) For local travel, the Municipality will not pay for meals unless it is part of the registration fee.

(b) For non-local travel, refer to schedule relating to allowable traveling and Subsistence rates. If meals are included in registration fees, as stated in meeting or conference literature, or if meals are provided by the event, and the claimant chooses to go elsewhere, appropriate deductions must be made from the meal allowance.

8.4.4 Travel outside the Republic of South Africa

For travel outside the Republic of South Africa, a daily allowance shall be shall be paid in Rands to enable the official to purchase the equivalent daily allowance in US \$.

8.4.5 Telephone use for international travel

For international travel Councillors and officials are allowed to claim the actual

amount for business calls made.

Private telephone calls will be subsidized by 50% where the need to call home was unavoidable. This provision is only for international travel and does in no way supersede the provisions of the policy as stated in (e) below. When Councillors and officials travel abroad, the Municipality will pay for roaming facilities.

8.4.6 Parking

All parking claims to be reimbursed will only be considered when Councillors and Officials have produced a cash slip or receipt.

8.4.7 Toll Gate Fees

All toll gate claims to be reimbursed will only be considered when Councillors and Officials have produced a cash slip or receipt.

8.4.8 Unclaimable Travel Expenditure

The Municipality will not reimburse claimant for personal expenses such as laundry, unless stay is over 3 days, barbering, valet service, in-room movies, gratuities for porters and other service persons, or personal telephone calls. Alcoholic beverage costs are not reimbursable.

Spouses and guests are allowed to accompany the official / Councillor on Municipality travel and at conferences, seminars, and meetings when using public or private transportation. Spouses and private guests are not allowed to accompany the official / Councillor in a Municipality vehicle unless they are guests of the Municipality on official business.

Arrangements need to be made if the vehicle will be returned after working hours.

Any additional costs associated with the participation of the spouse or other guests are the claimant's responsibility other than on official business. This includes any increased room rate due to double occupancy. Any and all expenses incurred by family members or guests who accompany the claimant are his/her responsibility and not reimbursable.

If the claimant is traveling on behalf of another public agency, (e.g. SALGBC etc.), That agency is expected to handle all expenses, unless otherwise authorized by the Municipality Council. The Municipality is not responsible for any expenses including advances or reimbursements. The only exception would be if the official / Councillor serves on a committee of a public agency that does not provide travel expenses, such as professional associations.

8.4.9 Travel as part of Delegation

If the official / Councillor has been invited to attend an event as part of a delegation in any scope of government, he / she is able to claim Subsistence & Travel after the event has taken place in accordance with the allowable traveling and subsistence rates in Section 5.4.

8.4.10 Expenditures in Excess of Allowable Expenses

If the claimant incurs expenses in excess of the allowable amounts for meals or lodging, and he/she wishes to be reimbursed for such expenses, he/she will need to prepare a memorandum of explanation and submit it for the necessary approval. Expenses will be reviewed for reasonableness based on price differentials in different cities. All expenses must be clearly substantiated prior to reimbursement. Unnecessary or exorbitant expenses will be disallowed.

8.4.11 Entertainment

The Official / Councillor can claim meal expenses by claiming with receipts, if the Expense incurred was for a client or potential client and in the interest of the Municipal business.

9. RENTING OF VEHICLES:

Should a delegate of the Municipality have to attend a seminar/congress/meeting and travels by air, train or bus to the destination, a vehicle may be rented from an acknowledged vehicle hire company for official journeys regarding the seminar/congress/meeting, subject to the following conditions:

9.1 Only travellers with a valid South African drivers licence may rent a vehicle;

9.2 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).

9.3 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.

9.4 If there are more than four attendees (delegates and spouses), two vehicles or a microbus, may be rented.

9.5 Delegates may use the rented vehicle for private journeys in the vicinity of the seminar. However, private journeys exceeding the free kilometres/day (maximum provided by the rental company) provided by the rental company will be for the account of the delegate using the vehicle and will be deducted from the salary of the delegate using the vehicle as such.

10. ALLOWABLE TRAVELLING AND SUBSISTENCE RATES

10.1 Logbook

Officials / Councillors should keep a logbook daily on trips made. This logbook will enable the responsible Department to ascertain if or when the Official has exceeded the 500 kilometer limit, to be able to process claims.

10.1.2 Claim for using Own Transport:

Official journey Form will be approved by the Head of Department and Accounting officer and **R3.30** will be claimed for kilometre in case of own transport used.

10.1.3 Local and non-local Travel

(i) Within Limit: Nil

(ii) Exceed Limit: Running costs of actual vehicle based on AA tariff or Department of Transport rates, Officials are only authorized to claim after 500 kilometres per month.

Non-Receivers of Travel Allowance:

Running costs of the actual engine size of the vehicle based on AA tariff or Department of transport tariff as it may vary from time to time based on the fuel hike increases.

10.1.4 ESTIMATION OF KILOMETRES:

10.1.4.1 Johannesburg	1200km	allowance 100km
10.1.4.2 Durban	394km	allowance 50km
10.1.4.3 Pietermaritzburg	246km	allowance 30km
10.1.4.4 Richards Bay	508km	allowance 50km
10.1.4.5 Newcastle	288km	allowance 30km
10.1.4.6 Dundee	160km	allowance 10km
10.1.4.7 Ulundi	390km	allowance 50km
10.1.4.8 Ladysmith	220km	allowance 30km
10.1.4.9 Estcourt	176km	allowance 10km
10.1.4.10 Vryheid	308km	allowance 30km
10.1.4.11 Nquthu	262km	allowance 30km
10.1.4.12 Kwadukuza	310km	allowance 30km
10.1.4.13 Manzimtoti	434km	allowance 50km
10.1.4.14 Pretoria	1270km	allowance 100km
10.1.4.15 Bergville	284km	allowance 30km
10.1.4.16 Howick	298km	allowance 30km
10.1.4.17 Potchefstone	626km	allowance 50km
10.1.4.18 Port Edward	704km	allowance 100km

11. LODGING

11.1 Private Lodging

Where an employee makes his / her own accommodation arrangements, the applicable rate payable shall be a fixed daily allowance of R 500.00 (no proof required). The allowance awarded in the case of private accommodation shall include meal expenses and no other subsistence claim will be allowed.

11.2 Lodging with Services (all meals are provided)

Officials and Councillors are allowed to stay in any lodging offering which has a hospitality grading not exceeding a three (3) for (Officials) star grading and (4) star grading for Office Bearers and Directors or in the case where there is limited hotels or four (4) star hotel is cheaper than three (3) star hotel or is full the other grade can be used with the approval of the Accounting Officer. The daily subsistence Allowance of R 4.50 will be claimable by officials and Councillors.

11.3 Lodging with Limited Services

Where meals are not provided by the Hotel or Host, the Council will reimburse a claimant for actual meal expenses (including VAT) provided all receipts are submitted and subject to the following maximum limits:

11.3.1 Breakfast : R 150.00 per person

11.3.2 Lunch : R 200.00 per person

11.3.3 Dinner : R 300.00 per person

11.3.4 The daily subsistence allowance of R4.50 per hour will be claimable by officials and Councillors.

11.3.5 The daily lodging allowance of R 500.00 is claimable if no Accommodation has been provided for officials and Councillors.

12. COURSES:

Where an organisation other than the Municipality pay a sitting allowance, or accommodation, no day allowance nor accommodation costs, will be payable to the Councillor or employee.

Where an employee attend a course and have to stay over for a period of time outside the Municipal Area, a subsistence allowance will be payable in accordance with the non-taxable rate as yearly prescribed by SARS.

13. SUBSISTENCE AND TRAVEL ALLOWANCES FOR PERSONS INVITED FOR INTERVIEWS:

Subsistence and travelling costs to be paid to any candidate invited for an interview will be handled as stipulated in the formal appointment policy of Msinga Municipality.

14. PROCEDURES FOR CLAIMS AND PAYMENT THEREOF

Subject to the provisions of this section 10, the Municipal Manager may prescribe procedures (including time limitations) and forms for the application for authorization to travel. The claiming of subsistence allowances and expenses;

The making of reservations;

Any other matter or thing which is necessary in order to give effect to the provisions of this policy;

Such procedures must be recorded in writing and made available to staff and Councillors.

The Municipal Manager may amend, withdraw, substitute or supplement such procedures and forms.

All such procedures in force at any time shall be deemed to form part of this policy at such time. Subsistence and travelling policy

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.

A copy of an approved trip authorization form with its annexure/s must be attached to any S&T Claim form.

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

Claims may be submitted by a representative only once a month, after that representative has completed all of his/her trips for the month,

The representative must submit subsistence and travel claims on the 15th day of each month.

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.

Only the Municipal Manager on the recommendation of the Director: Corporate Services may authorize travelling by candidates attending interviews.

15. INSURANCE

Travellers (Councillors and Officials) where the necessary travel and special leave forms have been duly authorised by the delegated official will be insured by the Municipality in terms of its current approved policies, practices and standard operating procedures. The insurance shall cover, *inter alia*, the following:

- 15.1.1 medical expenses and assistance services;
 - 15.1.2 personal accident, including death and disability, as well as repatriation and evacuation;
 - 15.1.3 personal liability; and
 - 15.1.4 cancellation, curtailment, and default on travel and accommodation.
- 15.2 Insurance cover is only for the period that the traveller is away from home or place of work on a trip relating to Municipal business.
- 15.3 Private vehicles and contents thereof will not be covered under this Policy.
- 15.4 Hired vehicles are automatically covered for both Super Waiver Damage and Theft by the vehicle rental company.

16. COMMENCEMENT

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

17. INTERPRETATION OF THIS POLICY

All words contained in this policy shall have the ordinary meaning attached thereto, unless the definition or context indicates otherwise.

Any dispute on interpretation of this policy shall be declared in writing by any party concerned.

The Municipal Manager shall give a final interpretation of this policy in case of written dispute. Subsistence and travelling policy.

If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council.

18. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

This policy may be partly or wholly waived or suspended by the Municipal Council on temporary or permanent basis.

Notwithstanding clause the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver or suspension to Municipal Council.

19. COMPLIANCE AND ENFORCEMENT

Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

It will be the responsibility of Council to enforce compliance with this policy.

All benefits accruing from the use of various service providers contemplated in this policies to the Users shall not be prohibited by the Municipality


20. AMENDMENT AND/OR ABOLITION OF THIS POLICY

This policy may be amended or repealed by the Council as it may deem necessary



Mr. TL Kunene
(Speaker)

Resolution No: 32/2020



Mr. SL Sokhela
(Accounting Officer)

Approval Date:27/05/2020