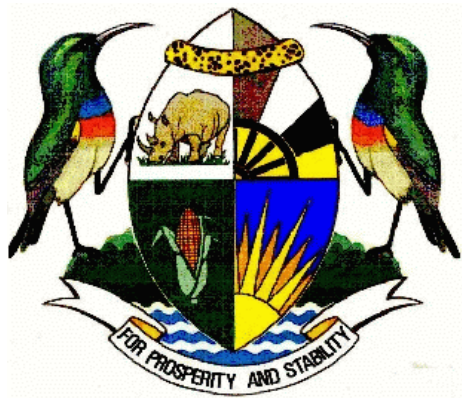


WATERBERG DISTRICT MUNICIPALITY



TRAVEL AND SUBSISTENCE POLICY

2025/2026 FINANCIAL YEAR

INDEX

PART 1	DEFINITIONS
PART 2	OBJECTIVES
PART 3	RESPONSIBILITIES OF REPRESENTATIVES WHO TRAVEL ON BUSINESS OF THE MUNICIPALITY
PART 4	SUBSISTENCE ALLOWANCE
PART 5	REPRESENTATIVE CATEGORIES
PART 6	ACCOMMODATION COSTS AND SUBSISTENCE ALLOWANCE
	• Destinations outside the area of jurisdiction of the Waterberg District Municipality • Destinations within the area of jurisdiction of the Waterberg District Municipality • Candidates invited to attend interviews • Destinations outside Africa • Destinations outside South Africa but within Africa
PART 7	TRAVEL – CLAIM, AIR TRAVEL AND CAR RENTAL COSTS
	• Destinations within the area of jurisdiction of the Waterberg District Municipality • Destinations outside the area of jurisdiction of the Waterberg District Municipality • Domestic air travel and car rental • Candidates invited to attend interviews • International travel
PART 8	AUTHORISATIONS
PART 9	LEGAL REQUIREMENTS
PART 10	POLICY REVIEW
PART 11	IMPLEMENTATION
PART 12	BUDGET & RESOURCES
PART 13	PENALTIES
PART 14	ANNEXURES

PART 1: DEFINITIONS

For the purpose of this policy, except where clearly indicated otherwise, the words and expressions set out below have the following meaning -

- “AA tables”** all transport allowance payments shall be calculated in accordance with the tables of the Automobile Association of South Africa for Estimated average car ownership cost over 6 years.
- “Accounting Officer”** The Municipal Manager of Waterberg District Municipality
- “Africa”** Means the African Continent but excluding states on the Mediterranean Basin, namely Egypt, Libya, Tunisia, Algeria and Morocco and thus –
- “Outside South Africa but within Africa”** means all states situated on the African Continent and including Madagascar, but nevertheless excluding Egypt, Libya, Tunisia, Algeria and Morocco; and
- “Outside Africa”** means all states in the world, except Madagascar, not situated on the African Continent but nevertheless including Egypt, Libya, Tunisia, Algeria and Morocco.
- “Chief Financial Officer”** The person appointed by the Council as Chief Financial Officer 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 (Act 108 of 1996), of the Waterberg District Municipality;
- “Day”** For the purpose of claiming travel and subsistence allowance per day, “day” means a completed period of twenty-four hours, but also includes –
- A period of not less than four hours spent by a representative travelling to a required destination outside the area of jurisdiction of the Waterberg District Municipality, if the representative is necessarily required to sleep over at such destination that night, or is necessarily travelling to board an aircraft or ship for travel outside of South Africa; and
 - A period of not less than four hours spent by a representative travelling back from a required destination outside of the area of jurisdiction of the Waterberg District Municipality, if the representative was necessarily required to sleep over at such destination the previous night, or has spent the previous night travelling back from a foreign destination to South Africa on an aircraft or ship.
- “Domicile”** Means the place where a councillor, official, or other party travelling officially on the business of the municipality normally resides or has his or her office place of work.
- “Executive Mayor”** The Executive Mayor of the Waterberg District Municipality
- “Fixed average kilometer limit”** is the distance in kilometers on which a monthly transport allowance is based as determined by the Council.

“Head of Department”	An official appointed by the Council to manage a directorate of the municipality in terms of Sec. 57 of Municipal System Act.
“Head Office”	refers to the Waterberg District Municipality offices situated in Harry Gwala Street Modimolle or the work station location from where the officials conducts his duties, e.g. environmental health officials based in the local municipal areas.
“Jurisdiction”	means the geographical boundaries of the Waterberg District Municipality as determined by the Municipal Demarcation Board.
“Maximum kilometer limit”	represents the maximum kilometer limit which applies to a running – cost allowance.
“Municipality”	Means the Waterberg District Municipality.
“Mutatis Mutandi”	Change as appropriate
“Occasion”	For the purpose of this policy means any business trip, congress, seminar, meeting, workshop, educational tour, training course or other instance that a representative is required to attend officially on behalf of the municipality.
“Official Distance”	The distance in kilometers traveled for official purposes by an employee in the Council employment, excluding distance between place of work and residence.
“Private transport”	Represents that private vehicle used by an employee for official purposes.
“Representative”	Any councillor, official or other person travelling away from his or her normal place of domicile and employment on the official business of the Waterberg District Municipality.
“Running costs”	The tariff in cents per kilometer for employees in post levels 3 who have a vehicle with a maximum engine capacity of 2 500cc and employees in post levels 4 and lower who have a vehicle with a maximum engine capacity of 2 000cc and comprises of the following elements of the AA tariff: • Cost of fuel in relation to the engine capacity of the vehicle • Maintenance cost
“Speaker”	The speaker of Waterberg District Municipality
“Voucher”	the original supporting document confirming expenditure.

PART 2: OBJECTIVE

1. The objective of this policy is to set out the basis for the payment of subsistence allowance and travel claim for the purposes of official travelling either to outlying areas of the Municipality's area of jurisdiction or beyond.

PART 3: RESPONSIBILITIES OF REPRESENTATIVES WHO TRAVEL ON BUSINESS OF THE MUNICIPALITY

2. Every representative who travels on the business of the municipality must comply with this policy in letter and in spirit.
3. 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.
4. Consistent with the municipality's performance monitoring and evaluation objectives, the Municipal Manager will ensure that a database of all representatives and officials travelling is kept.
5. When a Council vehicle is used, the driver is responsible for all traffic offenses, which will be paid by Council and deducted from the individual's salary.
6. The S56 manager shall approve the official visits for the employees in their department provided that the expenses to be incurred are on the approved budget of the relevant vote.
7. The Municipal Manager shall approve official visits of the S56 managers provided that expenses to be incurred are on the approved budget of the relevant vote. Executive Mayor shall approved the Municipal Manager official visit.
8. The Municipal Manager may prohibit managers and project managers from attending conferences, workshops or meetings if their projects are behind schedule or not all adjudicated and appointed.
9. Official visits by the Speaker, Members of the Mayoral Committee and other councillors will be subject to approval by the Executive Mayor provided that the expenses to be incurred are on the approved budget of the relevant vote.
10. The Executive Mayor shall approve his/her own official visits provided the expenses to be incurred are on the approved budget.
11. Official visits to countries other than South Africa will be subjected to prior approval by the Mayoral Committee provided that the expenses to be incurred has been provided for on the relevant vote of the approved budget and the visit be reported to the next Council meeting by the Executive Mayor on the nature of and expenses incurred.
12. 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 delegations above, as the case may be.
13. No orders or requests for payments will be approved unless the above proof of authorisation is attached.

14. Employees may not claim the reimbursement of travel costs for travel undertaken during any period of absence, unless otherwise instructed or authorised by the delegated official.
15. Employees are personally responsible for claiming their individual expenses. Claims for and on behalf of groups will not be considered.
16. All applications and approvals must be made in writing on the appropriate forms and in terms of the applicable procedures.
17. Council / Official delegates or representatives to any conference/workshop/meeting must ensure they arrive on time and attend until the conclusion of such event. If any representatives fail to do so, the delegation as identified above, may recover all allowances and disbursements paid to enable such delegate or representative to attend such event, if the delegate is afforded the opportunity to submit reasons for not being able to be present from the commencement to conclusion of such event.

PART 4: SUBSISTENCE ALLOWANCE

18. SUBSISTENCE ALLOWANCES:

- 18.1. A subsistence allowance and travel claim is an amount of money paid by the municipality to a representative to cover the following expenses
 - incidentals such as meals, refreshments, snacks, drinks and newspapers; and
 - All official - related travel.
- 18.2 A subsistence allowance does not cover any personal recreation, such as visits to a cinema, theatre or nightclubs or sightseeing.
- 18.3 Daily Subsistence allowance (where the accommodation or location is in the Republic) is payable in the following categories:-

Category	Qualifying Persons	<u>Incidental Cost</u>
An official / councillor who is away from his workplace longer than 6 hours, but who does not stay overnight	Employees & Councillors	R144

Category	Qualifying Persons	<u>Case 1</u> 3 Meals Provided	<u>Case 2</u> 2 Meals Provided	<u>Case 3</u> 1 Meal Provided	<u>Case 4</u> No Meals Provided
An official / councillor who stays overnight	Employees & Councillors	R144	R109	R218	R 327

These allowances are for meals and incidentals. Daily meal costs should be claimed subsequent to the expenditure being incurred and should be supported by vouchers. The delegate will be responsible for the balance should the amount be exceeded.

- 18.4 The allowance will be paid for meals, soft drinks, snacks, telephone and newspapers only and therefore does not include alcoholic beverages but includes a service charge of up to 10% of the bill subjected to the submission of documentary proof of expenditure incurred. This allowance does not include personal recreation such as visits to a cinema, theatre, nightclubs or sightseeing.
- 18.5 Any “extras” not provided for in the policy may not be booked against the room account and must be settled by the delegate prior to departure.
- 18.6 Claims for meals for official entertainment of guests are to be dealt with as claims against the relevant entertainment allowance provision of the relevant department and to be approved by the Head of Department.
- 18.7 The following miscellaneous expenditure may also be claimed from the subsistence allowance:
 - 18.7.1 Parking fees
 - 18.7.2 Toll fees
 - 18.7.3 Bus fares / taxi fares subjected to prior approval by the Municipal Manager or Head of Department
- 18.8 No incidental costs will be reimbursed if the subsistence allowance as determined in 13.3 above has been exceeded.
- 18.9 Any subsistence will only be paid provided that documentary evidence is submitted with the claim and that the Head of Department/Municipal Manager in case of an official, of the Mayor, in case of a councillor, is of opinion that such expenditure was justifiable. The prior approval from the relevant delegation as per Part 3 should also be attached to any subsistence claim.

PART 5 : TRAVEL CLAIMS

- 19** Travel claims for destinations within and outside the Waterberg District Council area.
 - 19.1 Should it happen that an **All employee, shall claim kilometre travelled in respect of business irrespective of whether they receive transport allowance or not**, travels more than the allocated monthly kilometer distance, he/she is entitled to be remunerated for the excess kilometers travelled. The onus rests solely on the employee concerned to proof the actual distance travelled and the reasons for the journeys in execution of official duties to be attached. The travel claim form (attached to the Subsistence & Travel Policy) should be completed and submitted within 60 days to Salary Officer after approval by the relevant Department Head or Municipal Manager.
 - 19.2 Representatives travelling officially to destinations within the Waterberg District Municipality’s area of jurisdiction will be –
 - (a) Officials using vehicles provided by the municipality; or
 - (b) Officials (including S56 managers) paid a travel allowance using their own vehicles; or
 - (c) Officials, Audit Committee Members, Performance Audit Committee members, Remuneration Committee, Other Committee members and Board Members driving privately owned vehicles; or
 - (d) Councillors paid a travel allowance using their own vehicles.

- 19.3 No additional travelling costs will be paid by the municipality in respect of case (a) above.
- 19.4 In case (b) above, any claim will be administered according to the subsistence and travel allowance policy and will be remunerated according to officially approved log sheets at running costs only as by the official AA tables upon submission of such officially approved log sheets. The claim will be calculated from WDM - office to place of destination and will be reimbursed at - published approved AA rates per km depending on the vehicle's engine capacity. - The distance for which the reimbursement applies, must be the shortest distance between municipality's head offices and the location where the official business is to be transacted.
- 19.5 In case of © above, any claim will be administered according to the subsistence and travel allowance policy and will be –reimbursed according to officially approved log sheets upon submission of such officially approved log sheets. The claim will be reimbursed at a maximum of - **R3.55** per km per km as prescribed by the South African Revenue Services. The distance for which the reimbursement applies, must be the shortest distance between municipality's head offices and the location where the official business is to be transacted.
- 19.6 In case (e) above, any claim will be administered according to the subsistence and travel allowance policy and the guidelines provided by the Remuneration of Public Officer Bearers Act and will be remunerated according to officially approved log sheets at running costs only as per the Department of Transport tariffs upon submission of such officially approved log sheets.
- 19.7 Any claim will be administered according to the adopted Subsistence and Travel Allowance Policy. The claims will be remunerated according to officially approved log sheets at running costs (as per definition) on the “estimated average running cost” schedule of the current Official Automobile Association upon submission of such authorized log sheets. (1st -31st of previous month will be paid with current month salary on the 25th of each month).
- 19.8 A maximum kilometer distance of **2 500** kilometers per month is allowed, where after the Council may provide official vehicles to the relevant incumbents. Written approval must be obtained from the Municipal Manager to utilize private transport after 2 500 km and this should only be authorized under extreme circumstances. If prior approval from Municipal Manager to utilize private vehicle after 2 500km is not attached to the claim, the claim will only be paid out up to 2500 km. The Municipal Manager is to provide further capping on the extended kilometer limit on a case by case basis.
- 19.9 When planning a trip, comparison must be made between the relative cost in terms of anticipated travel claim to be paid in accordance with the distance to be travelled and the cost of airfare, if available, plus car rental, if available, and the cost of an official's absence from his or her place of work (which could be reduced by quicker air travel). If air travel and car rental is available and is calculated to be cheaper than travelling by road vehicle, the representative shall be required to travel by air. Calculation must be made prior to undertaking the travel.
- 19.10 Where possible representatives must travel together, up to a maximum of four in a vehicle, to minimise travelling expenses.
- 19.11 The following requirements should be adhered to when submitting a claim:

- 19.11.1 Claims must be submitted within a period of 60 days from the month end date of the month in which the function occurred. Claims received after this period will be rejected.
 - 19.11.2 Claims must be authorised by the relevant manager.
 - 19.11.3 An agenda or invitation must be attached to the claim. In the event that this cannot be provided, a memo indicating the purpose of the trip and the reason for no supporting evidence, approved by the MM for re-imbursement, must be attached to the claim.
 - 19.11.4 Toll gate, parking costs, etc will only be reimbursed if the vouchers are attached to the claim.
 - 19.11.5 All claims should be signed and submitted to salary officer within the first 2 weeks of each new month. A final date will be confirm by e-mail to all managers and relevant employees by salary office.
 - 19.11.6 Claims will be included in the salary in the month of the submission of the claim.
- 19.12 Calculation for the excess kilometers shall be done according to the following formula.
- $$D = E \times F$$
- Where:
- D = the claim to be determined for the excess kilometers travelled (travel claim)
- E = Running cost of the vehicle according to engine capacity on the AA tables capped at 2500cc for a PL3 & S56 managers and 2000cc for PL4 and below.
- F = The actual kilometers travelled minus the total monthly kilometer distance as per this policy linked to that employee's specific travel allowance
- 19.13 Officials, other than Councillors & S56 managers, are reimbursed on the AA rates with a maximum capping of the SARS rate per kilometer. The AA rates are adjusted accordingly as and when new tables are issued.
 - 19.14 Councillors are reimbursed in accordance with the tariffs prescribed by the Department of Transport (with no capping) for use of privately owned vehicles for actual kilometers travelled in respect of the performance of official functions on behalf of the municipality and other official. The Department of Transport rates are adjusted accordingly as and when new tables are issued.
 - 19.15 S56 managers are reimbursed in accordance with the tariffs prescribed by the Department of Transport for use of privately owned vehicles for actual kilometers travelled in respect of the performance of official functions on behalf of the municipality and other official duties. S56 managers are capped at the SARS rate per kilometer, currently -R 3,55 but will be adjusted according to any SARS changes to this limit. The Department of Transport rates are adjusted accordingly as and when new tables are issued.

- 19.16 Any allowance of transport costs payable to Councillors will be subject to the regulations pertaining to the remuneration of public office bearers as promulgated by the Provincial Department of Local Government in terms of the Public Office Bearers Act, 20 of 1998 from time to time, and will be paid according to the tariffs prescribed by the Department of Transport for use of privately owned vehicles.
- 19.17 Any travel claim will only be paid provided that documentary evidence is submitted with the claim and that the Head of Department/Municipal Manager in case of an official, of the Mayor, in case of a councillor, is of opinion that such expenditure was justifiable. The prior approval from the relevant delegation as per Part 3 should also be attached to any travel claim.
- 19.18 The payments of S&T shall be done at least twice in a month.

PART 6 CATEGORIES FOR RENTAL, ACCOMMODATION & FLIGHTS

- 20 Councillors and staff are divided into three categories for the purpose of determining highest class of accommodation permitted, class of car rental permitted and class of air travel permitted as follows –

Classification	Qualifying Persons	Accommodation Approved	Car Rental Engine Capacity	Car Rental Class	Air Travel Class Approved
Category A	Executive Mayor, Speaker.	3 – 5 Star Hotel	Any car available	Group C to G and K (e.g. Mercedes C Class)	Economy/ Business Class
Category B	Municipal Manager, Councillors and Heads of Departments	3 – 4 Star Hotel	Maximum of 2.0 cc	Group C to E (e.g. Corolla)	Economy Class
Category C	All other representatives	3 – 4 Star Hotel	Maximum of 1.8 cc	Group B (e.g. Polo)	Economy Class
Category D	Groups of more than 5	Highest official in the group	Any car accommodating more than 5 people	Group N to O (e.g. Microbus)	Economy Class

The above grading will be applicable to the similar grading in the Countries travelled outside of RSA.

- 21 Car rental classes are portrayed according to AVIS car rental classes. If other car rental service providers is utilised, a vehicle similar to the class provided by AVIS for those categories should

be procured. AVIS is just utilised as an indication of the type of vehicle to be procured per category and should not be deemed the sole service provider.

- 22 These limitations shall not apply when a representative is travelling in response to an invitation extended by an outside party that has undertaken to pay all such accommodation, car rental or air travel expenses and such outside party has offered to and is willing to pay such expenses for a higher/lower class than the representative would normally be entitled to.
- 23 These limitations shall likewise not apply where facilities by way of accommodation or car rental to the standard that the representative is normally entitled to are not available at the destination. In such circumstances the representative shall make use of the best facilities that may be available, including a guest house, motel or bed and breakfast establishment.
- 24 Any representative may opt to rather stay at a guest house, motel or bed and breakfast establishment or with a friend or relative rather than at a hotel and his or her subsistence and travelling expenses shall be dealt with as is hereinafter provided for.
- 25 Delegates may be offered to travel to the place of the meeting/conference/workshop with his own private transport and to receive either the value of a return air ticket of the travelling claim as per section 14, whichever is the lowest, to compensate for the cost incurred by the delegate to travel to and from the place where the meeting/workshop/conference is to be held.
- 26 Where the delegate to the meeting/workshop/conference make use of his own private transport, he/she is not entitled to lease a vehicle but will be reimbursed for actual kilometres travelled between the hotel and the venue of the meeting/workshop/conference up to a maximum of 70 kilometres per day.
- 27 Sleep out allowance will be calculated at R 200.00 per night.

PART 7 : CAR RENTAL

- 28 The category limitations are indicated in paragraph 20 of Part 5.
- 29 Where deemed necessary, the hiring of vehicles for travel within the boundaries of the Republic of South Africa may be authorised by the Executive Mayor for Councillors or by the Municipal Manager for S56 managers or by S56 managers for officials.
- 30 Only travellers with a valid South African driver's license may hire vehicles.
- 31 For the Executive Mayor a vehicle similar or equivalent to the official mayoral vehicle but in line with the guidelines in paragraph 20 may be hired.
- 32 The Municipality may hire the Executive Mayor in case his/her mayoral vehicle may not be used due to unforeseen circumstances.
- 32 If more than one representative is travelling on a specific trip, they shall share one rented car for up to four passengers or, if there are a greater number, hire a microbus. If the party is too large to be accommodated by a microbus, the minimum number of vehicles which can comfortably accommodate the party will be hired.
- 33 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.

- 34 All hired vehicles must be insured comprehensively insured.

PART 8: DOMESTIC ACCOMMODATION & AIR TRAVEL

- 35 The category limitations are indicated in paragraph 20 of Part 5.
- 36 An accounting officer must ensure that costs incurred for domestic accommodation and meals are in accordance with the maximum allowable rates for domestic accommodation and meals, as communicated by National Treasury, from time to time, and the travel and subsistence policy of the municipality.
- 37 Overnight accommodation may only be booked where the return trip exceeds 500 kilometers (e.g. in cases where an event is scheduled for more than one day in a venue where the total kilometres travelled for the duration of the event are in excess of 500, then accommodation booking will be permitted.)
- 38 The subsistence allowance and accommodation and meal costs shall be paid according to the provisions of this part and part 4 (entitlement to subsistence allowance and accommodation costs).
- 38 Trips envisaged in section 20 above must be authorised prior to departure unless unforeseen circumstances arise that could not have reasonably been foreseen, such as the breakdown of a motor vehicle or an accident.
- 39 Where no overnight stay is necessary, no subsistence allowance, accommodation costs or meal costs will be paid.
- 39 Where appropriate hotel accommodation is available, the rate for a single / standard room will be payable. If necessary, a deluxe room may be booked for the Executive Mayor.
- 40 The actual cost of accommodation, to include breakfast, lunch and dinner if provided, will be borne by Council, subject to the approved list below in respect of domestic travel. Where meals are provided by the host, no claims will be honoured for such meals.
- 41 If a representative is attending an occasion to which he or she has been invited and the host provides suitable accommodation and meals, the municipality will not pay the cost of accommodation and meals provided.
- 42 For travel within South Africa, depending upon the circumstances regarding the provision of meals included in the charge by the accommodation establishment that the representative is staying at, the following maximum costs will be paid by Council (vouchers to be furnished) to cover the cost of meals and incidental costs not provided for. **Refer to part 4 section 18.3.**

Category	Qualifying Persons	<u>Case 1</u> 3 Meals Provided	<u>Case 2</u> 2 Meals Provided	<u>Case 3</u> 1 Meal Provided	<u>Case 4</u> No Meals Provided
An official / councillor who stays overnight	Employees & Councillors	R144	R109	R218	R 327

- 43 If the accommodation establishment provides three meals per day (breakfast, lunch and dinner) no further costs for meals will be paid by Council.
- 44 If a representative makes own arrangements, no accommodation costs will be paid but the representative may claim the daily meal costs (to be supported by vouchers) as per part 4 section 18.3. The amount paid will be as per determination of SARS from time to time.
- 45 Where it is not necessary to stay overnight on any travel on official business, no accommodation costs will be paid.
- 46 **If a delegate is required to stay overnight, a maximum amount (excluding VAT and agency commission fee) per night for expenses toward local accommodation, parking and meals will be paid according the table below. Arrangements must be made prior to departure.**

47

Classification	Qualifying Persons	Accommodation Approved	Max Amount
Category A	Executive Mayor, Speaker. Chief Whips	3 – 5 Star Hotel	R1 400 – R2 500
Category B	Municipal Manager, Councillors and Heads of Departments	3 – 4 Star Hotel	R1 400 – R1 550
Category C	All other representatives	3 – 4 Star Hotel	R1 400 – R1 550
Category D	Groups of more than 5	Highest official in the group	R2 500

48

- 49 The maximum limit above can be exceeded in exceptional circumstances but only subject to the approval of the Municipal Manager.
- 50 In the case of group bookings, schedules and sponsored tours or travelling with delegations from National/Provincial Government, the South African Local Government Association (SALGA) or from any other government institution or private sector on official approved trips, such councillors and officials may travel by means of the same class as the members of the delegations which they accompany, if necessary and the budget allows.

- 51 In the case of group bookings for officials & Councillors of WDM, it can also be considered to accommodate them in the same hotel for the purpose of travelling together, e.g. the Executive Mayor and his/her driver travelling together.

PART 9: INTERNATIONAL ACCOMMODATION & AIR TRAVEL

- 52 The category limitations are indicated in paragraph 20 of Part 5.
- 53 For travel outside South Africa, depending upon the circumstances regarding the provision of meals included in the charge by the accommodation establishment that the representative is staying at, daily subsistence allowances will be paid at a rate to be determined by the Council from time to time, and which at present is set in accordance with the following table, for the county in which that accommodation is located, as follows –

Classification	Qualifying Persons	<u>Case 1</u> 3 Meals Provided	<u>Case 2</u> 2 Meals Provided	<u>Case 3</u> 1 Meal Provided	<u>Case 4</u> No Meals Provided
All Categories (% of subsistence granted)	All staff are entitled to the same payment	50%	65%	80%	100%

- 54 If the accommodation establishment provides three meals per day but only some of the meals, or none of the meals, are included in the daily rate but constitute additional costs, the representative shall be entitled to claim the subsistence allowance according to 53, depending upon which meals are not included in the daily rate.
- 55 If a representative is attending an occasion to which he or she has been invited and the host provides any meals, he or she will not be paid a subsistence allowance, as illustrated in 53 above *mutatis mutandis*, in respect of such meals that the host provides, subject to there being no health or religious circumstances preventing the representative eating any meals provided by the host.
- 56 If a representative stays with a relative or friend, no accommodation allowance may be claimed, but can claim the daily subsistence allowance provided for Section 53.
- 57 The recoverable cost of accommodation for international travel may not exceed US\$350 per day.
- 58 Notwithstanding anything to the contrary, the accommodation and subsistence costs enumerated in United States dollars above shall only be payable from the time that the representative boards an aircraft or ship for departure from South Africa until the time that the representative alights on South African soil again. Any accommodation or subsistence costs arising from the representative travelling from his or her domicile to the point of international departure, or returning from the point of international departure to his or her domicile, shall be paid in South African Rands.
- 59 Train fares and any personal costs not covered such as any telephone calls or toiletries etc. shall be paid by the representative out of the Daily Subsistence Allowance.
- 60 The daily subsistence allowance shall be claimed by the representative not later than three days before departure and shall be paid in South African Rands calculated at the prevailing rand / US dollar exchange rate, it being the responsibility of the representative to make arrangements,

such as travellers cheques, to enable him or her to have the funds available in the country of destination and in the currency of the country of destination. If the trip concludes before the anticipated date, excess Subsistence and Travelling must be reimbursed to WDM.

- 61 In the case of group bookings, schedules and sponsored tours or travelling with delegations from National/Provincial Government or other departments, the South African Local Government Association (SALGA) or from any other government institution or private sector on official approved trips (where there is a broad delegation with various stakeholders), such councillors and officials may travel by means of the same class for flights and accommodation as the members of the delegations which they accompany, if necessary and the budget allows.
- 62 All requests for air travel must be made at the most appropriate rate applicable at the time of the travel. To ensure that the most economical airfare is booked, officials are to finalise the relevant bookings, where possible, well in advance of the intended trip.
- 63 Airfares for official international travel will be paid by the municipality. Notwithstanding anything to the contrary, all representatives shall travel Economy Class on international flights, unless they have been invited to an occasion and the host is paying the airfare or if section 61 applies. If such host is paying the airfare, the representative shall have no claim against the municipality for air travel costs.
- 64 If there is no air service available to the country of destination, or no air service all the way to the country of destination and the trip, or part of the trip, has to be undertaken by ship, boat or ferry, the municipality will pay the fare subject to the same conditions *mutatis mutandis* set out in section 63 above.
- 65 Unless the representative has been invited to an occasion and the host is paying all costs, the municipality will pay the entire representative's train fare, bus fare or taxi fare costs necessarily incurred in the country of destination. Such costs must be approved as part of the travel package before the trip is embarked on. A representative who incurs additional such costs whilst travelling abroad on the business of the municipality without having received prior authorisation will only be reimbursed for such costs if proof of expenditure can be produced and the representative can demonstrate that costs were reasonably necessitated by the circumstances.

PART 10: CANDIDATES INVITED FOR INTERVIEW

- 66 No subsistence allowance, accommodation costs or meal costs will be paid to any candidate invited for an interview whose domicile is within 100 kilometres of the municipality's (Head Offices).
- 67 If a candidate's domicile is more than 100 kilometres from the municipality's offices and the hour set for the interview is in the late afternoon or evening (i.e. at 15h00 or later), his or her accommodation for one night will be arranged by the municipality only if it is not possible for the candidate to make a return journey on the day of interview, (establishment that provides dinner, bed and breakfast and paid in accordance with the provisions of Category C set out in part 5 section 15 above). No subsistence allowance will be paid.
- 68 The travel claim may be paid for the distance travelled for the interview at the Running cost of the vehicle according to engine capacity on the AA tables.
- 69 If such candidate declines to accept the accommodation arranged and offered by the municipality no moneys in respect of or in lieu of accommodation will be paid to the candidate.

- 70 A person who uses private transport to attend an interview shall be paid the cash equivalent of the avoided air ticket cost or the travel claim, whichever is less, which would have been paid in the event of air travel being the most economical and practical means of transport.
- 71 The actual expenditure on the hire of vehicles, if travel by air, equal to a Group B vehicle limited to maximum of 2 days and limited to 400 kilometres per claim.
- 72 Miscellaneous expenditure such as parking and toll fees will be reimbursed according to the actual expenditure incurred.
- 73 All claims will only be paid upon submission of proof of expenditure authorised by Corporate Support & Shared Services.

PART 11: REMOVAL COSTS

- 72 Newly appointed staff members will be eligible for reimbursement of removal costs under the following circumstances.
 - 1. Removal costs will only be paid to newly appointed staff.
 - 2. Removal costs will be paid to all employees who needs it.
 - 3. 3 Quotations must be obtained and the lowest quotation will be accepted. WDM must procure the service and pay directly for the removal costs to ensure effective management of the expenditure.
 - 4. A maximum of R20, 000 will be reimbursed upon submission of proof of payment.

PART 12: AUTHORISATION

- 73 For purposes of implementing this policy, the Delegation Policy of Council will govern the authorisation of travel.
- 74 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.
- 75 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. If any representative fails to do so, Council may recover 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.
- 76 Employees who receive a travel allowance may not use official transport in the execution of their duties unless otherwise authorized in unforeseen circumstances or as allowed in terms of this policy or the transport allowance policy. The distance travelled with the official vehicle will not be considered as part of the employee's business-related travel when accounting for his/her travel allowance.

PART 13: LEGAL REQUIREMENTS

- 77 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.
- 78 All subsistence and travel claims paid to representatives will be reflected on their payslip as prescribed by South African Revenue Services. It is therefore in the representatives own

interest to ensure that all bookings for flights, car rental, hotels and meals connected to hotel accommodation is arranged through Council's travel agent.

- 79 Claims in terms of this policy are categorised as "out of pocket expenses" in terms of the Act dealing with the remuneration of Public Office Bearers.

PART 14: IMPLEMENTATION

- 80 The Accounting Officer is required in terms of Section 66 of the Municipal Finance Management Act to report to the Council within the time periods stipulated on all expenses pertaining to salaries, allowance and benefits paid.
- 81 All previous policies on travel allowances accepted by Council, as well as all previous Council resolutions in this regard will be rescinded from the date of the Council resolution adopting this policy as the Council's only policy on travel allowance for employees. This policy can therefore only be amended by a resolution of Council and no deviations will be allowed.

PART 15: POLICY REVIEW

- 82 This policy will be reviewed annually and revised as necessary.

PART 16: BUDGET & RESOURCES

- 83 The Accounting Officer is required in terms of Section 66 of the Municipal Finance Management Act to report to the Council within the time periods stipulated on all expenses pertaining to salaries, allowance and benefits paid.

PART 17: PENALTIES

- 84 Non-compliance to any of the stipulation contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.
- 85 Any deviation from this policy must be authorised by the Municipal Manager, and in the case of the Municipal Manager, the Executive Mayor will authorise.
- 86 In any instance where a delegate did not attend business as approved in accordance with this policy, any expenditure incurred by the council should be refunded by the representative. All deviations in this regard must be reported to Council.
- 87 Failure to submit supporting documents will result in monies being deducted from salaries for illegal claims made.
- 88 Deliberate false claims will be treated as misconduct and disciplinary actions will be taken against such claims.

PART 18: ANNEXURES

89 Subsistence & Travel Claim Form

MONTHLY TRAVEL CLAIM

<C:\Users\kmothata\AppData\Local\Microsoft\Windows\Temporary Internet Files\Travel claims\Blank travel claim form - June 2010.xls>