

SUBSISTENCE AND TRAVELLING POLICY

FOR

SIYATHEMBA MUNICIPALITY

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Effective/Implementation**Date: 01 July 2009**

Purpose	To manage the travel arrangements and allowances for Officials and Councilors travelling on official trips locally and abroad.
Scope	All Officials/Councilors of Siyathemba Municipality
Implementation	On implementation, this policy replaces all existing policies, memorandums and directives relating to subsistence and travelling
Definitions	Officials/Councilors of Siyathemba Municipality – means Councilors and Officials of Siyathemba Municipality whose expenses are borne by Siyathemba Municipality

A travelling authorization document must be completed and approved before a trip outside and inside the jurisdiction area of Siyathemba Municipality to qualify for the reimbursement when using a Council vehicle.

1. TRANSPORT

On presentation of an approved travel authorization document Siyathemba Municipality will:

- 1.1 In the case of air travel, provide economy class air travel to all employees/ councilors for domestic destination and business air travel for overseas trips subject to availability of funds.
- 1.2 Transport to and from the airport will be borne by Siyathemba Municipality.
- 1.3 In the case of rental cars, provide all employees/ Councilors with group "A" or any other suitable rental car, Avis or alternative car Rental Company.
- 1.4 In the case of road travel, all Officials of Siyathemba Municipality that qualifies for car allowance must use their private vehicles and claim for the kilometers travelled at Department of Transport approved tariff (running cost only) per kilometers for all official trips travelled outside the region.
- 1.5 Official in receipt of a car allowance will be reimbursed for all kilometers, after exhausting the compulsory kilometers as per employment contract, at the same rate as above. In the event where the private vehicle is not available due to an accident or any other exceptional occurrence that renders the official's vehicle should be made available to the official on written approval of the Municipal Manager.
- 1.6 In the event where a senior official that is in receipt of a car allowance has to travel with any other official of the council that is not receiving a car allowance, that senior official's vehicle should be used for the trip and no junior official should be instructed to book out a council vehicle for this kind of trip. A senior official of council will accompany a junior official that is driving a council vehicle only in exceptional cases and these should be made known before the trip to the Municipality Manager or the Chief Financial Officer.
- 1.7 All Officials/Councilors of Siyathemba Municipality will be allowed to join the flyer programs and receive the benefits of the program. Excess baggage cost will be borne by the Official/Council of Siyathemba Municipality concerned.

- 1.8 If a council vehicle is not available, a private owned vehicle can be used with the same condition as set out above, only on written approval of the Municipal Manager. If the Municipal Manager happens to approve the use of a private vehicle, the official will be entitled to claim at the Departments approved tariffs (fixed and running cost) per kilometers inside the region. Officials/Councilors must disclose to their insurers that they use their privately owned vehicles for business purposes from time to time as Siyathemba Municipality will not be held liable for anything that might happen to the property of the Officials /Councilor whilst on business tip.
- 1.9 **NB: Tariffs payable to councilors will be paid out in terms of the government gazette regulating the payment of kilometer tariffs to councilors.**

2. ACCOMMODATION

- 2.1 In the case of accommodation provide (bed and breakfast at a guesthouse or hotel) for each twenty-four (24) hour period that the employee/Councilor is away from the office. Alternatively the employee/Councilor may elect to stay privately, for which Siyathemba Municipality will provide subsistence allowance at a rate of R315-00 per 24 hours and R200-00 for part of the day.
- 2.2 Employees and Councilors on officials duties of the Council will be allowed to stay in an accommodation that is equal to a maximum amount of R600-00 within the Northern Cape Province and R1 200-00 outside the Province and **for any accommodation that exceeds these amounts approval should be received from the municipal manager or his proxy.** The official and councilors will be entitled to claim an additional amount of R200-00 as a daily allowance (provided that absence of town should exceed 6 hours). The costs for breakfast, lunch and dinner can be claimed additionally, proof of expenditure must be provided.
- 2.3 In the case of overseas accommodation, provide subsistence allowance to the rand equivalent of US \$200 per day.

NB: It should however be noted that the above tariffs will be reviewed by the South African Revenue Services (SARS) annually and the policy will be automatically adjusted accordingly so as to align it to the Government Notice.

3. MEALS AND INCIDENTALS

- 3.1 If an Official or Councilor is away for more than six hours but less than 24 hours, from his/her station, that person is entitled for out of pocket expenses which are limited to the following expenditure:
- i) Breakfast before 11:00 R60-00
 - ii) Lunch before 15:00 R80-00
 - iii) Dinner after 18:00 R120-00

Or

a combination with the above with the maximum expenditure of R260-00.

Proof of expenditure for the above should always be provided.

- 3.2 Siyathemba Municipality will only pay for “out of pocket” expenses.
- 3.3 Officials can claim an amount equal to R120-00 towards a daily allowance without having to provide proof of expenditure. (provided that absence of town should exceed 6 hours).
- 3.4 Councilors are entitled to R120-00 daily allowance without having to provide proof of expenditure. (provided that absence of town should exceed 6 hours).
- 3.5 Councilors will be allowed to get a proper lunch for all council meetings and will not be allowed to claim any allowances, **unless the approval has been received from the municipal manager or his proxy.**
- 3.6 Officials travelling outside the municipal area will not be allowed to claim overtime, **unless the approval has been received from the municipal manager or his proxy.**

4. CAMP – ALLOWANCE FOR TECHNICAL SERVICES PERSONNEL

- 4.1 Workers staying in camps whilst on official duty of the Municipality are entitled to a daily allowance of R200-00 which is equal to the daily tariff paid to other employees of the Municipality.
- 4.2 Technical services personnel will still be responsible for their own meals.
- 4.3 The Municipality will provide fire wood, gas, caravans, freezers, gas-stoves and beds to workers staying in the camps.

5. OVERSEAS TRAVEL (STUDY TRIP)

- 5.1 In case of overseas travel all employees are entitled to a daily allowance to the rand equivalent of **Daily Subsistence Rate** for a country being visited (rates provided as annexure A) not exceeding **US \$200**.
- 5.2 If an employee of Siyathemba Municipality is undertaking an “all paid for trip” overseas, and even daily allowance is provided for, Siyathemba Municipality will then pay a difference of the rates provided in annexure A and the rate offered, if its lesser, but not exceeding US \$200.
- 5.3 The daily allowance will be calculated per days spend from the day of arrival at the destination until the day of return.

6. OVERSEAS TRAVEL (STUDY PURPOSE)

- 6.1 If an employee/Councilor of Siyathemba Municipality is undertaking an “all paid for trip” for study purposes overseas, and even the daily allowance is provided for, Siyathemba Municipality will then pay difference of the rates provided in annexure A and the rate offered, if its lesser, but not exceeding **US \$200**.
- 6.2 If Siyathemba Municipality or its stakeholders is financing the studies and because the employee will benefit out of the trip s/he will then qualify for half the normal daily allowance (as provided for in annexure A) less any allowances paid (but not exceeding US \$200) by other party, if not Siyathemba Municipality.
- 6.3 The daily allowance will be calculated per days spend from the day of arrival at the destination until the day of return, unless an Official/Councilor flies at 8am on the day of departure and flies back at 8pm. An Official/Councilor will be entitled to claim a domestic allowance if s/he flies back at 8am but will take a connecting flight to another destination, or have to drive for 3 hours in total before arriving at home.
- 6.4 An Official/Councilor cannot claim a daily allowance if s/he spent less than twenty-four (24) at her/his destination.

All bookings for accommodation, air travel and car hire must be done in consultation with the Finance department. If anything is not covered by the policy it will be decided by the Municipal Manager in liaison with the Finance Manager in writing and ratified by Council.

No claim will be honoured by Siyathemba Municipality if submitted 30 days after the trip or after incurring the expenditure.