



Umsobomvu Municipality
Continuously Rising

TRAVEL & SUBSISTENCE POLICY

TRAVEL AND SUBSISTENCE POLICY

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ORIGINAL

1. 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 54A of the Municipal Systems Act, 2000 (Act 32 of 2000) 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 118 of 1998)

“Councillor” A member of the UMSOBOMVU Municipal Council.

“Management Team” Officials appointed in terms of Section 54A and 56 of the Local Government Municipal Systems Act, 2000 (Act 32 of 2000).

“Mayor” The Mayor of the Umsobomvu Municipality elected in terms of Section 48 of Municipal Structures Act, 1998 (Act 118 of 1998).

“Manager” An official appointed by the Council in terms of section 56 of the Municipal Systems Act, 2000 (Act 32 of 2000) to head a Department of the municipality

“Municipality” Umsobomvu Municipality, established in terms of sections 12 and 14 of the Structures Act.

“Traveller” Any councillor, official or person travelling away from his or her normal place of domicile and employment on the official business of the Umsobomvu Municipality.

“Subsistence allowance” A subsistence allowance is an amount of money paid by the municipality to a traveller for expenditure incurred in respect of personal subsistence (meals – including reasonable gratuity) and incidental costs (for example refreshments, snacks, drinks and newspapers but excludes any personal recreation, such as visits to a cinema, theatre or nightclubs or sight-seeing.

“Travel Allowance” A travel allowance is any amount paid to an employee in respect of travelling expenses for business purpose.

“Partial sponsored trip” Where a portion of the total cost is sponsored by a donor or third party. (For the purposes of this policy such proportion of the total cost of the trip to be included in the application forms).

2. PURPOSE

- 2.1 The purpose of this policy is to lay down general rules for the payment of subsistence and travelling allowances or costs for the attendance of approved events outside the municipal area of Umsobomvu and matters related thereto.
- 2.2 It is a further purpose of this policy to ensure that travellers for municipal purposes are reimbursed in clear and pre-determined manner.

- 2.3 Whereas this policy document promotes honesty and integrity in the claiming of actual travelling and subsistence expenses, does it also provides for measures in dealing with contraventions of this policy

3. GENERAL

- 3.1 The contents of this policy will not be regarded as conditions of employment but as a reimbursement for travelling and subsistence expenditure incurred or deemed to be incurred for the attendance of events for official purposes.
- 3.2 Any councillor must have the approval of the Mayor or his/her delegatee for the attendance of events for which compensation is claimed. Any staff member must have the approval of the Manager or his delegatee and any Manager must have the approval of the Municipal Manager or his delegatee for the attendance of events for which compensation is claimed. Claims are only payable if sufficient provision is made for it on the budget.
- 3.3 Any claim must be submitted on the official claim form with the necessary vouchers where specific expenses are claimed.
- 3.4 Any claim containing false information will lead to disciplinary steps being instituted and payments thus made may be recovered from any money payable by the municipality to the person who submitted the claim.
- 3.5 All efforts should be made to minimise the costs for the municipality i.e. by travelling together in one vehicle, minimising overnight stay where possible, etc.
- 3.6 A claim for subsistence and travelling cannot be made with the municipality as well as another institution for attending the same event. (Double dipping) Such action shall lead to disciplinary action.
- 3.7 In the event that a traveller attends a meeting, workshop, etc. on behalf of another institution, the travelling and subsistence costs shall borne by and claimed from the institution by the traveller if the travelling and or subsistence costs is payable by the institution.
- 3.8 A claim on behalf of the municipality shall be submitted to the institution for the benefit of the municipality if the trip is undertaken with municipal transport, failing which the costs will be for the travellers own account and shall be deducted from his/her salary.
- 3.9 Sufficient documentation must be attached to the application for the trip e.g., official invitation, agenda or programme, itinerary, details of sponsor and amount, etc.

4. ETHICS SUBSCRIBED AND PRESCRIBED

- 4.1 This policy adopts the understanding that each person who may claim for compensation as a result of expenses incurred by attending official business of the municipality is aware of the provisions of this policy and any legislation, directives, circulars or agreements that governs municipal finances and that by the submission of a claim, the claimant warrants such knowledge.
- 4.2 Claims in terms of this policy shall at all times be honest in respect of actual expenditure and shall be made in such a manner that the integrity of municipality has and cannot be brought into disrepute or damaged in any manner whatsoever.
- 4.3 This policy underwrites the goal of the municipality to be a corruption-free, honest, efficient and cost effective institution and as such shall all matters with regard to breaches of any provisions of this policy or legislative requirements that may be applicable, be dealt with strictly and consistently as set out herein.

5. 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.

6. LEGAL FRAMEWORK

This policy is developed and guided by the following:

- 6.1 South African Revenue Services (SARS)
- 6.2 Local Government Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- 6.3 South African Local Government Association (SALGA)
- 6.4 Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998)
- 6.5 Income Tax Act, 1962 (Act No. 58 of 1962)
- 6.6 Local Government Municipal Systems Act, 2000 (Act 32 of 2000)
- 6.7 National Treasury

7. SCOPE OF APPLICATION

- 7.1 This Policy is applicable to –
 - 7.1.1 All councillors of the Umsobomvu Municipality, and
 - 7.1.2 All officials of the Umsobomvu Municipality,
 - 7.1.3 Applicants for employment interviews, travelling on official business and as such are formal travellers of the Umsobomvu Municipality.
 - 7.1.4 Ward Committee members travelling on official business on behalf of the municipality.
 - 7.1.5 Any person who are invited/appointed to do work on behalf of the municipality (Disciplinary hearings, Audit Committee, Oversight Committee and or any other statutory appointments).

8. AUTHORISATION

- 8.1 Only the Municipal Manager may authorize any travel to be undertaken by Managers, or payments to be made for persons invited for interviews, disciplinary hearings, Audit Committee meetings, Oversight Committee meetings and or any other statutory appointment, provided the expenses to be incurred are on the approved budget of the relevant department.
- 8.2 The Mayor must recommend any travel request to be undertaken by holders of Public Office, and the Municipal Manager must authorise such expenditure, provided the expenses to be incurred are on the approved budget of the municipality.
- 8.3 Only Managers may authorize any travel to be undertaken by employees in the respective Departments, but provided the expenses to be incurred are on the approved budget of the municipality and in the absence of a Manager due to leave or work commitments, claims may be authorised by the Municipal Manager.
- 8.4 Authorization as per paragraph 8.1, 8.2 and 8.3, must be obtained prior to an occasion by any traveller who travels on the business of the municipality.
- 8.5 An invitation to attend a workshop, meeting or related event is not an automatic authorization to attend such workshop or event. The required authorization must still be obtained from the Municipal Manager or Mayor or a Manager as the case may be.
- 8.6 The Council shall, subject to any financial constraints, and taking into account the necessity for the municipality to be officially represented, have the authority to nominate and or to appoint any Councillor or person in the employ of the municipality to attend to any official business of the municipality.
- 8.7 In respect of members of Ward Committees, the Municipal Manager shall have the authority to approve official journeys of such members provided that a report on such journeys shall be submitted to the relevant Portfolio Committee.

9. APPROVAL FOR THE PAYMENT OF COSTS INCURRED AS A RESULT OF TRAVELLING AND SUBSISTENCE FOR ATTENDING TO OFFICIAL BUSINESS OF THE MUNICIPALITY

- 9.1 In the instance that the Mayor and or Councillors submit a claim to attend official business of the municipality, the Municipal Manager or his delegates shall authorise claims for payment.
- 9.2 In the instance that a Manager attends official business of the municipality, the Municipal Manager or his delegates shall authorise claims for payment.
- 9.3 In the instance that any other official submits a claim to attends official business of the municipality, the relevant departmental Manager or another Manager in consultation with the departmental Manager shall authorise claims for payment.
- 9.4 In the instance where a claim submitted by any traveller is the subject of dispute after being signed and certified as correct by the traveller, such claim shall be:
- (i) Adjudicated by the Council in the instance the claim is submitted by the Mayor;
 - (ii) Adjudicated by the Mayor in the instance the claim is submitted by the Municipal Manager;
 - (iii) Adjudicated by the Municipal Manager in the instance the claim is submitted by a Manager;
 - (iv) Adjudicated by a Manager in the instance the claim is submitted by the an official;
 - (v) Adjudicated by the Chief Whip in the instance the claim is submitted by the Ward Committee member.
- 9.5 In the instance where the claim in dispute proves to incorrect due to a *bona fide* mistake, the claim shall be corrected and the decision of the Adjudicator in 9.5 (i) to (v) shall be final and binding.
- 9.6 In the instance where the claim in dispute proves to be false due to gross dishonesty or *male fide* conduct, the matter shall be dealt with in accordance with clause 24 hereunder.

10. USE OF AIRLINES

- 10.1 For domestic trips both major and low-cost airlines may be utilised.
- 10.2 For international trips all major airlines may be utilised.
- 10.3 Preference will be given to airlines which operate direct flights between Bloemfontein, Kimberley and the destination.
- 10.4 For special trips requiring the use of helicopters or chartered aircrafts, special authorisation by the Municipal Manager or his delegated nominees is required.
- 10.5 The Mayor, Councillors, Municipal Manager and Managers shall travel by means of economy class on international flights and economy class on national flights at the best available fare to the airport closest to the authorised 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.
- 10.6 In all other cases, the most economical airfare shall be paid for all members of the Council and for officials of the municipality who travel by air abroad and within the boundaries of South Africa to the airport closest to the authorised 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 Municipal officials, where there are:
- (a) Time constraints and/or when economy class flights are not available, business class may be authorised by the Mayor or Municipal Manager or their nominees.
 - (b) 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 Mayor or Municipal Manager or their nominees may authorise travel by means of business class.

- (c) 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.

11. USE OF VEHICLES

- 11.1 Hired vehicles shall be applied for, quantified and paid for by the municipality.
- 11.2 Only travellers with a valid South African driver's licence may hire vehicles for municipal business. Where the traveller who hires a vehicle for municipal business, is not in possession of such licence, he or she shall be held personally liable for all damages and may be subject to disciplinary action by Council. The responsibility and related costs of obtaining an international driving permit, where required, rests with the traveller.
- 11.3 Only category "B" vehicles may be rented by officials, the Mayor, Councillors, Municipal Manager and Managers, 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, for groups of 5 (five) or more travellers. The latter to be approved in advance by the Mayor or Municipal Manager, according to the provisions as provided for in 8.2 and 8.3.
- 11.4 For 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 most suitable vehicle.
- 11.5 Employees who are in receipt of a fixed transportation allowance, or where such an allowance has been factored into the total cost of employment package of the official concerned and employees who are not in receipt of a travel allowance shall be reimbursed according to the latest prescribed km tariff issued by the Department of Transport, calculated from their place of work or residence, which-ever is the nearest to the place of the approved event.
- 11.6 Ward Committee and applicants for job interviews who resides outside the jurisdictional borders of Umsobomvu municipality using private transport, shall be reimbursed for travel cost on the tariffs issued by SARS.
- 11.7 Those employees who are in receipt of an Essential User Transportation Allowance shall be reimbursed in accordance with the applicable Scheme. The travelling distance shall be calculated from their place of work.
- 11.8 Councillors using private transport for claimable municipal business inside and outside the boundaries of the Umsobomvu Municipality will be reimbursed according to the guidelines issued by the Department of Transport.
- 11.9 A claim submitted by a Councillor or a municipal official, when travelling outside the municipal area of the Umsobomvu with private transport on official municipal affairs may claim travelling disbursement from the place of work and will be considered for re-imbursement, subject to the following conditions:
 - (i) That the trip is for an approved official event;
 - (ii) That no other municipal transport was available at the time of the travel for employees not in receipt of a travel allowance;
 - (iii) That the use of a private transport is pre-approved by the Municipal Manager or relevant Manager.
- 11.10 Booking arrangements may not be made on behalf the municipality. In the event that bookings must be made by travel agencies, the stipulations of the Travel and Subsistence Policy of the municipality shall be adhered to.
- 11.11 Senior managers travelling on official business inside the boundaries of Umsobomvu municipality shall not be compensated for kilometers travelled.
- 11.12 Senior managers travelling on official business outside the boundaries of Umsobomvu municipality shall be reimbursed for kilometres travelled according to the guidelines issued by the Department of Transport, calculated from their place of work or residence, which-ever is the nearest to the place of the approved event.

12. DOMESTIC TRAVEL: SUBSISTENCE ALLOWANCE AND ACCOMMODATION

- 12.1 When travelling to a destination outside the boundaries of the Umsobomvu Municipality in circumstances requiring absence from the office for longer than 24 hours, the following may be utilised and claimed: (the time of departure from residence or office up until the time of arrival back at residence or office shall be used for purposes of calculating the length of absence):
- (i) Travellers who travel on the business of the municipality, where the business unavoidably entails one or more nights to be spent away from home, may stay in a hotel, motel, guesthouse or bed and breakfast establishment.
 - (ii) The actual cost of accommodation will be borne by the municipality for the accommodation itself in respect of domestic travel. Where such accommodation is available, the rate for a single standard room will be payable.
 - (iii) If no such accommodation is available, higher rating accommodation can be used subject to the prior approval of the Municipal Manager.
 - (iv) If a traveller stays with a relative or friend, no accommodation allowance may be claimed, but the traveller may claim a day allowance per day as per this policy.
 - (v) The Mayor, Municipal Manager and Councillors may overnight in a five star accommodation establishment.
 - (vi) Managers may overnight in a four star accommodation establishment.
 - (vii) Other municipal officials and Ward Committee members may overnight in a two star accommodation establishment.
 - (viii) Councillors, officials, Ward Committee members and candidates for interviews requesting to make their own accommodation arrangements at accommodation establishments shall be paid an amount not exceeding the limits as imposed by SARS, provided that no further accommodation cost will be entertained by the municipality.
 - (ix) The location of the accommodation establishment should not be more than 10 km from the venue of the event, unless approved by the Municipal Manager.
 - (x) Where any person requires accommodation in a higher class as set out herein, such person may request an upgrade provided that the difference in approved costs and the cost of the upgrade shall be for the account of the municipality, provided that an acceptable explanation is provided and that the request is approved by the municipality.
 - (xi) Changes in travel and accommodation arrangements shall only be effected by a Supply Chain official.
 - (xii) Any wasted costs resulting from amendments to any air travel or accommodation arrangements shall be for the account of the person requesting such a change except in the event that the changes has been required by the municipality or the organisers of the municipal official business to be attended.
- 12.2 A traveller may claim a daily subsistence allowance as provided for in this policy with the understanding that all authorized personal expenses are covered by the subsistence allowance. No further expenses, with the exception of certain business expenses (see below), may be claimed.
- 12.3 A day allowance will only be payable when-
- (i) official business unavoidably entails one or more nights to be spent away from home (A day allowance as per SARS guidelines per day will apply in respect of domestic travel);
 - (ii) representatives attend official business and the total hours away from the workplace are more than 24 hours.
- 12.4 No overtime or time-off claims may be submitted for travelling time to the place of official business or to the official's normal place of work.
- 12.5 A traveller of the municipality must obtain approval for his or her subsistence

allowance, as provided for in this policy, at least three days before embarking on any official trip.

- 12.6 No subsistence allowance will be paid, and no traveller will be entitled to a subsistence disbursement, if the trip or travel is not related to the official business of the municipality. All travel on business of the municipality must be approved as such before a traveller is entitled to a subsistence allowance.
- 12.7 Where special circumstances exist which necessitate a deviation from the above restrictions, the prior approval of the Municipal Manager or his nominees are to be obtained.
- 12.8 Rates set for Domestic Accommodation (Hotel/Guest House)

Accommodation Grid			
Voucher Includes	Band 1	Band 2	Band 3
	Room only + Tourism levy + VAT	Bed and Breakfast +Tourism levy + VAT	Dinner, Bed and Breakfast + Tourism levy + VAT + 1 x Soft Drink at Dinner
Graded Hotel	Band 1	Band 2	Band 3
1 Star property	R580.00	R710.00	R810.00
2 Star property	R650.00	R800.00	R925.00
3 Star property	R1 100.00	R1 200.00	R1 400.00
4 Star property	R1 250.00	R1 350.00	R1 550.00
5 Star property	R2 100.00	R2 200.00	R2 500.00
Bed and Breakfast or Guest House	Band 1	Band 2	Band 3
1 Star property	-	R180.00	R270.00
2 Star property	-	R250.00	R350.00
3 Star property	-	R400.00	R520.00
4 Star property	-	R600.00	R750.00
5 Star property	-	R800.00	R975.00
S & T Allowance	Band 1	Band 2	Band 3

Breakfast	R50.00	-	-
Lunch	R120.00	R120.00	-
Dinner	R180.00	R180.00	-
Total as per policy	R350.00	R300.00	-
The cost of lunch shall only be claimable in the event that food was not supplied at the meeting/workshop/event or the person is en-route to or from his/her destination. The amount will be limited to R120.00 plus a soft drink for sit-down lunches. All take-away meals will be limited to R80.00 plus a soft drink.			
Parking, toll fees, laundry , taxi fees, bus fees, train fees	Fees are claimable – subject thereto that cash slips are handed in, failing which the costs incurred are for the travellers account.		
Other expenditure	No costs for any beverages, special room services and entertainment or telephone costs shall be reimbursed.		
Gratuity fees	Subject to proof of payment and capped to a maximum of 10% of the bill or S & T maximum amounts for breakfast, lunch and supper, whichever is the lowest, excluding alcoholic beverages and non-claimable items		

Where it is not possible to include the costs of breakfast or lunch or dinner in an accommodation package and where it is not provided at the venue of the municipal business, maximums per person as set out above shall be paid as an advance, subject to the provision of cash slips to be handed in upon return, failing which the advances will be recovered from the relevant traveller.

- 12.9 All travel arrangements shall be in accordance with the Supply Chain Management Policy of the municipality and shall only be done by a Supply Chain Management official or an official mandated by the Municipal Manager.
- 12.10 Travellers are personally responsible to cancel accommodation and or travel arrangements that have been reserved, booked and or paid for upfront in the event that they will not make use the booking or reservation due to whatever reason. Failure to cancel reservations and bookings in accordance with the cancellation policy of the accommodation establishment or travel agency and which failure results in fruitless and wasteful expenditure shall be borne by the traveller and recovered from his/her salary.
- 12.11 Overnight accommodation will be limited to instances where the distance travelled by road by employees, Councillors and any other persons travelling on behalf of the municipality, exceeds 500 kilometres to and from the destination (return journey).
- 12.12 Municipal fleet vehicles shall be used by all travellers to travel to a place of municipal business, except those officials in receipt of a travel allowance, Councillors, Audit Committee members, Oversight Committee members and or any other statutory appointed person. All employees who are not in receipt of a travel allowance shall obtain permission to make use of private vehicles from their departmental managers prior to the undertaking of a trip.
- 12.13 Cash may not be accepted from any accommodation establishment in exchange for meals not served by the said business on the premises.
- 12.14 Vouchers for meals may not be included in an accommodation package in the instance where the accommodation establishments cannot provide meals on the premises;

- 12.15 The claimant must include the cost of meals in the travel claim and furnish the Expenditure Section with the cash slips upon return.

13. NET AND NON-COMMISSIONABLE RATES

All rates offered to the municipality will net and non-commissionable. This will include the informal accommodation such as Guest Houses and Bed and Breakfast establishments

14. REBATES, OVERRIDES AND VOLUME BASED INCOME

Payments and the practice of rebates, overrides or any volume driven target incentives paid by suppliers to Travel Management Companies are to be discontinued as from the approval of this policy.

15. TRAVEL AND SUBSISTENCE ALLOWANCES FOR APPLICANTS INVITED FOR INTERVIEWS/PERSONS ON COUNCIL BUSINESS

- 15.1 Travelling costs to attend an interview shall be reimbursed, if the applicant's place of residence is outside the Umsobomvu Municipal boundaries, according to the latest prescribed SARS km tariff, calculated from their place of residence and back, subject to the conditions as stipulated in the policy.
- 15.2 Stipulations and upper limits as prescribed in this policy must at all times be confirmed by the Corporate Services Manager or Chief Financial Officer to all applicants, who will on pre-arrangement, be responsible for their own Air Ticket arrangements, when invited for interviews, in order to represent a valid claim for reimbursement in terms of this policy.
- 15.3 Booking of accommodation for applicants invited for interviews, must at all times be done by the Supply Chain Management Section in conjunction with the Corporate Services Manager or Chief Financial Officer, in accordance with the stipulations and upper limits as prescribed in this policy.
- 15.4 Stipulations and upper limits as prescribed in this policy must at all times be confirmed by the Human Resources Section, to all applicants who will on pre-arrangement, be responsible for their own booking of rental vehicles, in order to represent a valid claim for reimbursement in terms of this policy.
- 15.5 A daily subsistence allowance as per this policy will be payable to applicants for vacancies. No further expenses may be claimed saved for actual costs of meals not covered in the accommodation package upon submission of proof of expenditure.
- 15.6 Travelling costs of persons on municipal business shall be reimbursed if the person's place of residence is outside the boundaries of Umsobomvu municipality, according to the latest prescribed tariffs issued by the Department of Transport, calculated from their place of residence, subject to the conditions as stipulated in the policy.
- 15.7 Stipulations and upper limits as prescribed in this policy must at all times be confirmed by the Corporate Services Manager or Chief Financial Officer to all persons required to do work on behalf the municipality, who will on pre-arrangement, be responsible for their own Air Ticket arrangements, when required to do work on behalf the municipality in order to represent a valid claim for reimbursement in terms of this policy.
- 15.8 Booking of accommodation for persons required to do work on behalf the municipality, must at all times be done by the Supply Chain Management Section in conjunction with the relevant manager of Chief Financial Officer, in accordance with the stipulations and upper limits as prescribed in this policy.
- 15.9 Stipulations and upper limits as prescribed in this policy must at all times be confirmed by the Corporate Services Manager or Chief Financial Officer with all persons who will on pre-arrangement, be responsible for their own booking of rental vehicles, in order to represent a valid claim for reimbursement in terms of this policy.

- 15.5 A daily subsistence allowance as per this policy will only be applicable where the work to be done entails one or more nights to be spent away from the persons home, with the understanding that all personal expenses are covered by the subsistence allowance. No further expenses may be claimed saved for actual costs of meals not covered in the accommodation package, which payment is subject to the submission of proof of expenditure.

16. INTERNATIONAL TRAVEL, SUBSISTENCE AND ACCOMMODATION

- 16.1 The authorisation for undertaking international journeys in order to attend official municipal business shall, subject to any financial and other constraints, vest with the Council.
- 16.2 When traveling in countries other than in South Africa on specially authorised municipal business, the expenses actually incurred for accommodation and official transport will be payable.
- 16.3 The daily subsistence allowance is to cover all meals, transport for private use and other incidental costs, this subsistence allowance for international travel will be in accordance with SARS Foreign Travel 1.1 List of Daily Maximum Amount per Country, as amended by SARS from time to time.
- 16.4 No additional claim in respect of such costs will therefore be paid, except for entertainment by full-time Councillors or the Management Team of official guests, clients, potential clients, investors or potential investors which is to be dealt with as "entertainment allowance" claims.

17. SPONSORED TRIPS

17.1 LOCAL SPONSORED TRIPS

- (i) A trip shall be regarded as sponsored when the full / partial cost of the trip is borne by an institution other than the Umsobomvu Municipality. Such sponsored proportion of the total cost of the trip must be declared in the application for the trip.
- (ii) Travelling and Subsistence payable by the Umsobomvu Municipality will be calculated as the difference between the amounts claimable per this policy less the monetary value of the sponsored amounts.

17.2 INTERNATIONAL SPONSORED TRIPS

- (i) A trip shall be regarded as sponsored when the full/ partial cost of the trip is borne by an institution other than the Umsobomvu Municipality. Such sponsored proportion of the total cost of the trip must be declared in the application for the trip.
- 17.3 Travelling and Subsistence payable by the Umsobomvu Municipality will be calculated as the difference between the amounts claimable per this policy less the monetary value of the sponsored amounts.

18. INSURANCE

- 18.1 Travellers, where the necessary travel and special leave forms have been duly authorised by the delegated official will be insured by the municipality, subject to the terms and conditions of its current approved policies, practices, rules and provisions of it's insurance portfolio and standard operating procedures.
- 18.2 The insurance shall cover, subject to 18.1 the following:
- (i) medical expenses and assistance services;
 - (ii) personal accident, including death and disability, as well as repatriation and evacuation;
 - (iii) luggage;
 - (iv) travel documents;
 - (v) personal liability; and
 - (vi) cancellation, curtailment, and default on travel and accommodation.

- 18.3 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.
- 18.4 Private vehicles will not be covered under this Policy.
- 18.5 Hired vehicles are automatically covered for both Super Waiver Damage and Theft by the vehicle rental company.
- 18.6 The municipality shall not accept any liability for the payment of:
- (i) Any traffic fines issued, irrespective of whether the vehicle used was a rental, municipal or private vehicle.
 - (iii) Any damage to a rental vehicle, municipal vehicle, private vehicle, property of third parties or the vehicle or vehicles of third parties in the event of the driver being under the influence of alcohol or any other intoxicating substance, and
- 18.7 The driver of a rental or municipal vehicle involved in an accident or in the event of theft of a rental or municipal vehicle must follow the procedures for reporting accidents and theft in terms of the policy on Vehicle Use and Vehicle Accidents.

19. GIFTS AND PROMOTIONAL GOODS

- 19.1 Where appropriate, the traveller may give gifts.
- 19.2 The gifts in question shall be provided by the municipality, through the appropriate department.
- 19.3 Suitable promotional and marketing products shall be supplied, on request, by the appropriate department of the Municipality.

20. PRECAUTIONARY MEASURES WITH REGARD TO TRAVEL ARRANGEMENTS

- 20.1 Whereas the municipality recognise the institutional capacity of both its political office bearers and municipal officials, the following arrangements shall be maintained in order to ensure that institutional capacity is not totally lost in the instance of disaster and or accidents.
- 20.1.1 The Mayor and Municipal Manager, at any time where practically possible, not travel together in the same vehicle or aeroplane, provided that this requirement shall not be applicable to journeys undertaken within the boundaries of the municipality.
- 20.1.2 No more than five Councillors, at any time where practically possible, not travel together in the same vehicle or aeroplane, provided that this requirement shall not be applicable to journeys undertaken within the boundaries of the municipality.
- 20.1.3 The Municipal Manager and the Chief Financial Officer, at any time where practically possible, not travel together in the same vehicle or aeroplane, provided that this requirement shall not be applicable to journeys undertaken within the boundaries of the municipality.
- 20.1.4 Where practically possible, no more than two Managers may at any time when attending to official business of the municipality, travel together in the same vehicle or aeroplane, provided that this requirement shall not be applicable to journeys undertaken within the boundaries of the municipality.
- 20.5 Precautionary travel arrangements of other employees shall be at the discretion of the Municipal Manager, with due regard to the most effective manner of travelling, provided that no more than four municipal officials shall be permitted to travel together in the same vehicle, provided that this requirement shall not be applicable to journeys undertaken within the boundaries of the municipality.

21. COUNCIL DELEGATES

Municipal delegates or travellers to any conference, workshop or meeting must ensure that they arrive on time and attend until the conclusion of such event. If any traveller fails to do so, the Mayor, the Municipal Manager or Manager as the case may be, may recover all allowances and disbursements paid to enable such delegate or traveller to attend such event,

provided that such delegate or traveller is afforded the opportunity to submit reasons for not being able to be present from the commencement to conclusion of such event.

22. OTHER

- 22.1 Accommodation, flights and vehicle rental arrangements will be based on the most cost effective option in relation to the proximity of the venue, traffic, availability and other cost factors. Due to impracticality, the stipulations of the Supply Chain Policy may be disregarded in this matter.
- 22.2 In the event of payments made by officials for traveling and accommodation, refunds will only be made on condition that the expense was pre-approved in accordance with the stipulations of this policy and that all aspects of this policy have been complied with.
- 22.3 Ward Councillors travelling from their place of residence to other towns in the jurisdiction of Umsobomvu for official Council business are eligible for a travel allowance in terms of the approved tariffs.

23. CONSULTANTS

In the event that Consultants needs to travel on behalf of Council and travel and subsistence are excluded from the contract, the costs must be in accordance with the following provisions:

- (a) Hotel accommodation may not exceed the amount stipulated in the policy;
- (b) Only economic class air tickets may be purchased for flights;
- (c) Only group B vehicles or lower may be hired;
- (d) Kilometres claimed for the use of private vehicles may not exceed the rates approved by the National Department of Transport;

24. DEVIATIONS

Any deviation from this policy for whatsoever reason must be authorized by the Municipal Manager.

25. TRAVEL AND SUBSISTENCE ALLOWANCE CLAIM FORM

The official Travel and Subsistence Allowance claim form, as prescribed by Chief Financial Officer must be used with regard to Travel and Subsistence Allowance applications.

26. CONTRAVENTIONS OF THE POLICY

- 26.1 The following shall be regarded as contravention of the policy:
 - (i) The submission of a false claim.
 - (ii) The submission of any kilometre claim not calculated at the shortest return distance by road from point of departure to destination and back, provided that the road is safe to drive taking into consideration the type of vehicle. (No gravel roads may be used for travelling, provided that a gravel road is the only road available to reach the destination)
 - (iii) Claims for official business not attended and or not remaining present for the full duration of the business attended.
 - (iv) Claims not kept to the absolute minimum.
 - (v) Not immediately, or on the first practical occasion, refunding any advances received in respect of official business that was to be attended but not attended.
 - (vi) Any false certification for payment of any claim.
 - (vii) The submission of any claim without the required documentary proof, where applicable.

- (viii) Any contravention of the Supply Chain Management Policy procedures relating to travel and subsistence as well as wilful and or negligent contravention of this policy.
- 26.2 Contravention of the policy shall be regarded as contravention of the Disciplinary Code and Procedure Collective Agreement and or Codes of Conduct, where applicable.
- 26.3 In the instance of contravention of the policy by the Mayor or a Councillor, the matter shall be reported to the full Council and the matter shall be dealt with in accordance to the Code of Conduct for Municipal Councillors.
- 26.4 In the instance of contravention of the policy by the Municipal Manager, the matter shall be reported to the Mayor and the matter shall be dealt with in accordance to the Code of Conduct for Municipal Officials and the Disciplinary Code and Procedure for Senior Managers.
- 26.5 In the instance of contravention of the policy by a Manager the matter shall be reported to the Municipal Manager and the matter shall be dealt with in accordance to the Code of Conduct for Municipal Officials and the Disciplinary Code and Procedure for Senior Managers.
- 26.6 In the instance of contravention of the policy by any other official, the matter shall be reported to the Municipal Manager and the matter shall be dealt with in accordance to the Code of Conduct for Municipal Officials and the Disciplinary Code and Procedure Collective Agreement.
- 26.7 In the instance of contravention of the policy by a Ward Committee member, the matter shall be reported to the full Council and the matter shall be dealt with in accordance to the policy on Ward Committees.
- 26.8 Expenditure claimed shall at all times be consistent with and compliant to the Regulations on Unauthorised, Irregular and Fruitless Expenditure

27. LIABILITY

- 27.1 The driver of a vehicle rented by the municipality or an employee of the municipality in that vehicle may not at any time admit guilt or liability for any damage or accident to a rental vehicle or any other vehicle or property as a result of an accident or incident, nor may the driver or employee make or receive payments in regard to any accident or incident.
- 27.2 The municipality shall not accept any liability for the payment of:
- 27.2.1 Damage, loss or breakage of any personal possessions or vehicle of any person attending official municipal business or in respect of travelling to and from or waiting for commencement of such official business.
- 27.2.2 Any traffic fines issued, irrespective of whether the vehicle used was a rental, municipal or private vehicle.
- 27.2.3 Any damage to a rental vehicle, private vehicle, municipal vehicle or property of third parties in the event of the driver being under the influence of alcohol or any other intoxicating substance.
- 27.2.4 The loss of life or personal injury to any person as a result of an accident which occurred during any official trip.
- 27.3 The driver of a rental vehicle involved in an accident or in the event of theft of a rental vehicle must follow the procedures for reporting accidents and theft in terms of the policy on Vehicle Use and Vehicle Accidents.

28. INDEMNITY

- 28.1 The driver of a municipal vehicle, private vehicle or rental vehicle shall prior to any trip where private persons are transported for official municipal business ensure that each and every private person travelling in such a vehicle, complete and sign an indemnity form holding the municipality harmless against any claims, actions, damage or injury.
- 28.2 Private persons travelling in a municipal vehicle and who sustains injury or die and who have not signed indemnity forms shall be regarded as being illegal passengers and any claims

against the municipality shall be for the account of the person who permitted the person to travel in a municipal vehicle.

29. REIMBURSEMENT

- 29.1 Claims for reimbursement of travelling and subsistence costs shall be submitted within 5 working days upon return and payment shall be made within 5 working days from the date of submission of a claim.
- 29.2 The Municipal Manager and departmental Managers shall have the authority to approve the payment of advances on anticipated travelling costs to be incurred in the attendance of official municipal business.

REVISION CHECKLIST

Approved per Council Resolution	34/05/2013	dd	31 May 2013
Reviewed per Council Resolution	90/05/2014	dd	30 May 2014
Reviewed per Council Resolution	3/05/2015	dd	25 May 2015
Reviewed per Council Resolution	03/06/2016	dd	31 May 2016
Reviewed per Council Resolution	03/03/2017	dd	31 May 2017
Reviewed per Council Resolution	03/05/2018	dd	31 May 2018
Reviewed per Council Resolution	02/05/2019	dd	30 May 2019
Reviewed per Council Resolution	03/05/2020	dd	28 May 2020

Approval:

