

SUBSISTENCE & TRAVEL POLICY

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1 OBJECTIVES

- 1.1.** It is essential that representatives of the Municipality from time to time travel to other cities, towns and areas in order to establish and maintain links and relationships with other municipalities, government bodies, and other parties, institutions and organizations operating in the sphere of local government and other spheres. It is important for representatives to broaden their knowledge and understanding of and compare local experiences in local government transformation, innovation and change in the rest of the Country, and this can effectively be done only through the medium of personal contact with a wide range of local government stakeholders and other role players.
- 1.2.** This policy sets out a basis for approval of undertaking of trips and payment of a subsistence and travel allowance for the purposes of such official travelling.

1.3 DEFINITIONS

- 1.3.1** For the purposes of this policy, a representative and/or functionary shall mean:
 - 1.3.1.1** Mayor
 - 1.3.1.2** Chief Whip
 - 1.3.1.3** Speaker
 - 1.3.1.4** Member of the Executive committee
 - 1.3.1.5** Other members of Council specifically authorized to represent the Municipality on a particular occasion.
 - 1.3.1.6** Municipal Manager
 - 1.3.1.7** Members of the Management Team (the General Managers & Middle Managers)
 - 1.3.1.8** Any other official specifically authorized to represent the Municipality on a particular occasion
 - 1.3.1.9** Any official who is a member of a recognized professional institution and is granted permission to attend a meeting and conference of such institution.
- 1.3.2** For the purposes of this policy, core functions/activities or programmes shall mean those functions/activities or programmes for a local municipality of Matatiele, and/or appear on the respective Schedules of the Constitution of the Republic of South Africa, of 1996.

2. RESPONSIBILITIES OF REPRESENTATIVES WHO TRAVEL ON BUSINESS OF THE MUNICIPALITY

- 2.1.** Every representative who travels on the business of the municipality must comply with this policy in letter and in spirit.
- 2.2.** 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.
- 2.3.** In consistency with the Municipality's performance monitoring and evaluation objectives, the Municipal Manager will ensure that a database of all representatives and official travelling is kept.

3. SUBSISTENCE ALLOWANCE

- 3.1.** A subsistence is an amount of money as contemplated in Section 6 paid by the Municipality to a representative to cover the following expenses:
 - 3.1.1.** Meals, excluding gratuities, except where meals are included in the accommodation rate; and
 - 3.1.2.** Incidentals such as refreshments, snacks, drinks and newspapers.

- 3.2. A subsistence allowance does not cover any personal recreation, such as visits to a cinema, theatre or nightclubs, or sightseeing including food and entertainment of any third party which may be from another organization, friend, relative, family member or colleague from another institution at the cost of the Municipality.
- 3.3. The municipality desist from payment of Subsistence Allowance for non – core functions/activities or programmes to give effect to provisions of the applicable laws/instructions issued to all public organisations and/or government entities in this regard from time to time.

4. ENTITLEMENT TO A SUBSISTENCE AND TRAVEL ALLOWANCE

- 4.1 A representative may claim a daily subsistence allowance as provided for in this policy on the understanding that all authorized personal expenses are covered by the subsistence allowance.
- 4.2 No further expenses, with the exception of certain business expenses such as travel and accommodation expenses (see below), may be claimed.
- 4.3 The subsistence allowance may be claimed only if the necessary authorization for a trip has been obtained, and if the appropriate form has been completed and submitted by the claimant.
- 4.4 Entertainment of external business associates or contacts or clients or potential investors or potential clients fall outside the scope of the subsistence allowance and will be separately reimbursed (subject to prior approval where applicable).
- 4.5 If a representative of the Municipality has an entertainment allowance, this entertainment of external business associates or contacts or other parties must be claimed against the entertainment allowance.
- 4.6 A representative of the Municipality must claim his or her subsistence allowance, as provided in this policy, after returning from any official trip.
- 4.7 No subsistence allowance will be paid, and no representative will be entitled to a subsistence allowance, if the trip or travel is not related to the official business of the Municipality.
- 4.8 All travel on business of the Municipality must be approved as such before a representative is entitled to a subsistence allowance.

5. ACCOMMODATION COSTS

- 5.1. Representatives 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 & breakfast establishment and lodge subject to provision of all meals through the accommodation and descent hospitality facilities and service standards being met.
- 5.2. The actual cost of accommodation will be borne by the Municipality and for the purpose of this policy travellers/representatives will be divided in to three categories namely A, B and C.
- 5.3. The Categories A and B representatives are as follows:

5.3.1 Category A

- 5.3.1.1 The Mayor
- 5.3.1.2 The Speaker
- 5.3.1.3 The Chief Whip
- 5.3.1.4 The Members of the Executive Committee
- 5.3.1.5 Chairpersons of Section 79 committees
- 5.3.1.6 The General Managers

- 5.3.1.7 The Municipal Manager
- 5.3.1.8 The Members of Management Team
- 5.3.1.9 The Members of Council

5.3.2 Category B

- 5.3.2.1 Any other representative or traveller not mentioned in the above list of categories automatically falls on this Category (Category B, except for the personnel that are solely responsible to render personal security to the political office bearers as provided for in terms of the promulgated and/or applicable Upper Limits on Salaries and Allowances approved by the Minister for CoGTA, which for the purpose of this policy shall be treated as representatives falling under Category A).
- 5.4. A Category A representatives may in terms of Annexure “B” use up to a four (4) star - accommodation, to a maximum of two thousand five hundred rand, respectively, and where financially feasible, viable, reasonable and affordable accommodation may be provided irrespective of the entitlement to a particular grade of accommodation, but if four (4) - star accommodation is not available, then the next lowest grade of accommodation available shall be used respectively.
- 5.5. A Category B representatives may in terms of Annexure “B” use up to a three (3) – star accommodation or accommodation to a maximum of two thousand rand respectively, and where financially feasible, viable, reasonable and affordable accommodation may be provided irrespective of the entitlement to a particular grade of accommodation, but if three (3) - star accommodation is not available, then the next lowest grade of accommodation available shall be used respectively.
- 5.6. Notwithstanding 5.3 to 5.5 above, if representatives or travellers from different categories are travelling together, the requirements of this policy must still be adhered to, unless there will be additional costs to be incurred as a result of enforcement of the requirements of this policy, which will outweigh the costs of sharing the same accommodation facility.
- 5.7. Accommodation shall be provided on a “dinner, bed and breakfast” basis, all inclusive (as per 5.4, 5.5, & 5.6).
 - 5.7.1 If dinner or breakfast is not available at the establishment, the Municipal Manager or any authorised person may authorise the payment of a supplementary subsistence allowance on an “ad hoc” basis in such amount as he deems appropriate to cover the costs of such meals.
- 5.8. All accommodation must, unless it is impractical to do so, be reserved through a travel agent appointed by the Municipality for this purpose.
- 5.9. If a representative stay with a relative or friend, no accommodation allowance may be claimed, but the representative may claim a subsistence allowance as provided for in clause No 6.3.
- 5.10. The permissible cost of accommodation allowances for international travel shall be an amount determined by the Municipal Manager on an “ad hoc” basis within the spirit of this policy.
- 5.11. For purposes of this policy, domestic travel shall mean travel within South Africa, and international travel shall mean travel to any country outside the borders of South Africa.

- 5.12. If a representative requires special accommodation facilities due to such representative suffering from any disability, the Municipal Manager or an authorized person may authorise such additional expenditure as may be required to cover additional costs associated with such special facilities.
- 5.13. Tips or gratuities to any service attendant shall be treated as a private or personal expense and therefore shall not form part of the municipal account.
- 5.14. Any other cost not included in the quotation voucher shall be treated as private or personal expense and therefore shall not form part of the municipal account.
- 5.15. Cost of meals shall not exceed the approved amount as per the quotation voucher and therefore any additional expense shall be liability of the representative or traveller concerned.
- 5.16. The cost of meals shall be based on the market related rates as obtained from one food provider to another and shall not exceed the tariff the stipulated in Annexure "A".
- 5.17. Meals and incidental costs per day shall be implemented in accordance with the SARS rate
- 5.18. The travel agent concerned shall advise the Municipal traveller or representative concerned by way of sms about all details of travel and accommodation including the geographical information related to the trip concerned, 24 hours or sooner prior to undertaking of a trip after authorization of booking within the Municipality.
- 5.19. The travel agent/service provider shall be managed within the Corporate Service Department.

6. SUBSISTENCE ALLOWANCE PROCESSING

- 6.1. A daily subsistence allowance determined by the Municipality from time to time as contained in Annexure "A" of this policy will be payable to any municipal representative or traveller.
- 6.2. A daily subsistence allowance rate mentioned in clause 6.1 will not be payable for meetings or sessions held within the area of jurisdiction of the Matatiele Local Municipality.
- 6.3. A daily accommodation allowance rate determined by the Municipality from time to time as contained in Annexure "A" of this policy will be payable to any municipal representative or traveller who decides to use privately organized accommodation other than the officially organized one.
- 6.4. A daily accommodation allowance rate will not apply in respect of any meeting or session held within the area of jurisdiction of the Matatiele Local Municipality.
- 6.5. Daily accommodation allowance shall increase from R1000.00 to R1 500.00
- 6.6. The recoverable cost of subsistence allowances for international travel shall be in an amount determined by the Council on an "ad hoc" basis, based on the applicable SARS provisions in this regard.
- 6.7. For the purposes of this policy, any travel to the common monetary areas of SADC shall be deemed as international travel subject to sub clause 6.5 above.
- 6.8. Other costs resulting from an official travelling outside the Republic of SA, such as visa applications will be met by the Council, provided that: -
 - 6.7.1 Prior approval is obtained from the Council,

- 6.7.2 Claims are reasonable,
 - 6.7.3 Claims are substantiated by documentary proof, and
 - 6.7.4 The payment of the claim will not result in the official being out of pocket or enriched at the expenses of the council.
- 6.9. In the case of both domestic and international travel, the day of departure and the day of return each night spent away shall qualify for a subsistence allowance.
 - 6.10. The Subsistence allowance payment shall be paid through the payroll and subjected to the taxation requirements of the Municipality once per month or on monthly basis.
 - 6.11. No subsistence and travelling allowance should be claimed after the three (3) months has ended from the first month following the month when subsistence and travelling allowance work was done, unless a motivation approved by the Municipal Manager is submitted to Human Resources Management Unit.
 - 6.12. Subsistence and travelling allowance for June shall be paid in July and failure to submit a subsistence and travelling allowance claim in July will lead to the lapse of that subsistence and travelling allowance, unless a motivation approved by the Municipal Manager is submitted to Human Resources Unit.
 - 6.13. Subsistence and Travelling allowance claims must be made once a month.

7. CAR RENTAL, AIR TRAVEL AND OTHER TRAVEL COSTS

- 7.1. The category A representatives or travellers will be eligible to hire “C” group vehicles, 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).
 - 7.7.1. Category B representatives or travellers will be eligible to hire “B” group vehicles, 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).
- 7.2. Car rental must be approved as part of the travel package before the trip is embarked on.
- 7.3. A representative who rents a vehicle on emergency basis, whilst travelling on the business of the Municipality without having received prior authorization 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.
- 7.4. All flights by representatives of the Municipality shall be in terms of annexure “B” unless, in the case of emergencies, another class of travel is specifically authorized, by the Mayor in the case of travel by the Municipal Manager, and by the Municipal Manager in the case of travel by other Councillors and officials of the Municipality unless in emergency circumstances do not permit.
- 7.5. Wherever possible, the best airways Service Provider shall be used for air travel, but be in consideration of the provisions of annexure “B”.
- 7.6. Reservations for rental cars and air travel must be made through a travel agent appointed by the Municipality for this purpose.
- 7.7. If a representative has to utilise his or her personal motor vehicle outside the boundaries demarcated for the Municipality, he or she will:

- 7.7.1. If he or she does not have a fixed monthly traveling allowance, be reimbursed at the applicable rate prescribed by the Department of Transport from time to time.
- 7.7.2. If he or she has a fixed monthly traveling allowance, be reimbursed at a flat rate determined by the Department of Transport for privately owned vehicles based on the engine capacity of the vehicle and subject to deduction of non-claimable monthly kilometres as may be provided for in any piece of legislation or regulations.
- 7.7.3. The payment of a fixed monthly travelling allowance shall be suspended without any period of grace; if a municipal official earning a fixed monthly travelling allowance is without possession of a vehicle for a period exceeding three consecutive months in any given time.
- 7.8. The distance to which the reimbursement applies, must be the shortest distance between the Municipality's offices and the location where the official business is to be transacted.
- 7.9. Private vehicles may be used only in the absence of other suitable transport or if the use of private vehicles would be cheaper than using other means of transport.
- 7.10. A person entitled to claim for reimbursement of transport costs in terms of this policy is required to use any vehicle whose engine capacity does not exceed 5 litre-engine, should a person use a vehicle whose engine capacity exceeds 5 litres, will be reimbursed at the rate applicable to a 5 litre- engine capacity as provided by the Department of Transport from time to time.
- 7.11. A person may use any vehicle registered with the Department of Transport in South Africa regardless of ownership provided that a person concerned is a licensed Driver of that vehicle.
- 7.12. It will be incumbent upon the Municipal official concerned to verify the factual usage of the vehicle in respect of which transport claim is made against.
- 7.13. When a private vehicle is used, by Officials/Councillors/Participating Traditional Leader receiving fixed traveling allowance shall be required to complete a log book provided by the Municipality for the trip, detailing the date, vehicle registration number, opening odometer reading, closing odometer reading, the point of departure and point of arrival and distance travelled; and all details required and each log sheet must be signed off by the driver and his/her supervisor.
- 7.14. Where possible representatives must travel together, up to a maximum of four in a vehicle, to minimize travelling expenses.
- 7.15. If it is not practical to use rental cars, air travel or private vehicles, or if the use of such modes of transport would, in the opinion of the Municipal Manager or authorized person, entail excessive expense, the Municipal Manager may require that alternative forms of transport, such as busses and trains, be used, subject to such conditions and limitations as the Municipal Manager may on an "ad hoc" basis stipulate.
- 7.16. If a representative requires special travel facilities due to such representative suffering from any disability, the Municipal Manager or authorized person may authorise such additional expenditure as may be required to cover additional costs associated with such special facilities.
- 7.17. If a person who chooses to use road transport with the privately owned vehicle the person shall be reimbursed the lesser of the costs of driving to the destination or flying to the destination.

- 7.18. If travelling with a privately owned vehicle requires additional time, then the person concerned shall make necessary arrangements in terms of applying for necessary leave of absence.
 - 7.19. Any person receiving a fixed monthly traveling allowance is not entitled to drive a municipal vehicle; unless there is a prior authorization by the Municipal Manager or authorized person under exceptional circumstances.
 - 7.20. The category B Municipal travellers or representatives will be considered for the affordable means of transport e.g. flights and so on.
 - 7.21. A cost benefit analysis will be conducted for travelling using road or air so that the most economical option is preferred.
- 8. SUBSISTENCE AND TRAVEL ALLOWANCES FOR PERSONS INVITED FOR INTERVIEWS AND ANY OFFICIAL MUNICIPAL BUSINESS**
- 8.1. No subsistence costs will be paid to any candidate invited for an interview, if distance travelled to and from is less than 30 km unless any other policy or Council resolution provides otherwise.
 - 8.2. No subsistence costs will be paid to any person invited for/attending any official municipal business, if distance travelled to and from is less than 30 km unless another policy or Council resolution provides otherwise.
 - 8.3. The outsiders will be reimbursed at a rate determined by SARS from time to time as contained in Annexure "A" of this policy.
 - 8.4. The Subsistence and Travel expenses for outsiders will be defrayed from a budgetary provision set aside for this purpose.
- 9. AUTHORISATION OF OFFICIAL TRIPS TO BE UNDERTAKEN**
- 9.1. For purposes of implementing this policy:
 - 9.1.1. Only the Municipal Manager may authorise any travel to be undertaken by General Managers;
 - 9.1.2. General Managers may authorise travel for Managers/ Heads of Unit.
 - 9.1.3. General Managers will recommend travelling for staff in their departments for trips outside the boundaries.
 - 9.1.4. Middle Managers and Head of Department shall check/recommend and authorize respectively travelling for the staff falling within their Units for trips within the boundaries of the Municipality.
 - 9.1.5. Travel by the Municipal Manager may be approved by the Mayor on the recommendation of the Chief Financial Officer;
 - 9.1.6. Travel by the Speaker shall be authorised by the Municipal Manager on the recommendation of the Mayor.
 - 9.1.7. Travel by the Mayor shall be authorised by the Municipal Manager on the recommendation of the Speaker;
 - 9.1.8. Travel by other Councillors except the members of the Executive Committee may be authorised by the Municipal Manager on the recommendation of the Speaker.

- 9.1.9. Travel by the members of the Executive Committee shall be authorized by the Municipal Manager on recommendation by the Mayor.
 - 9.2. Notwithstanding 9.1, travel may be authorized only if provision for such travel is made in the applicable relevant budget.
 - 9.3. An invitation to attend a workshop, meeting or related event is not an automatic authorization to attend such workshop or event.
 - 9.4. Authorization must still be obtained as required in terms of the entirety of section 9.1. and a copy of such invitation must always be attached to the trip authorization form irrespective of whether a privately owned or a Municipal vehicle will be used.
 10. **ATTENDANCE OF CONFERENCE, WORKSHOP OR MEETING**
 - 10.1. 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.
 - 10.2. If any representative fails to do so, Mayor or the Municipal Manager, as the case may be, 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.
 - 10.3. Travelling by the Personal Assistants including Secretaries and Departmental Secretaries for the purpose of rendering of any logistical, secretarial or administrative support to their principals or bosses during the travel is completely forbidden.
 - 10.4. Municipal travellers or representatives who possess private vehicles will be permitted to use their private vehicles for undertaking of official trips as a cost cutting measure.
 - 10.5. Use of private vehicles by employees below managerial level will only be allowed when authorizations for such have been granted following compelling reasons to use such vehicles.
 - 10.6. As a matter of policy and principle the ordinary work station of any Municipal representative will be a point of departure or a departing point for any official travelling purpose.
 - 10.7. Notwithstanding that some municipal representative receives monthly travelling allowance, mini buses or busses will be used as a means of transport for Municipal Representatives or Travellers relatively in larger numbers for cost reduction purposes.
 11. **APPROVAL SUBSISTENCE AND TRAVELLING CLAIMS**
 - 11.1. Only the Municipal Manager shall approve any S&T Claim/s submitted by the General Managers.
 - 11.2. General Managers shall recommend any S&T Claim/s submitted by the Departmental staff.
 - 11.3. Managers shall check any monthly S&T Claim submitted by the staff in their units.
 - 11.4. Managers/Head of Units shall monitor any monthly S&T Claim/s submitted by their staff members within their units to ensure compliance with the requirements of this policy.
 - 11.5. S&T Claim/s submitted by the Municipal Manager shall be approved by the Mayor on recommendation of the Chief Financial Officer;

- 11.6. S&T Claim/s submitted by the Speaker shall be approved by the Municipal Manager on recommendation of the Mayor.
 - 11.7. S&T Claim/s submitted by the Mayor shall be approved by the Municipal Manager on the recommendation of the Speaker;
 - 11.8. S&T Claim/s submitted by other Councillors other than members of the Executive Committee shall be approved by the Municipal Manager on the recommendation of the Speaker.
 - 11.9. Notwithstanding 11.1, travel may be authorised only if provision for such travel is made in the applicable and relevant budget.
 - 11.10. Subsistence and Travelling claim from work station to another including out-reach visits as well as project visits should be accompanied by the meeting attendance/ project visit register and where necessary meeting invitation must be attached as well.
- 12. PROCEDURES FOR CLAIMS AND PAYMENT THEREOF**
- 12.1. Subject to the provisions of section 10, the General Manager: Corporate Services may prescribe procedures (including time limitations) and forms for:
 - 12.1.1. The application for authorisation to travel;
 - 12.1.2. The claiming of subsistence allowances and expenses;
 - 12.1.3. The making of reservations;
 - 12.1.4. A privately owned vehicle log book;
 - 12.1.5. Any other matter or thing which is necessary in order to give effect to the provisions of this policy.
 - 12.2. Such procedures must be recorded in writing and made available to staff and Councillors.
 - 12.3. The General Manager: Corporate Services may amend, withdraw, substitute or supplement such procedures and forms.
 - 12.4. All such procedures in force at any time shall be deemed to form part of this policy at such time.
 - 12.5. A copy of the meeting invitation or the agenda / part of the agenda or programme for the event to be attended by the representative must be attached to a copy of a completed trip authorization form.
 - 12.6. A copy of a trip authorization with its annexure/s must be attached to any S&T Claim form.
 - 12.7. A copy of the relevant extract from the log book, in the case of the use of a private vehicle, shall be submitted when a claim is made for travel reimbursement signed by both the claimant and his/her immediate Superior.
 - 12.8. Claims for toll and parking fees must be accompanied by valid receipts issued by the toll or parking authority.
 - 12.9. Claims may be submitted by a representative only once a month, after that representative has completed all of his/her trips for the month,
 - 12.10. The representative must submit subsistence and travel claims within 3 days at the end of each month.
 - 12.11. S & T claims not submitted in the month of business immediately following the month of travel must be accompanied by a motivation signed by the claimant concerned.

- 12.12. All S&T claims not submitted within a period of three (3) consecutive and non – consecutive months following the month of undertaking of travelling shall be forfeited with no recourse for entertainment of reclaim.
- 12.13. Notwithstanding Clause No 12.11, all S&T claims not submitted within the same financial year except the claim pertaining to the last month of the financial year will be automatically forfeited.
- 12.14. Recommendation and approval transactions shall be performed in the Department in which the employee is attached to irrespective of the reason for official travelling.
- 12.15. The S&T expenses of any Municipal Traveller or Representative shall be defrayed from the relevant vote of the department in which the employee or Traveller is appointed or attached respectively, irrespective of the reason for official travelling.
- 12.16. Reimbursements for travel claims and subsistence allowances shall be made through normal monthly payroll, and shall be subject to any deductions that may be required for tax purposes.
- 12.17. Only the General Manager: Corporate Services on the recommendation of the Manager: Human Resources Management may approve traveling claim by candidates attending employment interviews in full compliance with this policy.
- 12.18. Claimants shall submit one claim per vehicle used in each month of business.
- 12.19. One log sheet shall be completed per vehicle within one log book.
- 12.20. A copy of a completed log sheet signed by both the Municipal Representative and Traveller using a privately owned vehicle and his/her supervisor or immediate superior must be attached to the subsistence and travelling claim.
- 12.21. Use and completion of the log books by all municipal representatives or travellers using privately owned vehicles for official travelling is compulsory for integrity purposes.

13. GENERAL PROVISIONS OF THIS POLICY

- 13.1 Travelling from the place of dwelling or home to the work place shall not constitute official travelling in respect of all functionaries of the Municipality.
- 13.2 The work place for all functionaries shall ordinarily be the municipal offices as situated in Matatiele, Cedarville or Maluti unless other conditions of service stipulate otherwise.
- 13.3 No claim shall be made for travelling from home or place of dwelling to the workplace or to any official destination except under exceptional circumstances pertaining to a unique situation subject to approval by the Municipal Manager.
- 13.4 Notwithstanding the requirements of this section, Ward Support Assistant will be eligible to claim for travelling between the Ward and the work place or any official destination subject to authorization of the official trip in question, provided that the centre of the ward concerned is outside a radius of 20 km from the main offices of the Municipality.
- 13.5 Employees not receiving monthly travelling allowance and falling within the thresh hold of TASK Grade 11 through 14 may be allowed to use their own private vehicles for official travelling at their own risk, subject to normal official trip authorization.

- 13.6 Official Travelling within the area of jurisdiction of Matatiele Local Municipality shall not require any official trip authorization except on Municipal vehicles as well as for employees falling within TASK grade 10 and below.
- 13.7 Officials can only claim using vehicles that belong to them personally, registered in entities in which they are members, directors and/ or trustees to or their spouses
- 13.8 Laundry costs shall be covered by the Municipality for any official stay in excess of consecutive five (5) nights of stay subject to costs not exceeding an amount contained in Annexure “A” of this policy.
- 13.9 Laundry costs shall be claimed together with the general S&T expenses subject to submission of a proof of payment.
- 13.10 Where the municipality has centrally organised an event, e.g. strategic planning workshop, for a group of municipal functionaries, all functionaries will be accommodated at the Centrally organised accommodation facility, regardless of categories appearing on

ANNEXURE “B”.

- 13.10 Municipal functionaries or representatives from Category B may be required to share accommodation provided there is a group booking arrangement.
- 13.11 Municipal functionaries or representatives from Category B may be required to share accommodation room provided there is a group booking arrangement.
- 13.12 Under exceptional circumstances the Municipal Manager shall approve deviation from the prescripts of this policy on good cause.

14. LEGAL REQUIREMENTS

- 14.1 In terms of the applicable circulars and 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.

15. COMMENCEMENT

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

16. INTERPRETATION OF THIS POLICY

- 16.1 All words contained in this policy shall have the ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 16.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 16.3 The Municipal Manager shall give a final interpretation of this policy in case of written dispute.
- 16.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council.

18. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

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

17.2 Notwithstanding clause No. 17.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver or suspension to Council and Labour Forum

18. COMPLIANCE AND ENFORCEMENT

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

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

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

19. AMENDMENT AND/OR ABOLITION OF THIS POLICY

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

ANNEXURE "A"

No.	ITEM	AMOUNT	Condition
1.	Breakfast	R250.00 (Maximum)	If the booking is not provided for in terms of clause no. 5.8 of the policy.
2.	Lunch	R350.00 (Maximum)	Where the municipality would have to cater for that traveller for that day.
3.	Dinner	R350.00 (Maximum)	If the booking is not provided for in terms of clause no. 5.8 of the policy
4.	Daily subsistence Allowance	Applicable SARS rate for SA.	Determined and/condoned by Council.
5.	Daily Accommodation Allowance	R1500	Provided that the Municipality was intending to provide the accommodation.
6.	Per KM travelling rate for outsiders	Applicable SARS rate for SA.	Determined and/condoned by Council.
7.	Laundry cost	A maximum of R200.00 per night from the sixth night.	Laundry costs may be covered from the 3 rd night, on exceptional or specific conditions.

ANNEXURE "B"


ITEM	CATEGORY A	CATEGORY B
Accommodation	Up to a Max costs not exceeding R2500 per night	Up to a Max costs not exceeding R2000 per night
Applicable modes of transport	Flight (Economy Class)	Flight may not be an option, unless the distance is more than 1000 KMs for single trip and situation prevalent.


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		Should flight be an option, the Municipal Manager shall consider and approve, and such flight, must be a budget flight.
Type of transport	Privately owned vehicle.	Municipal vehicle/Public transport.
Car hire	Group "C" Max capacity of 1.6 with air conditioner. Maximum daily rate.	Shuttle services or Group "B" Max capacity of 1.4 with air conditioner. Maximum daily rate.

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MR. L. MATIWANE
MUNICIPAL
MANAGER


CLLR M. STUURMAN
ACTING HON.
MAYOR


CLLR N. NGWANYA
HON. SPEAKER