

**ANNEXURE A
TRAVEL AND SUBSISTENCE POLICY**

LEPHALALE LOCAL MUNICIPALITY

TARIFFS APPLICABLE TO TRAVEL AND SUBSISTENCE POLICY

The following tariffs shall be applicable to the Travel and Subsistence Policy with effect from the 1 July 2024 :

Description		Tariff
Domestic Travel Rates	Officials Running Costs	Rates as published by South African Revenue Service in the Government Gazette.
Accommodation :	One single room per night. Maximum amount claimable on receipt of proof	MFMA Circular No 97 Domestic Accommodation.
Meals :	Maximum amount claimable on receipt of proof, for :	Rates as published by South African Revenue Service in the Government Gazette.
Toll Fees	Toll fees paid	Amount claimable on proof of receipt
Sundry Subsistence :	Any other incidental expenses per day related to the official trip, can be claimed on receipt of proof, to a maximum of :	Rates as published by South African Revenue Service in the Government Gazette.
Rates for International Travel :	Travel Accommodation Meals	Rates as published by South African Revenue Service in the Government Gazette.
Rate for travel within the Municipal boundaries	Running costs	Rates as published by South African Revenue Service in the Government Gazette.
Rate for reimbursement of interview candidates	Running costs	Rates as published by South African Revenue Service in the Government Gazette.