

LEPHALALE LOCAL MUNICIPALITY



TRAVEL AND SUBSISTANCE POLICY 2023/2024

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TRAVEL AND SUBSISTENCE POLICY

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PART 1: OBJECTIVE

It is essential that representatives of the municipality from time to time travel to other cities and towns 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.

This policy sets out:

- the basis for the payment of a subsistence and travel claims and allowances for the purposes of such official travelling;
- to regulate payments of travelling and subsistence claims and allowances to Councilors and officials delegated to attend official functions on behalf of the Municipality;
- to regulate the attendance of meetings by Councilors and officials;
- to encourage a culture of saving costs for Council.

PART 2: DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

- 2.1. "OFFICIAL DISTANCE" means the distance in kilometers traveled for official purposes by an employee of the Municipality, excluding distance between place of work and residence.
- 2.2. "FIXED TRAVELLING ALLOWANCE" means a fixed travelling allowance applicable to incumbents of certain positions on the permanent establishment of the municipality.
- 2.3. "RUNNING COSTS" means the tariff in cents per kilometer, based on the official's vehicle engine capacity, but not exceeding a maximum of 2 500cc, and comprises of the following elements:
 - Cost of fuel in relation to the engine capacity of the vehicle
 - Maintenance cost
- 2.4. "DAY" means a working day in service of the Municipality.

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- 2.5. "PRIVATE TRANSPORT" represents that private vehicle used by an employee for official purposes.
- 2.6. For purposes of this policy, "DOMESTIC TRAVEL" shall mean travel within South Africa.
- 2.7 "INTERNATIONAL TRAVEL" shall mean travel to any country other than South Africa.
- 2.8 For the purposes of a subsistence allowance, a "REPRESENTATIVE" shall mean:
- 2.8.1. mayor
 - 2.8.2. speaker
 - 2.8.3. members of the executive committee
 - 2.8.4. councilors
 - 2.8.5. municipal manager
 - 2.8.6. manager of departments
 - 2.8.7. any other official specifically authorized to represent the municipality on a particular occasion
 - 2.8.8. any official who is a member of a recognised professional institution and is granted permission to attend meetings and conferences of such institution.

PART 3: SCOPE OF THE POLICY

This policy provides for participation by all employees of the Municipality, who, are entitled to utilize private transport in the execution of official duties, regardless of whether the utilization of such transport is temporary, casual or of a fixed nature and reimbursement of official expenses relating to such travelling.

PART 4: RESPONSIBILITIES OF REPRESENTATIVES

- Every representative who travels on the business of the municipality must comply with this policy in letter and in spirit.
- Representatives who travel on the business of the municipality must appreciate, at all times, that they are ambassadors for the municipality,

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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.

- Consistent 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.

PART 5: PRINCIPLES FOR SUBSISTENCE AND TRAVEL

- A subsistence and travel allowance is an amount of money paid by the municipality to a representative to cover the following expenses:
 - meals (including reasonable gratuities);
 - incidentals such as refreshments, snacks, drinks and newspapers; and
 - all business-related travel (Toll fees).
- A subsistence allowance does not cover any personal recreation, such as visits to a cinema, theatre or nightclubs, or sightseeing.
- Councilors and officials delegated to attend the same function shall at all times attempt to reduce the cost to Council by using one vehicle where circumstances permit.
- When a Council owned vehicle is used, the driver is responsible for all traffic offences, which will be paid by Council and deducted from the individual's salary.
- Officials not receiving a fixed travel allowance will utilize ONLY a council owned vehicle, unless prior arrangement was made with the relevant manager for the use of privately owned vehicles.
- Officials and Councilors, excluding the Mayor, receiving a fixed monthly travel allowance, may not utilize Council owned vehicles.

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- Every attempt shall be made to use the most cost effective mode of transport.
- All flights for councilors and officials shall be in economy class.
- All re-imbursements for subsistence will be paid on receipt of an original invoice. It is the individual's responsibility to ensure that the original invoice is submitted to the Budget & Treasury Office.

PART 6: ENTITLEMENT TO SUBSISTENCE AND TRAVEL CLAIMS

- If a representative has to utilize his or her private vehicle and is receiving a fixed travel allowance per month, he or she will be reimbursed at the rate per kilometer (refer to "Annexure A") prescribed from time to time by the South African Revenue Service in the Government Gazette.

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. This distance will be calculated by way of using Google Maps and an additional 15 kilometers will be added per day to cover additional travel. If the total number of kilometers for which such reimbursement is received exceeds 8 000 in any tax year, reimbursement for the excess kilometers over 8 000 must be taxed for PAYE purposes.

- If a representative has to utilize his or her private vehicle and is NOT receiving a fixed travel allowance per month, he or she will be reimbursed at the rate per kilometer (refer to "Annexure A") prescribed from time to time by the South African Revenue Service in the Government Gazette. 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. This distance will be calculated by way of using Google Maps and an additional 15 kilometers will be added per day to cover additional

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travel. If the total number of kilometers for which such reimbursement is received exceeds 8 000 in any tax year, reimbursement for the excess kilometers over 8 000 must be taxed for PAYE purposes.

- Officials not receiving a fixed travel allowance will utilize ONLY a council owned vehicle, unless prior arrangement was made with the relevant manager for the use of privately owned vehicles. When written approval is obtained from the departmental manager, the actual kilometers travelled by the applicable official, (proofed by means of a log-sheet, refer to “Annexure C” as attached), shall be refunded using the rate per kilometer (refer to “Annexure A”) prescribed from time to time by the South African Revenue Service in the Government Gazette.
- If a representative (Councilor or manager) has to utilize his or her private vehicle and is receiving a fixed travel allowance per month, he or she will be reimbursed at the rate per kilometer (refer to “Annexure A”) prescribed from time to time by the Department of Transport circular.
- A representative may claim daily subsistence as provided 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.
- A representative claiming subsistence must furnish proof of all expenses.
- Entertainment of external business associates or contacts or clients or potential investors or potential clients falls outside the scope of the subsistence allowance and will be separately reimbursed (subject to prior approval where applicable). 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.

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- A representative of the municipality may NOT claim in advance his or her subsistence, as provided in this policy, before embarking on any official trip. Accommodation fees must however be paid by the municipality on behalf of the representative in advance to confirm availability. The only exception allowed will be for International travel.
- No subsistence will be reimbursed, and no representative will be entitled to a claim for subsistence, if the trip or travel is not related to the official business of the municipality. A representative shall NOT be entitled to any reimbursement, unless approval had been granted.

PART 7: ACCOMMODATION COSTS AND SUBSISTENCE FOR ONE OR MORE NIGHTS

- When travelling to a destination outside the boundaries of the Lephalale Local Municipality in circumstances requiring absence from the office for longer than 24 hours and exceeds a distance of 500kms (except otherwise approved by Accounting Officer), may stay in an hotel, motel, guesthouse or bed and breakfast establishment.
- The actual cost of accommodation and meals will be borne by the municipality, subject to a maximum tariff for domestic travel as determined by Council each year (refer to “Annexure A”). Where such accommodation is available, the rate for a single room will be payable. Proof of expenses must at all instances be submitted to refund the claim.
- If a representative stays with a relative or friend, no accommodation cost may be claimed.
- The recoverable cost of accommodation and other subsistence for international travel may not exceed the tariffs as determined by Council (refer to “Annexure A”).

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- All accommodation and subsistence is claimable from the day of departure to the day of return in the case of both domestic and international travel.

PART 8: SUBSISTENCE CLAIMS WHEN TRAVEL ONLY FOR A DAY OR PART OF A DAY WITH NO OVERNIGHT STAY

If a representative travels for official business of the municipality outside the municipal boundary for a day or part of a day, a reimbursement for subsistence (refer to “Annexure A”) can be claimed, at a rate as determined from time to time by council, on receipt of proof of actual expenses.

PART 9: CAR RENTAL

- 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 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.
- Only “A” or “B” category vehicles may be rented, 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). Only the Mayor will be allowed to hire a vehicle equivalent to that of the mayoral official vehicle.

PART 10: SUBSISTENCE AND TRAVEL CLAIMS FOR PERSONS INVITED FOR INTERVIEWS

No subsistence costs will be paid to any candidate invited for an interview, but traveling costs at the running cost rate (refer to “Annexure A”) as well as

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accommodation (proof of expenses being submitted), may be paid if the candidate has to travel from outside the Municipal boundaries to attend the interview.

PART 11: AUTHORIZATION

For purposes of implementing this policy:

- Only the municipal manager may authorize any travel to be undertaken by managers as well as the other officials on recommendation by their respective managers and persons invited for interviews, but provided the expenses to be incurred are on the approved budget of the relevant department.
- Only the mayor, as the case may be, may authorize any travel to be undertaken by the speaker, any other councilor, or the municipal manager, but provided the expenses to be incurred are on the approved budget of the municipality.
- 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 mayor, executive committee, the municipal manager or manager, as the case may be.
- 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, the mayor, executive committee, the municipal manager or 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.

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PART 12: SUBMISSION AND PAYMENT OF CLAIMS

- Claims must be submitted within a period of 30 days from the date of the event except at (30 June) financial year end then all claims must be handed in promptly. Claims received after this period will be rejected (except otherwise approved by Accounting Officer).
- All claims must be submitted on the official claim form as provided in “Annexure B”, accompanied by the following documents:
 - ▶ an agenda or invitation to such an event. (If this cannot be provided, a memo indicating the purpose of the trip must be attached to the claim);
 - ▶ an attendance register. (If this cannot be provided, a memo/letter confirming the attendance by the visited);
 - ▶ the completed and signed “Approval” form as provided in “Annexure C”;
 - ▶ original documents as proof of expenses (such as invoices; receipts and log-sheets).
 - ▶ Pre Approval form. Annexure E
- Payment of travel and subsistence claims will be as follows:
 - ▶ Payments will be done on with the payroll run and again two week after payroll as advances.

PART 13: EFFECTIVE DATE

13.1 The document is called the Lephalale Local Municipality’s Travel and Subsistence Policy and was Adopted by Council at its meeting

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held on theday of 2023 per Council
resolution number

Signed at the day of 2023.

1. ON BEHALF OF MUNICIPALITY

Witness:

Signed at the day of 2023.