

SUBSISTENCE & TRAVEL



POLICY, PROCESSES & PROCEDURES

RECOMMENDED

THAT the **Subsistence and Travel Policy** and the contents thereof be tabled for approval at the Mayoral Committee.

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Reviewed By

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INTERNAL AUDITOR

Supported By

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MUNICIPAL MANAGER

**Adopted by
the Mayoral
Committee**

_____ **Date:** _____
CHAIRPERSON

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1. Definitional And Explanatory

In this Policy (hereafter 'the Policy'), the words and expressions shall have the meanings assigned hereunder, unless the context indicates otherwise:

"appointed travel agent" means the travel agency appointed by Council from time to time to undertake travel arrangements and bookings

"council" means the Sedibeng District Municipality as a unitary institution, or its highest political decision making body, as the context may indicate

"Councillor" means an elected or nominated political representative of the Sedibeng District Municipality, including the Executive Mayor, the Speaker of Council, the Chief Whip, and any other office bearer who is a politician

"CPI" means the consumer price index, excluding mortgage interest rates

"delegate" (verb) means to entrust a task or responsibility to another person or to authorise someone to act as a representative or on one's behalf, with the terms

"delegator" (one who delegates) and **"delegatee"** (one to whom a delegation is made) deriving there from

"delegate" (noun) means a person sent or authorised to represent Council, or one of its Councillors or Officials, especially at conferences, seminars, and such like, save that in this Policy the terms 'traveller' or 'representative' are used

"departmental head" means the head or the responsible or accountable person of a department in Council

"domestic travel" means travel, by whatever means, within the Republic of South Africa, where the destination is not less than 350 (three hundred fifty) kilometres by road from the Sedibeng District Municipality, and the travel entails an overnight stay; this term could be used interchangeably with **"local travel"**

"entertainment" means an activity for the individual's amusement or enjoyment, without any causal link to Official Council business

"international travel" means travel outside of the borders of the Republic of South Africa, but excluding **"neighbouring countries"**; this term could be used interchangeably with **"foreign travel"**

"neighbouring countries" mean sovereign states within and adjoining South Africa's borders or within 2 (two) hours flying time by commercial airline from O R Tambo International Airport

“Official” means a member of staff of Council, who is not a Councillor, as statutorily defined

“overseas travel” means travel outside of the African continent

“Per Diem” means the daily rate for subsistence applicable to country of destination

“representative” means the Executive Mayor or the Municipal Manager, or any Councillor or Official of Council, duly authorised to act for and on its behalf or for and on behalf of a Councillor or Official thereof; this term could be used interchangeably with **“delegate”** (noun), or the term **“traveller”**

“SARS” means the South African Revenue Services

“Sedibeng District Municipality” is the building, as headquarters, housing Council and the Core Administration, being Beaconsfield Avenue, Vereeniging

“subsistence allowance” means an allowance or advance on salary or wages, when granted as expenses related to travel, as distinct from a stipend

“tip” means a gratuity for good service, usually 10 (ten) per cent but not exceeding 15 (fifteen) per cent of the bill or amount tendered

“traveller” means the applicant for travel or the person undertaking domestic or international travel

2. Interpretation

In the event of a dispute arising from the interpretation of this Policy, the ruling of the following, and acting upon where necessary a legal opinion, shall prevail:

- (a) the Council, in the case of matters affecting the Mayoral Committee or the Executive Mayor;
- (b) the Executive Mayor, in the case of matters affecting any Councillor; and
- (c) the Municipal Manager, in the case of any matter affecting any Official.

3. Rationale for Travel

3.1 Any Councillor or official intending to travel shall, in writing, provide as a minimum the following details:

- (a) the purpose of or necessity for travel, in adequate detail, to enable a decision to be taken;

- (b) the destination(s);
- (c) the host(s) or receiving party or parties;
- (d) the nature of the proceedings or discussions or meetings, and such like, necessitating travel;
- (e) the duration of the visit, including travel time; and
- (f) any other relevant information and supporting documentation.

3.2 The traveller shall, show in writing that both the visit and the nominated or selected traveller are supported by:

- (i) the Executive Mayor, in the case of a Councillor who is a member of the Mayoral Committee; or
- (ii) the Speaker of Council, in the case of any other Councillor(s); or
- (iii) the Municipal Manager, or where such functionary does not exist or is unavailable for a prolonged period, by the Executive Director concerned, in the case of an Official; or
- (iv) where subsections (i), (ii) or (iii) do not apply, section 59 of the Local Government: Municipal Systems Act, 32 of 2000, as well as Council's policy on delegated powers shall be invoked, provided always that –
 - the maximum, a delegated power cannot be further delegated; and
 - the person concerned shall confirm in writing his or her support for both the visit and the appropriateness or suitability of the traveller(s) therefore.

3.3 The application for international travel shall be made in a report tabled at any appropriate forum but eventually before the Mayoral Committee, in the approved format for reports to the Mayoral Committee and Council, and shall contain the information set out in Clause 3.

3.4 The traveller shall provide a report back in writing to the relevant stakeholder.

4. Application, Scope, Limitations And Exclusions

4.1 Reference

This Policy should be read in conjunction with any of Council'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.

4.2 Application

This Policy applies to –

- (a) all Councillors of the Sedibeng District Municipality; and
- (b) all Officials of the Sedibeng District Municipality.

who are travelling on approved Council business and as such are formal representatives of the Sedibeng District Municipality.

4.3 Non Applicability

This Policy shall not apply to –

- (a) the directors, staff, servants, agents, representatives, or similar such functionaries of Council's utilities, agencies, corporatised entities, or of any special purpose vehicle established as a distinctive legal entity by the Sedibeng District Municipality to undertake or support or oversee its work;
- (b) consultants, agents, representatives, and such like employed or commissioned by Council, with who relationships shall be governed by individual contracts;
- (c) Councillors or Officials travelling in their personal capacities; and
- (d) Travel within the province of Gauteng and the surrounding municipalities of Sedibeng District Municipality, in which case existing approved Council policies, practices, or standing operating procedures shall be of force and effect.

4.4 Exclusions And Limitations

4.4.1 General

- (a) Where the trip or visit is of a purely technical or administrative nature, only Officials shall travel.

- (b) Where travel is of a generally technical or administrative nature, but it can objectively be shown that a Councillor directly involved with the subject matter will benefit the nominated Official, duly supported, shall be accompanied by the particular Councillor nominated and motivated for, as prescribed.
- (c) Where travel will benefit both the political and technical or administrative spheres, the nominated Official, duly supported, shall be accompanied by a Councillor nominated and motivated for, as prescribed.
- (d) Where travel is on the basis of political considerations, and shown by the applicant to be for the benefit of Council, the travelling order of preference, subject to prescribed nomination, support and motivation requirements, as applicable, shall be –
 - (i) the Executive Mayor; or
 - (ii) the Speaker of Council; or
 - (iii) the Chief Whip of Council; or
 - (iv) a member of the Mayoral Committee; or
 - (v) the chairperson of the appropriate sub-committee; or
 - (vi) a nominee of an appropriate committee;
- a nomination and motivation is made, as prescribed, supported either by the appropriate committee for its member, or by the Speaker of Council, where the Councillor is not a member of any committee; and
- due cognisance is taken of the provisions of section 5.2.

4.4.2 Educational

Where the trip or visit is for educational purposes, Council's relevant other approved policies, practices, or standard operating procedures shall apply, in conjunction with this Policy.

4.4.3 Duration of trips or visits

- (a) The onus rests on the traveller, supported by his or her departmental head, to ensure that sufficient time is provided for to fulfil the purpose of the trip as well as to ensure the quality of any work undertaken, provided that the minimum requisite time necessary should be a prime consideration.
- (b) The following guidelines in respect of duration should apply:

- (i) Where the purpose of travel is to attend a conference, congress, seminar, symposium, workshop, exhibition, or similar such, the absence from office should not exceed 5 (five) working days, excluding travel to and from the destination(s).
- (ii) Where the purpose of travel is to undertake research, or *in situ* investigations, including sightseeing and discussions related thereto, or similar such activities, the absence from office should not exceed 10 (ten) working days, excluding travel to and from the destination(s), except where otherwise motivated to and approved by the Mayoral Committee.
- (iii) Where the traveller is to serve an internship or is being seconded to an institution outside of South Africa, the absence from office shall not exceed 20 (twenty) working days, excluding travel to and from the destination(s).

In exceeding days detail motivation must be provided.

4.4.4 Frequency of trips

In respect of International travel the following guidelines shall apply

- (a) Only one trip or visit per financial year by the same traveller to the same destination for the same purpose
- (b) Where regular attendance or participation in meetings, conferences, and such like, necessitating international travel is required, the travel application will be governed by the *Policy*.

In respect of Domestic travel, the following guidelines shall apply:

- (a) Up to 3 (three) trips or visits per financial year by the same traveller to the same destination for the same or similar purpose.
- (b) Where regular attendance or participation, in meetings, conferences, and such like, necessitating travel is required, the official will need to demonstrate proof of membership of such a body.

4.4.5 Deviations or exceptions or amendments

- (a) Where circumstances arising after a travel application has been approved by the Mayoral Committee necessitate deviation from the provisions of clauses 4.4.1 to

4.4.4, notwithstanding subsections 4.4.4(b), such amendment(s) shall be fully motivated, with costs quantified, and approved before travel by –

- (i) the Executive Mayor, in the case of travelling Councillor(s); or
- (ii) the Municipal Manager, in the case of travelling Official(s).

(b) A traveller may extend his or her stay for personal reasons, provided that –

- (i) no costs are to be borne by Council in relation to such extended stay;
- (ii) the traveller shall apply for annual leave which must be approved by his or her departmental head or Mayor respectively before departure date; and
- (iii) any costs relating to extension of insurance cover, change of air bookings, and such like shall be for the traveller's account.

5. Principles For Consideration Of Travel Applications

5.1 The following considerations shall apply when planning and motivating for travel:

- (a) the minimum number of representatives, commensurate with the nature, purpose, priority or importance of the visit;
- (b) the route;
- (c) the mode of transport;
- (d) sharing of transport where feasible; and
- (e) a reasonable standard of accommodation based on the National Treasury prescripts as per Table 1 of MFMA Circular No. 82.

5.2 The following considerations shall apply in selecting or nominating a traveller or representatives:

- (a) his or her qualifications, experience, ability, and suitability to best represent Council generally and in particular the nature and purpose of the visit;
- (b) a direct link between the candidate traveller and the mayoral priority, IDP strategic focus area, policy, strategy or priority action that motivates for or justifies the trip;
- (c) the need to fast-track the education and training of appropriate Councillors and Officials, particularly those from previously disadvantaged communities, through participation in travel and activities related thereto;

- (d) the opportunities for learning, tutorship, and mentorship afforded by participation in or observation of proceedings;
- (e) acknowledgement that travel, particularly international visits or trips, should not be seen or used as an incentive or reward, but as a means to acquire scarce resources in a most economically efficient manner;
- (f) travel and the allowances related thereto should not be seen as an additional source of income;
- (g) in the interests of equity, this Policy is generic and to be uniformly applied throughout Council, with deviations permissible and approved only in exceptional circumstances, on good cause shown and accepted; and
- (h) any applicable policies, practices, or standard operating procedures of Council relating to affirmative action, employment equity, and similar such.

5.3 Where the approved traveller is subsequently unable to travel, an alternate may be chosen following procedures prescribed in this Policy, provided –

- (a) the alternate is suitable for the task on hand and acceptable to the hosting party; and
- (b) the considerations enumerated under item 5.2 apply equally to any alternate(s) nominated, selected, chosen or appointed.

5.4 Where the issue, notwithstanding the considerations listed under sections 5.1, 5.2 and 5.3, above, remains unresolved, or in the event of a dispute, the decisions of the following persons, acting where necessary on the legal opinion, shall be final and binding:

- (a) the Executive Mayor, in the case of travel by a member of the Mayoral Committee or any other committee; or
- (b) the Speaker of Council, in the case of travel by any other Councillor(s); or
- (c) the Municipal Manager, in the case of travel by any Official.

5.5 Only in cases of emergency or exceptional circumstances may a travelling Councillor or Official upgrade his or her approved accommodation or travel mode or deviate from the chosen route after departure from South Africa. This may be done by telephonic, electronic or other means of communication to the Municipal Manager or his/her delegated nominee.

5.6 The provisions of this Policy apply equally to individual and group travellers.

5.7 The motivation for the trip (clause 3 above) shall be supplemented by information requirements depicted variously in this Policy, including:

- (a) mode and cost of travel, including airport taxes, toll fees, visa and permit fees, and such like;
- (b) travel costs at destination, if these are to be met by Council;
- (c) accommodation, whether inclusive of breakfast or not;
- (d) personal accident, death, emergency, evacuation, health and other insurances, over and above those held personally by the traveller, where these are deemed by him or her as necessary;
- (e) baggage and other insurances, such as cover for Council assets, where these are deemed necessary by the traveller;
- (f) any other necessary costs; and
- (g) any anticipated costs or charges.

5.9 Where the trip is sponsored, the traveller shall provide –

- (a) full disclosure of the benefit, largesse, gift, or consideration, in compliance with any legislation and Council's approved policies, practices, and standard operating procedures;
- (b) full costs of the trip, as per item 5.9 above, insofar as they apply;
- (c) full details of the sponsor or benefactor or donor, as the case may be;
- (d) implications of any conditions or obligations or considerations required of or imposed by the sponsor, whether express or implied;
- (e) confirmation to the Municipal Manager that he or she has not solicited the sponsorship nor made any commitments, promises, offers, and such like, in consideration or as *quid pro quo*, either in his or her personal capacity or in the name of Council, or in any way bound Council or any of its departments either implicitly, overtly, contractually or any other means whatsoever; and
- (f) any other useful information.

6. Financial Matters

6.1 Costs Borne By Council

The legitimate and reasonable costs of any approved trip or visit shall be met out of budgets especially earmarked for such expenditure by Council's departments. Council shall pay or reimburse, as the case may be and subject to availability of budget, the following costs:

- a) ticket(s);
- b) inoculations, necessary preventative medications and prophylactics;
- c) airport taxes, toll fees, visa and permit fees, and such like;
- d) transport from airport or disembarkation point to reserved accommodation, and back;
- e) car hired at destination, where this is deemed the most economical mode of transportation;
- f) accommodation;
- g) personal accident, death, emergency, evacuation, health and other insurances, over and above those held personally by the traveller, where these are deemed by him or her as necessary;
- h) baggage insurance and other insurances, such as cover for Council assets, where these are deemed necessary by the traveller;
- i) tips or gratuities, within limits, where the expenditure is legitimately claimed from or reimbursed by Council;
- j) other costs related to Council business, such as telephone, faxes, meeting venues, essential translator/interpreter services, videoconferencing, and such like;
- k) parking at an Airport, where this is more economical than being driven to and from the airport; and
- l) any other necessary or inevitable costs provided that these have been depicted and quantified in the application for travel.

Unanticipated costs met by the traveller shall be reimbursed by Council *ex post facto*, provided the claim for reimbursement is in writing and incorporates the following –

- submission of a full motivation and justification for the expenditure incurred, to the departmental head;
- indication of how such expenditure will have benefited Council;

- full proof of the costs incurred; and
- indication that the departmental head has approved or condoned such expenditure.

7. Subsistence Allowance

This is a fixed allowance, revised from time to time, to meet personal expenses not itemised in the application and therefore not directly paid for by Council. It is a grant to cover the normal and reasonable personal expenses of the traveller to maintain his or her standard of living when away from home, and does not cater for entertainment, sight seeing, shopping, and similar such pursuits.

A day constitutes 24 (twenty four) hours away from headquarters or home.

Exclusions

- A subsistence allowance shall not be paid to the traveller where Council organises and meets the full cost of an event or function, or meeting, and such like.
- Entertainment of Council's clients, potential clients, investors, or potential investors, and such like, are not met by Council unless covered under unanticipated expenses in section 5.1, or where the traveller is the recipient of an entertainment allowance, in which case any such costs are borne by such allowance.

Procedural

- A traveller may claim a subsistence allowance only after his or her application to travel has been approved, as provided in this Policy.
- The subsistence allowance must be claimed before embarking on the trip and at least 10 (ten) days before planned departure, except where, on good cause shown, this is not possible and alternative arrangements have been made with the Chief Financial Officer and/or the Director: Financial Management.
- The applicant need not furnish proof of expenses before or after the trip.

8. Travel, Accommodation And Subsistence Allowances

- (a) All costs shall include value added tax (VAT), any other *ad valorem* tax, sales tax or surcharges, tourism levy, or similar such taxes or charges imposed by the government of the host country or city.

- (b) As a general rule costs or expenses should be kept to a minimum, provided it is consistent with the health and safety of the traveller and in keeping with his or her reasonable standard of living.
- (c) Where any costs or charges are not paid for by the appointed travel agency or not quantified and approved in the travel application report, and which are not legitimately to be paid for out of one's subsistence allowance, the traveller shall produce original invoices for purposes of reimbursement; (credit card vouchers or duplicates thereof are insufficient for this purpose).

9. Delegated Powers

- (a) Where appropriate and in the interests of efficiency, delegated powers may be invoked, provided they are in compliance with section 59 of the Local Government: Municipal Systems Act, 32 of 2000, and Council's policies, practices, or standard operating procedures on delegated authority.
- (b) The Municipal Manager shall have delegated powers to review and amend any travel and subsistence allowances when deemed necessary, but at least annually, by that percentage equal to the CPI and within the limits prescribed by the Minister of Finance, and notify such amendment(s) by way of circular.

10. Foreign Travel, Including Travel To Neighbouring Countries

10.1 The Traveller shall –

- (a) make application in the format of report for tabling at the Mayoral Committee, ensuring that the information requirements of appropriate clauses of this Policy are complied with;
- (b) ensure general compliance with:
 - this Policy;
 - the *Municipal International Relations Policy*, insofar as is applicable;
 - the *Policy: Council Membership of and Representation on or Participation in External Organisations*, insofar as is applicable; and
 - any other Council policies and standard operating procedures or practices;
- (c) ensure that the report is duly signed;
- (d) ensure that where a departmental head or the Municipal Manager or the Executive Mayor require the comments, suggestions, opinions, and such like, this is incorporated in the report;

- (e) submit the report to any committee(s) deemed necessary by the departmental head;
- (f) table the report at the Mayoral Committee;
- (g) upon approval, ensure that all arrangements for travel are completed timeously; and
- (h) table a report-back document, in the format prescribed under Annexure B, at the Mayoral Committee, within 20 (twenty) working days of return to office.

10.2 The Departmental Head shall –

- (a) ensure that the subordinate's report complies with all requirements for travel;
- (b) provide the necessary motivations;
- (c) confirm that budgetary provision exists for travel and provide the vote number;
- (d) append his or her signature to the report; and
- (e) ensure that all requirements of this Policy are complied with and take overall responsibility for travel and the traveller(s).

10.3 The IGR Unit shall–

- (a) provide any reasonable assistance and support to the intended traveller;
- (b) have oversight on this and other policies relating to international travel;
- (c) provide comments, opinions, suggestions, advice, and such like, when requested by the departmental head, or the Municipal Manager, or the Executive Mayor;
- (d) brief the Executive Mayor and the Municipal Manager regularly on international relations generally and, where necessary, on foreign travel;
- (e) establish and maintain a database of contacts relating to international relations;
- (f) inform the South African Department of Foreign Affairs (DFA): Directorate of Intergovernmental and Provincial Protocol (DIPP), and any other national or provincial department, on foreign travel, as appropriate; and
- (g) where necessary, liaise with the South African high commission, embassy, consulate, or trade mission in the host country.

10.4 The Chief Financial Officer / Executive Director: Treasury shall –

- (a) ensure that the financial requirements of this Policy are complied with by all travellers;

- (b) appoint a panel of travel agencies, on the basis of a competitive proposal to rotate, for a period not exceeding two (2) financial years but for no less than one financial year, to undertake all travel and accommodation bookings, and matters related or incidental thereto, for and on behalf of Council;
- (c) notwithstanding anything contained in the contract between Council and the travel agencies, ensure that the latter complies with this Policy and any applicable other approved Council policies, practices, and standard operating procedures;
- (d) monitor and at least annually, review and report on the performance of the travel agent to the appropriate committee(s);
- (e) confirm that the travel application and report back documentation complies with Council's financial requirements;
- (f) where necessary reconcile costs or expenditures from returns by the traveller and the travel agency;
- (g) maintain a register of all actual expenditures contemplated in this Policy and provide an annual report thereon;
- (h) advise and assist the traveller, on financial and tax matters, as necessary;
- (i) ensure Council's and the traveller's compliance with the South African Revenue Services (SARS) tax and customs requirements; and
- (j) liaise with the Executive Director: Corporate Services and the IGR Unit, to ensure compliance with administrative and financial requirements and standard operating procedure of Council.
- (k) review and amend any travel and subsistence allowances when deemed necessary, but at least annually, by that percentage equal to the CPI and within the limits prescribed by the Minister of Finance, and notify such amendment(s) by way of circular.

10.5 The Municipal Manager shall –

- (a) have delegated authority to approve foreign travel by Officials, in compliance with this Policy;
- (b) approve the budgets for foreign travel by staff of the Administration;
- (c) on motivation made as prescribed, condone or ratify any *ad hoc* or impromptu action or decision made by any Official travelling in the interests of Council;
- (d) render full assistance to the Executive Mayor, or any Councillor or Official finding himself or herself in distress when away on travel; and
- (e) do anything necessary or expedient to ensure that travel is successful including making provision for administrative support should it be deemed necessary.

10.6 The Speaker of Council shall –

- (a) motivate for foreign and domestic travel by a Councillor who is not a member of the Mayoral Committee or of any portfolio committee, or of any sub- committee;
- (b) co-ordinates, consolidates, rationalises, regulates and oversees travel of such Councillors;
- (c) provide administrative support to Councillors should it be deemed necessary
- (d) keep a register of travel, both foreign and domestic, by all Councillors; and
- (e) ensure that the Councillor submits a report on travel within 20 (twenty) working days of return to office; and table a report annually at the Rules Committee on foreign and domestic travel by all Councillors.

10.7 The Chairperson of a Portfolio Committee or any other Committee, shall

- (a) where he or she is not the traveller, invite nominations from the committee concerned;
- (b) confirm support of the nomination and provide motivation for that nominee;
- (c) table the application report at the Mayoral Committee and speak to the matter thereat; and
- (d) ensure that the Councillor tables a report on the visit, within 20 (twenty) working days of return to office.

10.8 The Executive Mayor shall –

- (a) under delegated authority, approve the foreign or domestic travel by any Councillor;
- (b) on motivation made as prescribed, upgrade the class of travel or accommodation insofar as it relates to any Councillor;
- (c) on motivation made as prescribed, approve, condone or ratify any *ad hoc* or impromptu action or decision made by a travelling Councillor acting in the interests of Council; and
- (d) table any report(s) at the Mayoral Committee and, where deemed necessary, at Council.

10.9 The Council shall –

- (a) approve any report submitted to it by the Mayoral Committee; and
- (b) on motivation made as prescribed, approve, condone or ratify any *ad hoc* or impromptu action or decision made by the Executive Mayor acting in the interests of Council.

11. Miscellaneous Provisions

- 11.1 Travellers should note that they are ambassadors of Sedibeng District Municipality and South Africa and as such should act with the necessary tact, diplomacy and decorum, and follow correct protocol and etiquette; when in doubt, the prospective traveller should consult the Offices of the Executive Mayor, the Speaker and the Municipal Manager.
- 11.2 Any infringement or flagrant disregard of this policy by any traveller shall be construed as a violation of the Code of Conduct for Councillors or the Code of Conduct for Officials, as set out in Schedule 4 of the Local Government: Municipal Systems Act, 32 of 2000, and action shall be taken in terms of the provisions stipulated therein or by Council's approved policies, practices, and standard operating procedures relating to disciplinary action and penalties relating thereto.

12. Accommodation Costs

The following guideline should apply:

It should, however, be noted that where Council incurs costs due to delegates not booking into hotels or missing pre-booked flights, then such costs will be recovered from the individual concerned who acted negligently.

International travel:

Actual cost will be paid for accommodation. In the case of attendance of a conference the conference hotel may be used, irrespective of the cost.

13. Subsistence

International travel:

Where the accommodation to which the allowance or advance relates is outside the Republic, an amount linked to the Per Diem rate applicable to the country of destination, shall be deemed to be expended for each day or part of a day in the period during which the employee is away from his/her usual place of residence.

Domestic travel

Where the accommodation to which the allowance or advance relates is in the Republic, an amount is deemed to be expended for each day or part of a day in the period during which the employee is away from his/her usual place of residence.

The published SARS rates shall apply.

14. Train Or Bus Or Taxi Travel

This mode may be resorted to in foreign countries only where it will be used regularly and on a sustained basis for business, such that costs may be quantified and provided for in the travel application report.

Where possible, booking should be made by or through the appointed travel agency.

Where any of these modes are deemed to be the most economical and the traveller has not budgeted therefore in the travel application and costs are legitimately not to be met out of one's subsistence allowance, the traveller must produce the requisite invoices for purposes of reimbursement.

15. Car Hire At Destination(s)

Where deemed necessary, the hire of vehicles for travel within the boundaries of the Republic of South Africa may be authorised by the Executive Mayor or Municipal Manager or their nominees, provided that:

- This shall be applied for, quantified, approved and paid for by the travel agency
- Only travellers with a valid South African driver's licence may hire vehicles; where the traveller who is not in possession of such licence hires a vehicle, he or she may be held personally liable for all damages and may be subject to disciplinary action by Council; the responsibility of obtaining an international driving permit, where required, rests with the traveller

For individuals or a group of up to 4 (four) persons: Class B (1600cc – 2000cc engine capacity, with air conditioning) per group.

Physically handicapped travellers who are only able to drive a particular type of vehicle and those in possession of a driver's licence restricted to automatic vehicles: the nearest type of vehicle for Group F per group.

Group of 5 (five) or more travellers: Group Z (microbus) per group.

The guidance prescribed by National Treasury's MFMA Circular No.82 shall apply (as updated and amended).

The boundaries of the Sedibeng District Municipality shall be used to determine payment for travel outside such boundaries by means of private transport for Officials 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. In such cases, only the applicable AA running cost per kilometre will be paid.

Those employees who are in receipt of a reimbursive locomotion allowance shall be paid the applicable running cost rate calculated from their place of residence.

16. Travels By Private Motor Vehicle

- (a) Councillors and officials using private transport outside the boundaries of the Sedibeng District Municipality will be reimbursed according to the guidelines issued by the Automotive Association (AA).
- (b) Councillors and officials who uses private transport shall be paid the cash equivalent of the avoided air ticket cost, which would have been paid in the event of air travel being the most economical and practical means of transport, on condition that such person may not claim subsistence costs for a longer period than would have been applicable in the case of air travel.
- (c) Councillors and officials as Delegates must endeavour to travel together, if possible, whether making use of Official transport or not.
- (d) Where delegates do travel together, only the owner of the vehicle will be reimbursed according to the principles above.
- (e) Where more than one person uses the same private transport, the applicable travelling allowance (including the option to convert the air ticket as costs as in above) is payable only to the owner or driver of such private transport.
- (f) The traveller is to keep an accurate record of mileage travelled.

17. Air Flights

The guidance prescribed by National Treasury's MFMA Circular No.82 shall apply (as updated and amended).

The most cost effective carrier should be used wherever possible. All bookings are to be made by the appointed travel agencies.

The Departure/Arrival point being the address of the Council on which the Councillor serves and for Council Officials, the Council offices.

Economic Class and/or Business Class may be used with the approval of the Municipal Manager for Officials, the Executive Mayor for MMC's and the Speaker for Councillors.

Other than as provided for economy class airfare shall be paid for all members of the Council and for Council Officials 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 Council Officials, where there are:

- Time constraints and/or when economy class flights are not available, business class may be authorised by the Executive Mayor or Municipal Manager or their nominees.
- 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 Executive Mayor or Municipal Manager or their nominees may authorise travel by means of business class.

18. Insurance

Travellers are to be insured by Council in terms of its current approved policies, practices and standard operating procedures. The insurance shall cover, *inter alia*, the following:

- medical expenses and assistance services;
- personal accident, including death and disability, as well as repatriation and evacuation;
- luggage;
- travel documents;
- personal liability; and
- cancellation, curtailment, and default on *travel* and accommodation

Insurance *cover* is only for the period that the *traveller* is away from home or headquarters on a trip relating to Council business.

Personal vehicles and belongings are the responsibility of the traveller.

19. Reimbursement and Refunds

The maximum that may be claimed where expenditure is incurred within the boundaries of the Republic of South Africa during a period of absence in excess of 24 hours is as follows:

- The cost of parking tickets to *leave* vehicles at the airport may be claimed.
- Laundry (excluding dry cleaning) - R 150, 00 per week and only where the trip exceeds 5 continuous days.
- Parking / Bus fares: Subject to proof being provided
- Toll fees: Subject to proof being provided
- Taxi fare: Subject to proof being provided
- Incidental costs: An amount limited to the limit set by SARS per day may be claimed to cover incidental costs for which no proof is required.

Only original invoices or receipts will be accepted for purposes of reimbursement, attached to the motivating memorandum.

Where the trip or visit was less than the number of days approved, the traveller shall refund Council the unused subsistence allowance within 5 (five) working days of return to office.

Where any savings has been effected, the traveller shall notify the Chief Financial Officer and/or Director: Financial Management thereof, and make arrangements for return of any monies within 5 (five) working days of return to office.

20. Gifts and Promotional Goods

Where appropriate, the traveller may give and receive gifts of nominal value.

The gifts in question shall be provided by Council, through the appropriate department.

Suitable promotional and marketing products shall be supplied to the traveller, on request, by the appropriate department in Council

Gifts received are subject to Council's guidelines in this regard.

21. Sponsored Trips

A trip shall be regarded as sponsored when more than 70% of the total cost of the trip is borne by an institution other than the Sedibeng District Municipality and no trip shall be regarded as part-sponsored for the purposes of calculating the daily allowance as set out

In the case of a sponsored trip being undertaken a daily allowance of R150 shall be paid. In addition, a refund of justifiable actual out-of-pocket expenses (including meals) will be paid on production of proof of such expenditure; provided that the total amount claimed per day does not exceed the daily rates as determined.