



SUBSISTENCE AND TRAVEL POLICY

2017-2018

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SUBSISTENCE AND TRAVEL POLICY

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1. DEFINITIONS

For the purpose of this policy, the words and expressions set out below will have the following meaning:

“**AA**” Automobile Association.

“**Applicable rate**” means the rate paid as published by SA Rates for vehicles operating cost (fixed plus running costs).

“**Council**” means the municipal council of Lesedi Local Municipality

“**Councilor**” means a member of Lesedi Local Municipality municipal council.

“**Delegate**” means any councilor or employee of the Lesedi Local Municipality that received permission to attend official municipal business.

“**Employee**” means a person appointed in the Lesedi Local Municipality.

“**Travel allowance**” means any amount paid to an employee who receives a fixed or running travelling allowance or structured travel allowance according to the vehicle allowance scheme and/or employment contract.

“**Fixed term employees**” means the municipal manager or managers directly accountable to the municipal manager or any other director appointed by the municipal manager on a fixed term contract.

“**Municipal boundaries**” means the boundaries as determined by the demarcation board.

“**Municipal area**” means the area determined by the National Demarcation Board for the municipal area known as Lesedi

“**Normal place of work**” means the permanent work place/station of an employee to perform his/her duties. (Example: The claim must always be from Heidelberg if the place of work is in Heidelberg)

“**Official municipal business**” means approved events, meetings, seminars, congresses, workshops, training courses, or any other *municipal arranged* event that a delegate attends in his/her official capacity and includes the attendance of meetings of institutes as approved by Council.

2. INTRODUCTION

The purpose of the policy is to provide the framework for officials and councilors for the payment of travelling and subsistence for the attendance of approved municipal events outside the municipal area or boundaries of Lesedi Local Municipality.

3. OBJECTIVES OF THE POLICY

The objectives of the policy are to:

- 3.1 Ensure that delegates adhere to procedures for travelling, accommodation and subsistence expenses.
- 3.2 Ensure that delegates are reimbursed for expenses incurred.
- 3.3 Ensure that payments made are for the actual cost incurred for official municipal business.

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. 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.

The Policy sets out the basis for the payment of a Subsistence and Travel Allowance for the purpose of such official travelling.

4. LEGISLATIVE FRAMEWORK

The policy is developed and guided by the following:

Local Government Municipal Systems Act (Act 32 of 2000).

Local Government Municipal Finance Management Act (Act 56 of 2003).

South African Revenue Services (SARS).

Income Tax Act, 1962 (Act 58 of 1962).

Motor vehicle allowance scheme.

Public Office Bearers Act, 1998 (Act 20 of 1998).

5. LEGAL REQUIREMENTS

In terms of 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 form and for the periods prescribed, all expenses relating to staff salaries, allowances and benefits, separately disclosing (*inter alia*) travel, subsistence and accommodation allowances paid.

6. SCOPE OF APPLICATION

This policy is applicable to:

- 6.1 All councilors and Section 56/57 employees of the Lesedi Local Municipality; and
- 6.2 All employees appointed in the Lesedi Local Municipality.
- 6.3 All persons invited for interviews

7. APPROVAL

For the purpose of implementing this policy:

Official municipal business to be undertaken by a mayoral councilor, speaker and the accounting officer must be approved by the executive mayor or his/her delegate, ordinary councilors by the Speaker and the Executive Mayor by the municipal manager, provided sufficient funds are available on the budget.

Official municipal business to be undertaken by employees must be approved by the Head of Department or his/her delegate, according to the delegations framework provided sufficient funds are available on the budget.

Official municipal business to be undertaken by the executive managers must be approved by the municipal manager and/or his/her delegate according to the delegations framework provided sufficient funds are available on the budget.

Approved official municipal business in countries other than South Africa will be subject to the approval of the council.

Approval must be obtained prior (5 to days in advance) the event by the delegate to travel for official municipal business outside the municipal boundaries on the prescribed form, “application to travel outside municipal boundaries” attached as Annexure A.

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

- 8.1 Every representative who travels on the business of the Municipality must comply with this Policy in letter and in spirit.
- 8.2 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 interest of the Municipality and that they must comply with any specific mandates they have been given.
- 8.3 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.

9. PRIVATE VEHICLES

The municipal boundaries shall be used to determine reimbursements for approved official municipal business trips for delegates.

Employees in receipt of a travel allowance, travelling outside the municipal boundaries will be reimbursed for such travelling at the prevailing running cost kilometer tariff of the applicable rates calculated from their normal place of work.

Employees who are not in receipt of a travel allowance and use private transport outside the municipal boundaries will be reimbursed for travelling according to the applicable SARS rate per kilometer (R3.29 for 2016/2017) regardless of the value of the vehicle calculated from their normal place of work to the place of the approved official municipal business.

Fixed term contract employees and councilors who use private transport outside the municipal boundaries will be reimbursed for travelling according to the tariffs prescribed by the

Department of Transport or the running cost as by AA schedule, for use of private owned vehicles.

A claim submitted by a delegate when travelling outside the municipal boundaries with private transport for official municipal business will be reimbursed subject to the following conditions.

- (i) That the trip/event was approved as an official municipal business event.
- (ii) That no other municipal transport was made available for the event.
- (iii) That the use of private transport for the event was approved by the relevant executive manager, municipal manager, speaker and/or executive mayor.
- (iv) The travelling expenses claim form (Annexure B) is completed.

9.1 Officials that belong to this category of whom it is expected to officially travel may claim the cost of a taxi fare based on the ruling taxi fees as determined by South African Taxi Association from time to time.

9.2 The costs referred to the above will be reimbursed to the official on the submission of proof of cost and a completed Subsistence and Travel claim submitted to the CFO.(where it is practical)

10. SUBSISTENCE AND TRAVEL ALLOWANCE

A Subsistence and Travel Allowance is an amount of money paid by the Municipality to a representative to cover the following expenses:

- 10.1 Meals (including gratuities)
- 10.2 Incidents such as refreshments, snacks, drinks and newspapers and
- 10.3 All business related travel
- 10.4 Cost in respect of telephone, laundry, alcoholic beverages and other entertainment shall be for employees ;councilor's expense and will not be reimbursed.

- 10.5 If a representative has to utilize his/her personal motor vehicle outside the boundaries demarcated for the Municipality he/she will be reimbursed at the rates determined by *Department of Road and Transport*

11. PARKING AND TOLLGATES

Parking and tollgate costs are reimbursable and the representative has to supply the proof of expenses and original receipts to the Chief Financial Officer when submitting a claim.

Claims not accompanied by the relevant proof of payment will be regarded as unauthorized and will not be paid

All Travel and Subsistence Allowance will be reimbursed every second week and the total amount paid will be captured on the employees monthly salary for tax purposes.

12. ENTITLEMENT TO A SUBSISTENCE AND TRAVEL ALLOWANCE

12.1 A representative may claim a daily Subsistence Allowance 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

12.2 The Subsistence Allowance may be claimed without the representative having to furnish proof of expenses

12.3 Entertainment of external business associates or contracts 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.

- 12.4 A representative of the Municipality must claim his/her Travel and Subsistence Allowance, as provided in this Policy, after embarking on any official trip within 30 days after date of return. **Any S&T claimed after the 30 days has lapsed and will be forfeited.**
- 12.5 No Subsistence Allowance will be paid or no representative will be entitled to a Subsistence Allowance 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 representative is entitled to a Subsistence Allowance.
- 12.6 ***It is the responsibility of the representative to ensure that there are funds available on the Delegation Vote before embarking on any official trip.***
- 12.7 Councillors will only be reimbursed for travelling expenses, if own vehicles was utilized.
- 12.8 Every kilometre claimed shall be calculated from the municipal offices to whatever destinations, kilometers from the representative house are not payable.
- 12.9 The expenditure section shall distribute the tariff to be used by representative as per the Department of Road and Transport/AA
- 12.10 For the purpose of a Subsistence Allowance, a representative shall mean:
- 12.10.1 Speaker
 - 12.10.2 Members of the Mayoral Committee as the case may be
 - 12.10.3 Other Councillors specifically authorized to represent the Municipality on a particular occasion
 - 12.10.4 Municipal Manager
 - 12.10.5 Heads of Department
 - 12.10.6 Any other official specifically authorized to represent the Municipality on a particular occasion.
 - 12.10.7 Any official who is a member of a recognized professional institution and is granted permission to attend meetings and conferences of such institution.

13. ACCOMMODATION

Accommodation expenses will be payable when travelling to a destination outside the

municipal boundaries when it can reasonably be expected of a delegate to stay overnight during official municipal business where the distance to the venue exceeds 100 km.

No accommodation will be payable for official visits within 100 km of the municipal boundaries. Any deviation from this provision must be motivated by the employee and/or councilor on the applicable form and be approved by the municipal manager prior to the date of departure.

Accommodation must, as far as possible, be arranged to be within a 20 km radius from the event. In instances where it is impractical pre-approval must be obtained from the municipal manager or relevant executive director, failing which no additional cost will be reimbursed for travelling expenses.

The actual cost of bed and breakfast will be borne by the municipality subject to a maximum of 4-star rating for the accommodation itself in respect of domestic travel. If no such accommodation is available, higher rating accommodation can be used subject to the prior approval of the municipal manager.

If a delegate is required to stay overnight and prefers to have dinner/lunch at the hotel/guesthouse, the cost can be paid prior to the delegates departure subjected to the following:

13.1 The lunch/dinner with one soft drink cost must be included on the quotation/proforma invoice to be paid directly to the hotel/guest house.

13.2 No other subsistence claims for meals or soft drinks will be considered.

Any “*extras*” not provided for in the policy may not be booked against the room account and must be settled by the delegate prior to departure

Presentative who travel on business for 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.

- 13.2.1 The actual cost of accommodation will be borne by the Municipality, subject to a maximum of R 2,000.00 per night for the accommodation itself in respect of domestic travel which will include Dinner, Bed and Breakfast. Where such accommodation is available, the rate for a single room will be payable.
- 13.2.2 Where only Bed and Breakfast is provided the maximum of R 1, 500.00 per night in respect of domestic will be payable.
- 13.2.3 Where only Bed is provided the maximum of R1000.00 per night in respect of domestic travel is payable.
- 13.2.4 If the cost of accommodation does not include the provision of Dinner and Breakfast a subsistence allowance of R 372.00 per day will apply (Meals and incidental cost per day as per SARS guidelines) in respect of local travel.
- 13.2.5 If a representative stays with a relative or friend, an accommodation allowance of R 300.00 may be claimed together with a subsistence allowance of R 372.00.
- 13.2.6 The recoverable cost of accommodation for international travel may not exceed US \$350 per day. The subsistence allowance will be US \$190 per day.
- 13.2.7 In the case of both domestic and international travel, the day of return qualify for a subsistence allowance.
- 13.2.8 For purposes of this Policy, domestic travel shall mean travel within South Africa and international travel shall mean travel to any other than SA.

14. SUBSISTENCE ALLOWANCE & MEALS

If a delegate stays overnight and lunch or dinner with soft drinks was booked with the accommodation, the daily subsistence allowance as determined will be paid subject to proof of expenditure.

If a delegate stays overnight a maximum of R372,00 per day will be paid for meals and soft drinks only which may not include alcoholic beverages but includes a service charge of up to 15% of the total bill subjected to the submission of documentary proof of expenditure incurred.

Claims for meals for official entertainment of guests are to be dealt with as claims against the relevant entertainment allowance provision of the relevant vote and to be approved by the

relevant director.

No subsistence expenses will be payable for official municipal business events such as workshops or training within the municipal area.

15. DAY SUBSISTENCE ALLOWANCE

A maximum of R115,00 per day(incidental cost as per SARS guidelines 2016/2017) for official municipal business events outside the municipal area will be payable for refreshments, meals and soft drinks, if a delegate is away from his workplace longer than six (6) hours, but who does not stay overnight, upon submission of documentary proof of expenditure incurred.

A claim submitted by a delegate when travelling outside the municipal area for official municipal business will be reimbursed subject to the following conditions:

- (i) That the trip/event was approved as an official municipal business event.
- (ii) The subsistence claim form is completed.
- (iii) Proof of expenditure incurred is attached.

Travelling and Subsistence payable to officials attending training courses where subsistence over weekends is not provided

15.1 If an employee, including but not limited to a traffic officer, inspector of licenses, examiner of vehicles apprentice etc., attend a training course at a training institute exceeding one week where meals are provided during the week but over weekend not provided then cost towards the provision of subsistence during the week will be paid to the training institution that provides the training and the employee will be compensated for subsistence costs incurred over the weekends.

15.2 If an employee attends a training course at a training institution exceeding a week and meals are not provided, an allowance equal to the allowance equal to the rate approved by the municipality per night where cost of accommodation and meals will be paid to the employee for the provision of meals.

- 15.3 Officials referred above will be eligible to claim for km travelled from the training institution and Municipal offices in terms of the tariffs prescribed by the Department of transport. For use of privately owned vehicle or actual cost incurred for using alternative public transport will be reimbursed provided proof of actual expenses incurred is submitted.
- 15.4 If a representative travels for a purpose of executing his/her day to day work/duties on the business of the municipality to another work station, (District municipality, Unit office etc.) necessitated by the nature of his/her duties (e.g. Drivers) such a representative / employee shall not qualify for the payment of a day allowance regardless of having travelled more than four hour/and/or having spent on such a workstation more than four hours

16. HIRING OF VEHICLES AND OTHER TRAVEL COST

Hiring of vehicles may only be obtained for official municipal business events where air travel was involved or other modes of transport were not available.

Hiring of vehicles **may not be** used within the municipal area and for travel from and between municipal offices.

Prior approval must be obtained from the delegated Head of department, municipal manager and/or executive mayor or speaker on the prescribed form (Annexure A).

Only travelers with a valid South African drivers' license may hire vehicles from the approved vehicle agency. Should the destination of the trip be outside of South Africa, the responsibility and related cost of obtaining an international driving permit rests with the delegate

Only category or group "A" or "B" vehicles may be hired except when the number of representatives involved could justify the hire of a more expensive vehicle. (For example when the number of representatives involved could justify the hire of a micro-bus such request must be approved in advance by the municipal manager and/or executive mayor.

For the executive mayor a vehicle similar to the official mayoral vehicle (class D/E) or similar

of the approved vehicle agency may be hired.

To make provision for risk associated with our political leaders, accounting officer and Head of departments it will be appropriated that they do not travel in the same car, therefore the hiring of two cars would be recommended.

Chauffeur driven vehicles may not be used. Employees and/or councilors who are unable to drive must utilize either a shuttle service or public transport.

Hired vehicles must cover both super waiver damage and theft by the vehicle rental company.

- Car rental must be approved as part of the travel package before the trip is embarked on. A representative who rents a vehicle whilst traveling on the business of the Municipality without having received prior authorization will only be reimbursed for the cost of the vehicle rented if proof of expenditure can be produced and the representative can demonstrate that vehicle rental was reasonably but unexpectedly necessitated by the circumstances.
- All flights by representatives of the Municipality shall be in economy class, unless another class of travel is specifically authorized by the Mayor or Executive Committee, as the case may be.
- If a representative has to utilize his/her personal motor vehicle outside the boundaries demarcated for the Municipality he or she will be reimbursed at the rate prescribed from time to time by the Department of Road & Transport in terms of the capacity of the vehicle. 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. If the total number of kilometers for which such reimbursement is received exceeds 8 000 kilometers in a tax year, reimbursement for the excess kilometers over 8 000 kilometers must be taxed for PAYE purposes.

- Where possible representatives must travel together up to a maximum of **four** in a vehicle to minimize travelling expenses
- In a situation where Municipal vehicle is utilized, no claim shall be paid except for unforeseen circumstances such as re-fueling, parking and tollgates.
- No traffic fines would be paid by the Municipality.
- All travels must be registered in the Council Approved Travel Authorization Form; the form must be approved, before any travel trip take place
- An invitation to attend a workshop, meeting or related event shall not be an automatic authorization to attend such workshop or event
- The required authorization must still be obtained from the Municipal Manager and /Head of Departments in the case of officials below the level of HOD's

17. INTERVIEWS

No subsistence costs will be paid to any candidate invited for an interview, but travelling costs as determined by SARS (R3.29 F O R 2 0 1 6 - 2 0 1 7) per kilometer may be paid if the candidate has to travel more than 50 kilometers to attend the interview or the cost of public transport. Accommodation will only be payable to individuals who had to travel more than 200km to attend interview

The amount payable will include accommodation and food subject to the following:

- 17.1 Proof of expenditure incurred must be submitted
- 17.2 Claims shall be limited to the duration of the interview or assessment.
- 17.3 The actual accommodation cost for bed and breakfast to a maximum amount of R500, 00 per night for one (1) night only, but can be extended to a maximum of two (2) nights with prior approval by the municipal manager or delegated official.
- 17.4 No other incidental cost such as meal expenses, drinks or toll fees will be paid

A person who uses private transport to attend an interview shall be paid the cash equivalent of most economical air ticket cost, which would have been paid in the event of air travel or actual cost per kilometers according to the SARS prescribed rate being the most economical.

The executive director corporate services must base on the motivation or special circumstances authorize the payment of accommodation for an interview candidate prior to the interview.

Such accommodation arrangements must be arranged by the municipality.

Should this not be practical the actual accommodation cost in paragraph will only be paid subject to documentary proof of expenditure.

All claims must be submitted and approved through the office of Corporate Services.

18. INTERNATIONAL AND DOMESTIC FLIGHTS

Councillors, municipal manager, executive directors and officials as delegated shall travel by means of economy class at the best available fare to the airport closest to the authorized destination.

In the case of group bookings, scheduled and sponsored tours or travelling with delegations from National/Provincial Government, the South African Local Government Association (SALGA) or from any other government institution or private sector on official approved trips, such councilors and officials may travel by means of the same class as the members of the delegations which they accompany.

Preference will be given to airlines which operate direct flights to the destination.

In the case of time constraints and/or when economy class flights are not available or for physical and/or medical reasons (supported with evidence of medical condition) the executive mayor or municipal manager may authorize travel by means of business class for international flights only.

Amendments to flight bookings due to time constraints, operational requirements, logistic arrangements etc. will be subject to the prior approval of the municipal manager.

All requests for air travel must be made at the most appropriate rate applicable at the time of travel. To ensure that the most economical airfare is booked, officials are to finalize the relevant bookings where possible well in advance of the intended trip

19. NATIONAL AND INTERNATIONAL TRIPS AUTHORISATION

For purposes of this Policy:

A council representative will be allowed to travel on an international trip on the following conditions:

Only the Municipal Manager may authorize any travel and payment of the Subsistence and Travel of the by Head of Departments and officials directly accountable to the Municipal Manager, or payments to be made for persons invited for interviews, but provided the expenses to be incurred are on the approved budget of the relevant department

19.1 Only the Speaker of Lesedi Local Municipality may authorize any travel to be undertaken by, Speaker or any Councilor but provided the expenses to be incurred are on the approved budget of the Municipality.

19.2 The Executive Mayor municipal business travelling trips shall be authorized by the Municipal Manager, provided the expenses to be incurred are on the approved budget of the Municipality, and provided further that the Executive Mayor reports to the following Council Meeting on the nature of and reasons for such travel and the expenses incurred.

19.3 The Municipal Manager's travel engagements will generally be approved by the Executive Mayor: However the following exceptions will apply:

- 19.3.1 Any travel within the municipality's jurisdiction which obviously and directly related to business of the municipality no permission is required, the municipal manager will however inform the Executive Mayor
- 19.4 Head of departments may authorize travelling by officials within their departments provided the expenses to be incurred are on the approved budget of the relevant Head of Department
- 19.5 No councillor or official will be allowed to travel internationally to represent the council without council approval
- 19.6 All claims to be reviewed by the Chief financial Officer before the Municipal Manager can authorize such claim.
- 19.7 Delegates, up to a maximum of 5 people can be authorized to travel abroad for any official visit on behalf of Council.
- 19.8 Council will be responsible for the payment of the following costs;
- 19.8.1 Visas
 - 19.8.2 Airport taxes
 - 19.8.3 Vaccinations or tablets if prescribed for the country visited
 - 19.8.4 Necessary travelling documents
 - 19.8.5 Travelling cost abroad
 - 19.8.6 Travel insurance
 - 19.8.7 Accommodation
 - 19.8.8 Meals
 - 19.8.9 Daily allowance

Other out of pocket expenditure may be claimed on return subject to the approval of the Municipal Manager and proof of expenditure incurred with the exception of the following and any other expenditure that can be regarded as being of a personal nature (clothing, gifts or sightseeing)

A daily allowance, calculated from the first day of departure will be paid to Councillors and officials travelling overseas on official Council business.

The actual daily allowance will be calculated in accordance with the guidelines for foreign visits published by the Department of Public Service and Administration from time to time.

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. If any representative fails to do so, the Executive 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.

20. MISCELLANEOUS EXPENSES

Items that may be claimed where miscellaneous expenditure is incurred for official visits by councilors and officials outside the municipal boundaries subject to the submission of documentary proof of expenditure are as follows:

- 19.9 Parking fees;
- 19.10 Toll fees;
- 19.11 Bus fares/taxi fares subjected to prior approval by the municipal manager or executive directors; and
- 19.12 Incidental costs to a maximum of R115, 00(as per SARS guidelines) per day. In the event where no proof can be provided by the supplier, such reimbursement must be motivated and certified by the municipal manager.
- 19.13 No incidental costs will be reimbursed if the daily subsistence allowance of R115, 00 per day has been exceeded

Incidental Expenses. Definition:

Incidental expenses are minor expenditures associated with business travel. These **expenses** comprise an immaterial part of the travel and entertainment **costs** that a person might incur. Examples of these **expenses** are baggage handler tips and room service tips.

21. GENERAL

The reimbursement fees will be revised annually with the annual budget subject to the determinations by the South African Revenue Services from time to time.

Any claim containing false information will be regarded as financial misconduct and be dealt with accordingly.

To save costs if more than one (1) delegate attends a specific official occasion they must as far as possible travel with one (1) vehicle subject to the internal arrangements of the municipal manager or Head of department. Should more than one (1) official travel together, only the owner of the vehicle used will be eligible to receive reimbursement for the travelling costs.

When travel by road, the official distance to the destination will be paid. Any kilometers travelled in excess of a 10% deviation will be for the account of the official.

The daily subsistence/allowance payable will only be reimbursed for expenditure incurred for the delegate only on his/her official visit.

Any deviation from and ratification of minor breaches of the travelling and subsistence policy must be approved by the municipal manager but only –

- 21.1 In an emergency;
- 21.2 If such arrangements are not included in the policy; and/or
- 21.3 In the case of special circumstances and other exceptional cases where it is impractical to follow the travelling and subsistence policy.

The reasons for any deviations must be recorded and be reported to the next meeting of the Council

22. SHORT TITLE

This policy will be known as the Subsistence Allowance and Travel for Lesedi Local Municipality

23. POLICY APPROVAL AND ADOPTION

This policy has been considered and approved by the Council of **Lesedi Local Municipality** on this day.....30..ofMay..... 2017

This policy will take effect at **Lesedi Local Municipality** on the 1st of July 2017

ANNEXURE A: APPLICATION TO TRAVEL OUTSIDE THE MUNICIPAL BOUDARIES

The CFO, HOD'S, MUNICIPAL MANAGER, SPEAKER AND EXECUTIVE MAYOR

Approval to travel outside the Municipal boundaries 5 to 10 days prior the event:-

A. PERSONAL DETAILS

NAME OF CLAIMANT:.....

NATURE OF DUTIES:

FROM HEIDELBERG TO :

APPROVED : COUNCIL : _____ EXECUTIVE COMMITTEE : _____ DELEGATED POWERS

DATE OF DEPARTURE : ____/____/____ DATE OF RETURN : ____/____/____

B. SUBSISTENCE DETAILS

TOTAL OF DAY/S Days @ **R372.00** per day (Non Taxable)

ACCOMODATION Nights (Maximum **R1500,00** per night BED & BREAKFAST INCLUDED

R1000.00 for bed only

INTERNATIONAL TRAVEL ALLOWANCE PER DAY US \$ 190.00

ACCOMODATION COST FOR INTERNATIONAL TRAVEL US \$ 350.00

INVOICES / RECEIPTS MUST BE ATTACHED ON CLAIM FORM IF NOT PRE-PAID BY COUNCIL

C. VEHICLE DETAILS / HIRING OF VEHICLHLE

MARK THE APPLICABLE BOX

1. USE OF OWN VEHICLE

2. HIRING OF VEHICLE <input type="checkbox"/>

D. MEAL PARTICULARS OF OFFICIALS (No overnight stay involved)

IS RECEIPT ATTACHED? <u>YES/NO</u> APPROVED : <u>YES/NO</u> :
R_____

E. OTHER (Congresses, Interviews, etc)

(i) MARK WITH "X" BY AEROPLANE <input type="checkbox"/> BY TRAIN (FIRST CLASS) <input type="checkbox"/> PUBLIC
TRANSPORT <input type="checkbox"/>
(ii) RETURN TICKET FROM _____ TO _____
(iii) Parking fees and tollgate _____

Sufficient funds is available under vote _____

Signature of Councillor/Employee _____

Date : _____

APPROVED BY

CAPACITY _____

Date : _____

ANNEXURE B: CLAIM FOR SUBSISTENCE AND TRANSPORT

COUNCIL RESOLUTION of Policy *LC.MC*

The Chief Financial Officer

Please pay the following costs with regard to subsistence and transport expenses incurred:-

A. PERSONAL DETAILS

NAME OF CLAIMANT:

NATURE OF DUTIES:

FROM HEIDELBERG TO :

APPROVED : COUNCIL : _____ EXECUTIVE COMMITTEE : _____ DELEGATED POWERS : _____

DATE OF DEPARTURE : ____/____/____ DATE OF RETURN : ____/____/____

B. SUBSISTENCE DETAILS

TOTAL OF DAY/S : (_____ Days) @ **R372.,00** per day (*Non Taxable*) ... R _____

ACCOMMODATION : (_____ Nights) (*Maximum R1500,00 per night BED & BREAKFAST*)
 (*Maximum R1000,00 per night BED only*)

R _____

INVOICES / RECEIPTS MUST BE ATTACHED IF NOT PRE-PAID BY COUNCIL

C. VEHICLE DETAILS

MAKE OF VEHICLE: _____	MODEL : _____
PURCHASE PRICE: R _____	DATE : ___/___/___ = R0 , _____ (Fixed costs)
ENGIN CAPACITY cc : _____	= R0 , _____ c (Running costs)
TOTAL KILOMETRES CLAIMED : _____ x _____	= KM _____
TOTAL	R _____

D. MEAL PARTICULARS OF OFFICIALS (No overnight stay involved)

IS RECEIPT ATTACHED? <u>YES/NO</u>	APPROVED : <u>YES/NO</u> : R _____
------------------------------------	------------------------------------

E. OTHER (Congresses, Interviews, Parking fees, Tollgates etc)

(i) MARK WITH "X" :BY AEROPLANE : _____ BY TRAIN (FIRST CLASS): _____	
(ii) RETURN TICKET FROM : _____	
TO : _____	R _____
(iii) Parking fees and tollgate	R _____

TOTAL OF CLAIM : R _____

MINUS PREVIOUS PAYMENTS..... R _____

AMOUNT ON CHEQUE R _____

Sufficient funds available under vote _____

Pre Approved Yes/No Annexure A attached; _____

CLAIMANT: _____

(Date : _____)

APPROVED: _____

(Date : _____)