



TRAVELLING AND SUBSISTENCE POLICY

2019/20

**TRAVELLING AND SUBSISTENCE ALLOWANCE POLICY
MATJHABENG LOCAL MUNICIPALITY**

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TRAVELLING AND SUBSISTENCE ALLOWANCE POLICY

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1. INTRODUCTION

Travelling and Subsistence Allowance (herein under referred as S&T Policy) Policy ensures that the Matjhabeng Municipality performs its operations in an effective manner to ensure maximum efficiency and to prevent fraud, corruption, favouritism and unfair practices in implementing this policy.

2. PURPOSE

The purpose of this policy is to provide guidelines for employees of Matjhabeng Local Municipality to adhere to when travelling for business of the Council. Additionally, municipal employees must comply with any specific additional restricting mandates they have been given concerning business travel. This policy attempts to avoid any potential misuse of Council funds.

3. SUPERSEDED REGULATION

This policy replaces all travelling and subsistence policies previously published and issued by Matjhabeng Municipality as well as the inherited travelling and subsistence policies from former TLC's.

4. LEGAL FRAMEWORK

Matjhabeng Municipality's Travelling and Subsistence Policy is underpinned by the following statutes and statutory provisions:

- Municipal Finance Management Act No 56 of 2003.
- Income Tax Act No 58 of 1962 as amended.

5. DEFINITIONS

"Approved budget" means an annual budget approved by a municipal council.

"Councillor" means the member of a municipal council.

"Fruitless and wasteful expenditure" means expenditure that was made in vain, and would have been avoided had reasonable care been exercised.

"Mayor" in relation to a municipality with the Executive Mayor, means the councillor elected as the Executive Mayor of the municipality in terms of section 55 of the Municipal Structures Act.

"Municipal Manager" means a person appointed in terms of section 82 (1)(a) or (b) of the Municipal Structures Act.

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6. TRAVELLING AND SUBSISTENCE ALLOWANCE

A travelling and subsistence allowance will be paid by Matjhabeng Local Municipality to employees to cover the below expenses:

- Accommodation;
- Car rental;
- Reimbursement when own car used;
- Tollgate fees;
- Airplane tickets;
- Daily allowance in respect of meals and incidental costs.

7. ACCOMMODATION COST

All employees who travel for business of the Council to another city or town, where the business unavoidably entails one or more nights to be spent away from home, may stay in a Hotel, Guesthouse, Lodge or Bed & Breakfast, with approval of his/her Head of Department.

Employees may not be accompanied by friends or family members at Council cost. If an employee decides to be accompanied by a friend or family member, then an employee must pay all the expenses incurred by the friend or family member.

The subsistence which shall be paid by the Council is **subject** to a maximum of one thousand five hundred and twenty rand (R1 520.00) per night.

Subsistence of R1 520.00 (max) is broken down as follows (subject to tariff increases, linked to inflation):

- | | |
|--|-----------------------|
| ❖ Accommodation (bed and breakfast plus parking fees if any) | ± R1 300.00 per night |
| ❖ Dinner include soft drinks only (maximum) | R 220.00 per day |

If an employee exceeds the maximum amount of subsistence cost as per this policy, any extra expenses incurred will be paid by the employee.

Services or expenses which the Municipality will not be liable for, include amongst others:

- Telephone Bills
- Room Service (**optional**: to be within the dinner cost as in paragraph 7 above)
- Alcohol Beverages
- Newspaper
- Unnecessary overnight stay
- Entertainment (Cinema, Theatre, Night Clubs, etc)
- Paid TV Channels.

No employees shall be allowed to stay in a friend or relative's place whilst they are on the business trip or during business travel, if accommodation is paid by the municipality.

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An employee must report any cancellation of bookings made in time, should he/she fails to do so, he/she will be expected to pay any expenses incurred in this regard.

8. TRAVELLING OUTSIDE THE JURISDICTION OF MATJHABENG MUNICIPALITY

8.1 Car Rental and Travel Cost

Where a Council vehicle is not available for official business, motor vehicles may be rented only for employees who do not receive any car allowance from the municipality.

Employees must adhere to the following conditions:

- Employees hiring a vehicle must hold a valid driver's license and familiarize themselves with the conditions of hire;
- Traffic fines and/or fines charged for late return of a rental car shall be paid by the employee and if necessary be deducted from the employee's salary at the end of the month, following the receipt of an invoice; and
- If an employee is involved in an accident while using a rented car and it is found that he/she is at fault, he/she may be liable for the cost.

The Municipality may hire a car for employees undertaking a business trip under the following categories:

Categories
A
B
D
N

When multiple employees are to travel to the same destination, only one car may be approved for every four people attending a meeting, seminar, etc. If more than six officials are going, a minibus shall be rented to accommodate the entire group. Car rentals must be approved as part of the travel package by Heads of Departments, before the trip is embarked on.

8.2 Employees receiving car allowance

An employee who receives a car allowance or owns a subsidized car must use their own subsidized vehicle for official business and not rent nor use Council's vehicle, except where the primary travel to the destination is via air. Approval for an employee who receives a car allowance to rent a car should be obtained from the Municipal Manager.

If an employee uses his/her subsidized car for an approved municipal business trip, he/she will be reimbursed at the rate per kilometer as prescribed by SARS.

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8.3 International Travelling

All Council employees shall travel in Economy Class except for the Executive Mayor and Speaker who may travel in Business Class.

The Municipal Manager can authorize an official to travel in Business Class if the flight time would be for eight (8) or more hours.

The Municipal Manager can authorize any official accompanying the Executive Mayor or Speaker to travel in Business Class.

The cost of accommodation for International Travel may not exceed **US\$350** per day (subject to the prevailing exchange rates). The cost of meals and incidental costs will be **US\$215** per day for business trips outside the Republic.

8.4 Travel costs for persons invited for interviews

No subsistence costs will be paid to any candidate invited for an interview, but travelling costs at R0.80 per kilometer may be paid if the candidate has to travel more than 50 km to attend the interview, plus accommodation costs for one night only for candidates who travel more than 500 km (single trip).

8.5 Travel costs outside Matjhabeng boundaries

For employees travelling outside Matjhabeng for pre-approved or authorized municipal business, the kilometers travelled shall be charged according the rate per kilometer as prescribed by SARS.

9. DAILY ALLOWANCE IN RESPECT OF MEALS AND INCIDENTAL COSTS

Description	Amount to be paid to an employee
Daily incidental cost (completed 24 hr cycle)	Amount per day as prescribed by SARS
Cost of meals	Amount per day as prescribed by SARS

NB! Advance form designed by Finance department will be filled in before cost of meal is provided. Reconciliation form designed by Finance will be submitted together with the receipts to Finance department.

Application, authorization and utilization of daily incidental cost of meals must be done with care, taking into account the following areas that might attract audit queries:

- Daily incidental cost is to be paid to an employee where the accommodation to which this allowance or advance relates, is in the Republic.

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- Cost of meals must be paid where it has been indicated that the employee will not be provided with meals during lunch or break. (Workshops/training programs to be read carefully to avoid fruitless and wasteful expenditure that might lead to fraudulent activities.)
- After attending external training/workshop events, it will be expected from delegates to submit a concise feedback report to Matjhabeng Local Municipality's Training Branch and the same report to be served before the relevant Portfolio Committee.

10. AUTHORIZATION

Matjhabeng Municipality has the following personnel to authorize any travelling and subsistence allowance:

- Municipal Manager may authorize any travel to be undertaken by lower level representatives, such as Heads of Departments. Heads of Departments may authorize any travel, inside the Republic, undertaken by employees in his department. Payment to be made for persons invited for interviews for respective departments must be in the department's approved budget.
- Travelling and Subsistence may be authorized after the trip as already been undertaken provided that the employee was delegated by his Head of Department and all relevant documents are attached.
- Council may authorize any travelling to be undertaken by the Mayor, Speaker, Councillors or the Municipal Manager provided the expenses to be incurred are on the approved budget of the Municipality.

NB! An invitation to attend a workshop, meeting or related events is not an automatic authorization to attend such workshop or event. The required authorization must still be obtained from the Municipal Manager or Executive Mayor or Executive Committee or Head of Department.

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