



KWA SANI MUNICIPALITY

Subsistence and Travel Policy

2015/2016

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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, local government bodies and other parties, institutions and organisations 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.

This policy sets out the basis for the payment of a subsistence and travel allowance for the purposes of such official travelling.

2. Responsibilities of representatives who travel on business of the local municipality

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, that their actions, conduct and statements must be in the best interests of the municipality, and that they 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 traveling is kept.

3. 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:

- meals (including reasonable gratuities);
- incidentals such as refreshments, snacks, drinks and newspapers; and
- all business-related travel

A subsistence allowance does not cover any personal recreation, such as visits to the cinema, theatre or nightclubs, or sightseeing

4. Entitlement to a Subsistence and Travel allowance

A representative may claim a daily sub subsistence allowance as provided in this policy with the understanding that all authorised personal expenses are covered by the subsistence allowance. No further expenses, with the exception of certain expenses (see below), may be claimed.

The subsistence allowance may be claimed without the representative having to furnish proof of expenses.

Entertainment of external business associates or contacts or clients or potential investors or potential client 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.

A representative of the Municipality must claim his or her subsistence allowance, as provided for in this policy, before embarking on any official trip. The subsistence allowance must be claimed within three months and before the end of financial year after having undertaken trip.

For the purpose of a subsistence allowance, a representative shall mean:

- Mayor or executive mayor, as the case may be
- Deputy-mayor
- Speaker
- Members of the executive committee or mayoral committee, as the case may be
- Other councilors specifically authorised to represent the municipality on a particular occasion
- Municipal Manager
- Heads of departments
- Any other official specifically authorised to represent the municipality on a particular occasion
- Any official who is a member of a recognized professional institution and is granted permission to attend meetings and conferences of such institution

5. Accommodation costs and subsistence allowance

Representatives who travel on business of the municipality, where the business unavoidable entails one or more nights to be spent away from home, may stay in a hotel, motel, guesthouse or bed and breakfast establishment.

The actual cost of accommodation will be borne by the Municipality, where the lowest market related rate for a single room will be payable. This would be in terms of the SCM Policy, currently in place.

If the cost of accommodation includes, as it often does, the provision of breakfast, a subsistence allowance of R 150 per day will apply in respect of domestic travel. Where breakfast is excluded, the subsistence allowance will be R 220 per day.

If a representative stays with a relative or friend, an accommodation allowance of R 320 per day can be claimed.

The recoverable cost of accommodation for international travel may not exceed US\$ 350 per day. the subsistence allowance will be US\$ 190 per day.

Where it is not necessary to overnight on any travel on municipal business, no accommodation costs will be paid, but a subsistence allowance of R 100 per day may be claimed.

In the case of both domestic and international travel, the day of departure and the day of return each qualify for a subsistence allowance.

For the purposes of this policy, domestic travel shall mean travel within South Africa, and international travel shall mean travel to any other country other than South Africa.

6. Subsistence allowance if travel is for a day or part of a day with no overnight stay

If a representative travels on the business of the municipality for a day or part of a day, a subsistence allowance of R 100 per day or part of a day is payable. No more than R 100 shall be payable per day, irrespective of the number of trips undertaken.

7. Car rental and other travel costs

Only "A" or "B" category vehicles may be rented, unless it is more cost effective to hire a more expensive vehicle (for example, then the number of representatives involved could justify the hire of a micro-bus).

Car rental must be approved as part of the travel package before the trip is embarked upon. A representative who rents a vehicle whilst travelling on the business of the municipality without having received prior authorisation 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.

All flights by representatives of the municipality shall be in economy class unless another class of travel is specifically authorised by the mayor or executive committee or Municipal Manager as the case may be.

If a representative has to utilize his or her personal motor vehicle outside of the boundaries demarcated for the municipality he or she will be reimbursed based on the AA rates (monthly).

Where possible representatives must travel together, up to a maximum of four in a vehicle, to minimize travelling expenses.

8. Subsistence and Travel allowances for persons invited for interviews

R 100 subsistence costs will be paid to any candidate invited to an interview and travelling cost based on AA rates if the candidate has to travel more than 50km to attend the interview.

9. Authorisation

For purposes of implementing this policy:

Only the Municipal manager may authorise any travel to be undertaken by officials or payments to be made for persons invited to interviews, but provided the expenses to be incurred are on the approved budget of the relevant department.

Only the executive mayor or executive committee, as the case may be, may authorise any travel to be undertaken by the mayor, deputy-mayor, speaker, any 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 authorisation to attend such a workshop. The required authorisation must still be obtained from the head of departments, municipal manager or executive mayor or executive committee, as the case may be.

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 executive committee or the municipal manger, as the case may be, may recover all allowances and disbursements paid to enable such delegate or representative to attend such even provided that such delegate or representative is afforded the opportunity to submit reasons for not being able to present from the commencement to the conclusion of such event.

10. 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 format and for the periods prescribed, all expenses relating to staff salaries, allowance and benefits, separately disclosing (inter alia) travel , subsistence and accommodation allowances paid.