

MORETELE LOCAL MUNICIPALITY



TRAVEL AND SUBSISTENCE POLICY
FINANCIAL YEAR 2024/2024

Policy Purpose

The purpose of this policy is to outline provisions for travelling, subsistence and removal expenses for employees and prospective employees (appointees) as well as councillors. It will regulate internal transfers which may warrant relocation of furniture. Unless, where specified, the policy covers both the employees and Councillors

Policy Objective and Scope

Unless, where specified, the policy aims to provide officials and councillors with the necessary guidelines for travelling, subsistence and removal expenses for both employees, as well as prospective employees.

Policy/Procedure Target Audience

Unless, where specified, the policy covers both the employees and Councillors

6 General Policy Provisions**6.1 Relocation and Removal Expenses**

This section of the policy does not cover Councillors. The Municipality will reimburse, subject to approval by the Municipal Manager, new appointees for the lowest of the three quotations for removal of furniture and household items. This reimbursement is subject, among others, to an appointee residing at the time of appointment outside 20km radius from the Municipal jurisdiction.

Where a relocated employee has to rent accommodation before finding permanent accommodation the municipality will subsidise 25% of such rent for a period not exceeding 3 months. Employees are compelled to find accommodation within 20 km of Moretele jurisdiction. Accommodation outside the jurisdiction of the municipality will not be subsidised.

6.2 Travel Expenses

The appointee's dependant family is not entitled to any travelling expenses for the acceptance of the offer of employment.

6.3 Internal Transfer

In cases where Council transfer an employee for operational reasons within the boundaries of the municipality, and such post warranting travelling and moving to another area, Council shall bear the full costs of travelling and removal subject to submission of the lowest quotation of the three.

6.5 Voluntary Internal Transfer

When an employee of Council voluntary request Council to relocate to another area within the municipality, even when no vacant position exists, such cost will be at the employee's own cost.

6.6 Exclusions

Council is not responsible for expenses associated with storage of appointee's households and insurance. This is the sole responsibility of the employee.

6.7 Employee Obligations

This section applies to employees only. In cases where employees whose travelling and removal expenses have been covered by Council, resigns within a period of less than 12 calendar months, the total amount of travelling and removal expenses will be recovered by Council.

6.8 Use of Airlines

For domestic trips, major and low-cost airlines may be utilised. For international trips all major airlines may be utilised. Preference will be given to airlines which operate direct flights between the point of departure and the destination.

For special trips requiring the use of helicopters or chartered aircrafts, special authorisation by the Mayor or Municipal Manager or their delegated nominees is required.

All Councillors and Officials shall travel by means of economy class on international flights and economy class on national flights at the best available fare to the airport closest to the authorised destination, motor coach or boat fare, or any reasonable combination thereof necessary to complete the journey to the said destination.

In all other cases, the most economical airfare shall be paid for all members of the Council and for officials of the municipality who travel by air abroad and within the boundaries of South Africa to the airport closest to the authorised destination, 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 Municipal officials, where there are:

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

6.9 Hired Vehicles

- Shall be applied for, quantified and paid for by the Municipality
- 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 and related costs of obtaining an international driving permit, where required, rests with the traveller. In exceptional cases where an employee/councillor of the municipality cannot drive suitable arrangements should be made with the accommodation provider to shuttle them to and from their respective meeting points.
- Only "A" or "B" category vehicles may be rented, unless it is more cost-effective to hire a more expensive vehicle, for example, when the number of representatives involved could justify the hire of a micro-bus, for groups of 5 (five) or more travellers. The latter to be approved in advance by the Mayor or Municipal Manager, according to the provisions as provided.
- For 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 most suitable vehicle.

6.10 Private Vehicles

- The boundaries of the 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.
- Travelling on private vehicle to areas less than 20km from the municipal will not be reimbursed
- Travelling within municipal boundaries for kilometres exceeding 500 per month only additional kilometres to 500 for that specified month will be paid
- Those employees and councillors who are not in receipt of a travel allowance shall be reimbursed according to the latest prescribed by the Department of Transport for use of their own private vehicles, calculated from their place of residence, upon prior approval of the immediate supervisor
- Councillors using private transport outside the boundaries of the Municipality will be reimbursed according to the guidelines issued by the relevant National Department as updated from time to time.
- An employee or councillor who uses private transport shall be paid the lower of the following two:
 - 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.
 - or the actual cost per kilometre as determined according to the rate applicable to the traveller, on condition that such person may not claim subsistence costs for a road trip
- A claim submitted by a councillor or a municipal official without a car allowance, when travelling outside the municipal area of the Municipality with private transport on official municipal affairs, will be considered for re-imbursement, subject to the following conditions and is limited to this group:
 - that the trip is for an approved official event.
 - that no other municipal transport was available at the time of the travel, as confirmed with the Mayor, relevant Director or Municipal Manager;
 - that the use of transport is pre-approved by the Mayor, relevant Director or Municipal manager.

6.11 Travelling Controls/ Regulations

- Employees must submit to the salary office proof of vehicle ownership including vehicle specification
- If such is not submitted no reimbursement will be made.
- Employees without cars for a period exceeding six months will forfeit their travelling/ car allowances
- Employees attending classes and exams are exempted from reimbursement of travelling allowance.

6.12 Domestic travel, Subsistence and Accommodation

- When travelling to a destination outside the boundaries of the Municipality in circumstances requiring absence from the office for longer than 24 hours, the following may be utilised and claimed: (the time of departure from residence or office up until the time of arrival back at residence or office shall be used for purposes of calculating the length of absence)

6.12.1 Accommodation

Travellers who travel on the business of 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.

The actual cost of accommodation will be borne by the municipality, subject to a maximum of R1500 (including VAT) for the accommodation itself in respect of domestic travel. Where such accommodation is available, the rate for a single room will be payable.

If no such accommodation is available, higher rating accommodation can be used subject to the prior approval of the Municipal Manager or the Mayor.

If a traveller stays with a relative or friend, no accommodation allowance may be claimed, but the traveller may claim a subsistence allowance per day as per this policy.

The location of the accommodation should be in the area of the event, unless approved by the Municipal Manager or Mayor.

6.13.2 Subsistence and Meals Allowance

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

A daily subsistence allowance will only be applicable where:

- Travelling and Subsistence for travelling 20km outside Moretele jurisdiction will be R200,00 and overnight sleep will be R250,00 per night. Municipal Drivers will be included.
- Employee attending classes should not claim subsistence allowance.
- A traveller of the municipality must obtain approval for his or her subsistence allowance, as
- provided for in this policy, before embarking on any official trip.
- No subsistence allowance will be paid, and no traveller 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 traveller is entitled to a subsistence allowance.
- A subsistence allowance of R200 per day will apply in respect of domestic travel.

6.11.3 Miscellaneous Expenses

Items that may be considered for approval, where expenditure is incurred within the boundaries of the Republic of South Africa during a period of absence is as follows:-

- Parking / Bus fares: Subject to proof of payment being provided.
- Toll fees: Subject to proof of payment being provided.
- Taxi fare: Subject to proof of payment being provided.

6.12 Travel, Subsistence and accommodation from Applicants invited for Interviews

Travelling costs to attend an interview shall be reimbursed if the applicant's place of residence is outside the Municipal boundaries, according to the latest prescribed Department of Transport **km tariff**, calculated from their place of residence.

Commented [PM1]: Department of Transport rates

Air tickets and booking of accommodation for applicants invited for interviews, must at all times be arranged by the Human Resources Department, in accordance with the stipulations and upper limits as prescribed in this policy.

Booking of rental vehicles on behalf of applicants, as well as reimbursement of claims by applicants in this regard, is strictly prohibited.

A daily subsistence allowance as per this policy will only be applicable where the interview entails one or more nights to be spent away from home, with the understanding that all personal expenses are covered by the subsistence allowance. No further expenses may be claimed.

All employees must travel on routes with toll gates. Any travelling claim without toll slips will not be paid unless there are no toll gates on those routes.

6.13 International Travel, Subsistence and Accommodation

When traveling in countries other than in South Africa on specially authorised Municipal business, the expenses actually incurred for accommodation and official transport will be payable.

The daily subsistence allowance is to cover all meals, transport for private use and other incidental costs; this subsistence allowance for international travel will be in accordance with SARS Foreign Travel 1.1 List of Daily Maximum amount per Country, as amended by SARS from time to time. The allowance is to be paid prior to such travel.

6.14 Local Sponsored Trips

A trip shall be regarded as sponsored when the full/ partial cost of the trip is borne by an institution other than the Municipality. Such sponsored proportion of the total cost of the trip must be declared in the application for the trip.

Traveling and Subsistence payable by the Municipality will be calculated as the difference between the amounts claimable per this policy less the monetary value of the sponsored amounts.

6.15 Payment of Subsistence for Presiding Officers and Prosecutors

Payment of per kilometre claim will be paid according to rates from the Department of Transport Subsistence will be aligned to that of the Moretele Local Municipality.

6.16 International Sponsored Trips

A trip shall be regarded as sponsored when the full/ partial cost of the trip is borne by an institution other than the Municipality. Such sponsored proportion of the total cost of the trip must be declared in the application for the trip.

Traveling and Subsistence payable by the Municipality will be calculated as the difference between the amounts claimable per this policy less the monetary value of the sponsored amounts.

6.17 Insurance

Travellers where the necessary travel and special leave forms have been duly authorised by the delegated official will be insured by the municipality 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 place of work on a trip relating to municipal business.

Private vehicles and contents thereof will not be covered under this Policy.

Hired vehicles are automatically covered for both Super Waiver Damage and Theft by the vehicle rental company.

6.18 GIFTS AND PROMOTIONAL GOODS

Where appropriate, the traveller may give gifts.

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

Suitable promotional and marketing products shall be supplied, on request, by the appropriate department of the Municipality.

6.19 AUTHORISATION

For purposes of implementing this policy:

Only the Municipal Manager may authorize any travel to be undertaken by Directors, provided the expenses to be incurred are on the approved budget of the relevant department. Claims by other officials to be authorized by directors concerned.

Only the Mayor and the Speaker may authorize any travel to be undertaken by Councillors, or the municipal manager, but provided the expenses to be incurred are on the approved budget of the municipality. The Mayor and the Speaker may delegate this function to any Member of Executive Committee.

Only Directors may authorize any travel to be undertaken by employees in the respective Directorate, but provided the expenses to be incurred are on the approved budget of the municipality. The Director may delegate this function to any Manager of the same Department

Authorization as per above paragraphs must be obtained prior to an occasion by any traveller who travels on the business of the municipality.

An invitation to attend a workshop, meeting or related event is not an automatic authorization to attend such workshop or event. The required authorization must still be obtained from the municipal manager or mayor or director as the case may be.

Municipal delegates or travellers to any conference, workshop or meeting must ensure that they arrive on time and attend until the conclusion of such event. If any traveller fails to do so, the executive mayor, the municipal manager or director as the case may be, may recover all allowances and disbursements paid to enable such delegate or traveller to attend such event, provided that such delegate or traveller is afforded the opportunity to submit reasons for not being able to be present from the commencement to conclusion of such event.

9. Other

Accommodation, flights and vehicle rental arrangements will be based on the most cost effective option in relation to the proximity of the venue, traffic, availability and other cost factors. Due to impracticality, the stipulations of the Supply Chain Policy may be disregarded in this matter.

In the event of payments made by officials for traveling and accommodation, refunds will only be made on condition that the expense was pre-approved in accordance with the stipulations of this policy and that all aspects of this policy have been complied with.

10. Authority

Any deviation from this policy for whatsoever reason must be authorized by the Municipal Manager.

11. Dispute Resolution

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum must be incorporated into the policy.

12. Claim Form

The official Travel and Subsistence Allowance claim form, as prescribed by Chief Financial Officer must be used with regard to Travel and Subsistence Allowance applications.