

# TRAVEL AND SUBSISTENCE POLICY

Policy Credentials	
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## 1. Purpose

The objective of this policy is to provide guidelines for making business journeys, within reason, as economical as possible for the Municipality as they are undertaken in the interest of the Municipality.

## 1. Scope of Application

The policy will apply to all officials of the municipality including those that may be employed on a contract basis, Councillors and Traditional Leaders.

## 2. Policy Statement

- 3.1. An employee shall undertake an official journey by the most economical means with due regard to available means of transport, routes and duration. The means of transport shall be as follows (and in this order):
  - o Municipality owned transport, if available;
  - o Public transport, if available and/or practical; and
  - o Private transport.
- 3.2. Travelling and subsistence expenditure will be part of the budget of the respective departments of the Municipality.

- 3.3. It shall be the responsibility of the Executive Director, working with the Department of Finance to approve travel and subsistence expenditure based on the availability of the budget.
- 3.4. All official travel on behalf of the Municipality must be duly approved beforehand. The practice of undertaking official trip without authorisation shall result in the Municipality not fulfilling its commitments towards the costs of travelling.
- 3.5. Ideally for all travel and accommodation the Municipality's recognised travel agent must be commissioned.
- 3.6. Travelling within the district by official designated as field workers shall be compensated for in this policy under the following conditions:
  - All travelling shall be based on a pre-approved program of work agreed to between the field workers and their Manager/Executive Director in terms of their monthly or weekly itinerary.
  - A monthly report reflects both the actual travel and the outcomes of the work as per the monthly/weekly program.
  - Employees are required to submit an actual logbook and a tracker report as evidence of travel.
  - A tracker report is compulsory when claiming travel allowance.
  - Travel claim forms must be signed and preapproved by the supervisors.
  - HODs must apply due diligence and ensure that the weekly plan/itinerary corresponds with the travel claim form.
  - All travel claims will be claimed after an individual has travelled more than 1200km per month
  - All travelling shall be limited to a maximum of 2500 kilometres a month, once exhausted an employee will be required to use the municipal vehicle.
  - The Internal Audit Function must on a quarterly basis do inspection of mileage or due diligence on vehicles on a random sample basis.
  - Individuals travelling to the same destination are encouraged to use one vehicle

### **3.6.1. Car Travel**

#### **3.6.1.1. Use of Private Motor Vehicle**

- Where an employee uses their own vehicle for official Municipality duties, the rate payable will be rates as determined by the National Department of Transport in terms of the applicable circular.

- Where the National Department of Transport is not available the Municipality will utilise AA Rates

#### 3.6.1.2. Motor Vehicle Hire

- The Municipality will hire a motor vehicle for the employees use under the following circumstances when:
  - An employee/s have travelled to another city or town by air travel
  - No Municipal vehicle is available
  - An employee's subsidised vehicle has gone for service
- Hiring of vehicles is limited to a category B vehicle or equivalent class and where a different class is required for the circumstances mentioned in regulation 7 (6) (d), the prior written approval of the Municipal Manager is required
- Physically disabled employees who are able to drive an automatic vehicle of the first available grade. This policy covers employees with permanent disability as well as those with temporal disability for the duration of the disability.
- Where more than one employee is travelling on official duty, the Municipality will hire one car for all of them. Larger groups of five or more travelling together will have Grade Z car hired for them.
- When hiring a motor vehicle insurance must be included in the contract.
- In the unlikely event of an accident with a municipality hire vehicle the following will prevail:
  - Report the incident to the nearest Police Station and obtain a police docket number. This must be done immediately and not later than twenty four (24hrs) after the incident;
  - Report the damage to the car hire company, to their respective manager and Executive Director
  - The insurance company will handle all matters relating to the damages of the car.
  - Where it can be proven that the accident was as result of employee negligence, disregard to the law or drunken driving, the employee concerned will take full responsibility and the municipality will be absolved.

**Commented [ZM1]:** This is inconsistent with paragraph 9.9 of Cost Containment policy which states that.

- All traffic fines received during the period of driving a municipality hired car shall be for the account of the employee.

### **3.6.2. Air Travel**

- Employee travel to outside of the province and travelling for distances in excess of 300km may utilise air transport at the Municipality's costs
- It shall be the Municipality's policy to book its employees a full economic class ticket and to book Councillors and Traditional Leaders to be booked business class.
- Only in exceptional cases, upon presentation of individual circumstances will the Municipal Manager approved the booking of a business class for purposes on an employee's air travel.

### **3.6.3. Accommodation**

- The Municipality will cover the accommodation costs of employees and councillors who are required to spend the night out of town for official Municipality business on a bed, breakfast and dinner basis at a three (3) star to four (4) star accommodation facility.
- Where an event starts on or before 9h00 on the first day, accommodation can be arranged on the previous night when an employee/ councillor has to travel for more than 150 km.
- Where an event concludes after 16h00, accommodation can be arranged when an employee/ councillor has to travel for more than 150 km to reach his/her place of residence.
- Where an employee elects to stay with a family member or friend the Municipality will pay the employee the amount of R250.00 per night spent away directly before undertaking an official and approved trip.

### **3.6.4. SUBSISTENCE ALLOWANCE**

- A subsistence allowance does not cover any personal recreation, such as visits to a cinema, theatre, nightclubs, sightseeing or incidentals such as newspapers, magazines and tips.
- A daily allowance equal to the amount permissible by the South African Receiver of Revenue (SARS) shall be payable directly to the employee before undertaking an official and approved trip.

- The daily allowance R100.00 will be payable to an employee who travel for municipal business outside the boundaries of Harry Gwala District Municipality only for a period longer than 4 hours away from normal place of work.
- The daily allowance will also be payable to a situation where the employee lives his home before 06h00 and return after 18h00 on the same day will qualify the employee to the benefit of a subsistence allowance when submitting reasonable proof.

### **3. Procedural Matters**

- 4.1. Employees intending to undertake an official trip on behalf of the Municipality must complete a travel and subsistence form at least three days before the anticipated trip, to be endorsed by the Manager and duly approved the Executive Director.
  - 4.2. Supply chain management within the Department of Finance will take care of all the logistical arrangements as per the provisions of this policy.
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