



Nkomazi Municipality

**NKOMAZI LOCAL MUNICIPALITY
MP324**

2020/2021

SUBSISTENCE AND TRAVEL POLICY

VISION

A leading Local Municipality of excellence that empowers the community to prosper through service delivery.

MISSION

To enhance the quality of life of all people in the Nkomazi Local Municipality through a sustainable developmental system of Local Government and rendering of efficient, effective and affordable services.

MUNICIPALITY'S CORE VALUES

The Nkomazi Local Municipality subscribes to the following core values:

- Accountability;
- Good Governance;
- Transparency;
- Integrity; and
- Responsiveness

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1. 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 the Nkomazi Local Municipality. Transport and subsistence costs will be paid in accordance with the stipulations as set out in this policy.

This policy applies to all Councilors and Officials of the Nkomazi Local Municipality who are travelling on official business and as such are formal representatives of the municipality.

2. DEFINITIONS

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

“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 Nkomazi Local Municipality

“councilor” means a member of the Nkomazi Local Municipality municipal council.

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

“employee” means a person appointed in the Nkomazi 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 area within a 10 kilometer radius from the normal place of work.

“municipal area” means the area determined by the National Demarcation Board for the municipal area known as (MP324) Nkomazi

“normal place of work” means the permanent work place/station of an employee to perform his/her duties.

“National territory” means any place within the nation territory of the Republic of South Africa

“Official business”-

- In relation to an employee and a councilor includes-
 - i. Attending any training programme as a nominee of Nkomazi Municipality;
 - ii. Attending as a duly delegation representative of Nkomazi Municipality any meeting, workshop, conference or similar event; and
 - iii. Delivering or fetching any goods, including documents, machinery, money, post and equipment of, or acquired by, Nkomazi Municipality,
- In relation to a ward committee member, means-
 - i. Attending a meeting of the ward committee of which she/he is a member; and
 - ii. Attending as the duly delegated representative of the ward committee concerned, any event regarding or requiring representative of the ward committee;

“Representative” shall mean:

- Executive mayor,
- Speaker
- Members of the Mayoral Committee (MMCs)
- 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 recognised professional institution and is granted permission to attend meetings and conferences of such institution.

“Domestic travel” shall mean travel within South Africa, and **“international travel”** shall mean travel to any country other than South Africa.

“Official journey” means a journey of longer than 10km from the point of origin undertaken by an employee or council on official business, whether within or outside Nkomazi Municipality or whether using a privately-owned vehicle, a municipal vehicle or public transport, excluding any journey between an employee’s or councilor’s residence and ordinary work place. In addition, official distances travelled may be claimed in accordance with the Councils’ applicable policy and not exceeding the applicable tariffs prescribed by the Department of Transport.

“Advance” or “allowance” is an amount that is granted by an employer in circumstances whereby the employer is certain that the employee will incur business-related expenses on behalf of the

employer, and where the employee is obliged to prove or account for the business –related expenditure to the employer. The amount of the advance of based on the business-related expenditure. Where the actual expenses incurred are less than the advance granted, the employer recovers the difference from the employee, and *vice versa*.

“reimbursement” when an employee incurs business-related expenses on behalf of an employer out of his or her own pocket without having the benefit of an allowance and is subsequently reimbursed for this expenditure by the employer after having proved and accounted for the expenditure to the employer.

3. OBJECTIVE

This policy provides the framework for officials and councilors in determining the payment of travelling and subsistence allowance for attending the approved business trips.

The main objective of this policy is to ensure that:

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

4. LEGISLATIVE FRAMEWORK

The policy is developed and guided by the following:

- 4.1 Local Government Municipal Systems Act (Act 32 of 2000).
- 4.2 Local Government Municipal Finance Management Act (Act 56 of 2003).
- 4.3 South African Revenue Services (SARS).
- 4.4 Income Tax Act, 1962 (Act 58 of 1962).
- 4.5 Motor vehicle allowance scheme.
- 4.6 Public Office Bearers Act, 1998 (Act 20 of 1998).

5. RESPONSIBILITIES OF REPRESENTATIVES TRAVELLING ON MUNICIPAL BUSINESS

- 5.1 Every representative who travels on the business of the municipality must comply with this policy.
- 5.2 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 interests of the municipality, and that they must comply with any specific mandates they have been given.

- 5.3 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.
- 5.4 Whenever it is discovered at any time after a payment was made to an employee or councilor in terms of this policy that-
- a) The journey in respect of which the payment was made, did not take place; or
 - b) The journey in respect of which the payment was made, was of shorter duration than originally planned; or
 - c) The person to whom a payment was made, did not undertake the journey as planned; or
 - d) The person to whom a payment was made in respect of travelling cost did not travel with her/his own vehicle or did not use public transport in respect of that particular journey.
- 5.5 The Municipal Manager, or if the Municipal Manager or a councilor is involved, the Executive Mayor, must immediately take steps to recover the payment concerned or part thereof that exceeded the amount to which the person concerned was entitled and forthwith-
- a) Institute disciplinary proceedings against her/him if she/he is an employee; or
 - b) Report the matter in writing to the Speaker, if she/he is a councilor.

6. AUTHORISATION AND APPROVAL

- 6.1 Official municipal business to be undertaken by a councilor must be approved by the Executive Mayor or Speaker of Council or his/her delegate provided sufficient funds are available on the budget.
- 6.2 Official municipal business to be undertaken by employees must be approved by the relevant director or his/her delegate and any director must be approved by the Municipal Manager or his/her delegate according to the delegation's framework provided sufficient funds are available on the budget.
- 6.3 Approved official municipal business trip in countries other than South Africa will be subject to the approval of the Municipal Manager/Executive Mayor.
- 6.4 Approval must be obtained prior the event by the delegate to travel for official municipal business trip outside the municipal boundaries.
- 6.5 An invitation to attend a workshop, meeting or related event is not automatic Authorisation to attend such workshop or event. The required authorization must still be obtained from the municipal manager or executive mayor, as the case may be.
- 6.6 No employee or councilor shall undertake an official journey unless he/she has been authorised in writing to undertake such a journey. An application to obtain approval to undertake an official journey shall be submitted to the relevant person for consideration on the form prescribed by the Municipal Manager.
- 6.7 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 mayoral committee 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.
- 6.8 Authorisation for official journey within the national territory shall be given as follows-
 - a) Full-time councilor, by the Executive Mayor;
 - b) Part-time councillor by the Speaker;
 - c) The municipal manager, by the Executive Mayor;
 - d) A departmental head, by the Municipal Manager;
 - e) Any other employee, by the relevant departmental head.

7. SUBMISSION OF CLAIMS

The purpose of the policy is to reimburse a delegate for travelling and subsistence expenditure incurred or deemed to be incurred for the attendance of official municipal business event and will not be regarded as conditions of employment.

- 7.1 Any delegate must have approval on the prescribed form for the attendance of official municipal business for which reimbursement cost is claimed.
- 7.2 The claim for reimbursement of expenses must be submitted on the official claim forms and the following documents must be submitted with the claim form:
 - 7.2.1 Copy of invitation, agenda or programme.
 - 7.2.2 Attendance register of the event.
 - 7.2.3 Accommodation invoice
 - 7.2.4 Proof of all incidental expenses including tollgate & parking fees, which excludes traffic fines.
 - 7.2.5 Copy of log sheet
- 7.3 Claims will only be reimbursed subject to sufficient funds on the budget.
- 7.4 An employee who uses private transport outside the municipal boundaries shall be paid the cash equivalent of the lower of cost of the avoided air travelling in the event of air travel or actual cost per kilometer as determined according to the applicable rate being the most economical.
- 7.5 Any claim containing false information will lead to financial misconduct and disciplinary steps being instituted. Payments made may be recovered from any money payable by the municipality to that official who submitted the claim.

8. FIXED TRAVEL ALLOWANCE (CAR ALLOWANCE)

Fixed Travelling Allowance is an allowance to which a fixed average or a running monthly travel allowance is linked or attached to a salary, after the council has declared such a post to be subject to a travelling allowance through the approval of the Organogram where such position was identified as travel bearing.

In terms of the organogram the following shall apply:

8.1 Task level 17 shall be entitled to a fixed travel allowance.

8.2 Task level 14 shall be entitled to a fixed travel allowance, provided that the use of a vehicle is required for the execution of the functions or duties as stated on the advert of the post.

8.3 The position of Traffic Officers may be considered for transport allowance for the 2019/2020 financial year reviewed annually.

9. SUBSISTENCE AND TRAVEL ALLOWANCE

9.1 A subsistence and travel allowance is an amount of money paid by the municipality to a representative to cover the following expenses:

- a. Meals (including reasonable gratuities);
- b. Incidentals such as refreshments, snacks, drinks and newspapers; and
- c. All business-related travel.

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

9.3 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.

9.4 If a delegate stays overnight a maximum of R350,00 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. This will not be applicable if 9.3 applies.

9.5 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.

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

9.7 A maximum of R134,00 per day 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.

- 9.8 A claim submitted by a delegate when travelling outside the municipal area for official municipal business will be reimbursed subject to that: the trip/event was approved as an official municipal business event, the subsistence claim form is completed and proof of expenditure incurred is attached.

10. ENTITLEMENT TO A SUBSISTENCE AND TRAVEL ALLOWANCE

A representative may claim a daily 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 business expenses (see below), may be claimed.

- 10.1 Entertainment of external business associates or contacts or clients or potential investors or potential clients falls outside the scope of the subsistence allowance and will be subsequently 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.
- 10.2 A representative of the municipality must claim his or her subsistence allowance, as provided in this policy, after embarking on any official trip. The subsistence allowance must, in order to facilitate its timeous payment, be claimed at least three working days after the planned trip.
- 10.3 No subsistence allowance will be paid, and no representative will be entitled to a subsistence allowance, if the trip or travel is not related to the official business of the municipality. The relevant Head of Department must approve all travel on business of the municipality as such before a representative is entitled to a subsistence allowance.

11. ACCOMMODATION COSTS AND SUBSISTENCE ALLOWANCE

- 11.1 Representatives who travel on the business of the municipality, where the business unavoidably entails one or more nights to be spent from home, may stay in a hotel, motel, guesthouse or bed and breakfast establishment.
- 11.2 The actual cost of accommodation will be borne by the municipality, subject to a maximum of R2,500.00 per night for the accommodation itself in respect of domestic travel. Where such accommodation is available, the rate for a single room will be payable.
- 11.3 Where it is not necessary for overnight accommodation on any travel on municipal business, no accommodation costs will be paid, but a subsistence allowance of R200 per day may be claimed which will be revised annually.
- 11.4 In the case of both domestic and international travel, the day of departure and the day of return each qualify for a subsistence allowance.
- 11.5 If an official is away from his or her normal workplace by reason of official duties, the circumstances of which are such that a person cannot have his or her own meals as and when he or she is at his or her normal place of work, but the person is returning on the same day, the following policy will apply:
 - a. Incidentals - Actual cost up to maximum amount of R134
 - b. Cost of Meal - Actual cost up to maximum amount of R300
 - c. TOTAL COST of incidentals and meal may not exceed R435 as per the SARS employers guide.

The above will only be applicable outside the jurisdiction of Nkomazi Municipality.

11. SUBSISTENCE ALLOWANCE IF TRAVEL IS FOR A DAY WITH NO OVERNIGHT STAY

- 11.1 If a representative travel on the business of the municipality for a day, a subsistence allowance of R200 per day is payable. No more than R200 shall be payable per day, irrespective of the number of trips undertaken.
- 11.2 No accommodation arrangements may be made or paid for by the Municipality in respect of any event scheduled to start at or after 09:00 and closing before or at 16:30 on same day if such event is within 200 km from the place of residence of the employee who must attend it.
- 11.3 Whenever an event that must be attended is more than one day at a place further than 150 km from the place of residence of the person who shall attend it, travelling expenses, including tollage, shall be paid in respect of only one return journey between his/her place of residence and the place where the event takes place.

- 11.4 No subsistence allowance or cost for meals are payable to an employee in respect of official journeys within the municipal area unless she/he is required to stay overnight away from home in which event an allowance of R200 is payable in respect of each day she /he is away from her/his home.

12. CAR RENTAL AND OTHER TRAVEL COSTS

- 12.1 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.
- 12.2 Only category “A” up to “E” 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).
- 12.3 In instances where car rental becomes necessary for executive representatives (MMC’s, Directors or Senior Managers) Category “F” up to “H” vehicles may be rented.
- 12.4 Car rental must be approved as part of the travel package before the trip is embarked on.
- 12.5 The rent in respect of a Group A (1600 cc) rental vehicle for travelling by the employee or councilor at his/her destination if he/she has a valid driver’s license, provided that-
- a) An employee or councilor who is physically disabled, who has a valid driver’s license and who can drive an automatic vehicle may rent a Group D (automatic) vehicle; and
- 12.6 A person who uses air travel and who does not have a valid driver’s license shall make use of shuttle service and/or public transportation at his/her destination. A person utilising shuttle services or public transportation in terms of this paragraph shall be reimbursed for the costs incurred in this regard upon submission of documentary proof of the expenses incurred.
- 12.7 When employee who does not have own transport has to undertake an official journey and an official vehicle is not available or such employee does not have a valid driver’s license, he/she must use public transport for undertaking the journey concerned.
- 12.8 A Councilor may not use a taxi when undertaking an official journey, except to commute between an airport or bus station and the place where he/she stays or must attend to the Municipality’s official business.

- 12.9 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.
- 12.10 If a representative has to utilise his or her personal motor vehicle outside the boundaries demarcated for the municipality he or she will be reimbursed according to the tariffs prescribed by the Department of Transport for use of privately-owned vehicles.
- 12.11 Where possible representatives must travel together, up to a maximum of four in a vehicle, to minimize the travelling expenses.
- 12.12 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.
- 12.13 Any allowance or transport costs payable to councilors will be subject to the regulations pertaining to the remuneration of public office bearers as promulgated by the Provincial Directorate of Local Government in terms the Public Office Bearers Act, 20 of 1998 from time to time and will be paid according to the tariffs prescribed by the Directorate of Transport for use of privately owned vehicles.

13. REIMBURSEMENT OF TRAVELLING COST FOR PRIVATELY-OWNED VEHICLES

- 13.1 An employee –
- a. Who receives a fixed travelling allowance in terms of his/her employment contract with Nkomazi Municipality;
 - b. Who is in terms of his/her appointment authorized to claim for such travelling;
 - c. Who has exhausted the amount of kilometers allocated to him/her for determining his/her fixed travelling allowance during the month in question; Shall be reimbursed according to the travel rates stipulated in his/her employment contract or if no such rates are stipulated, at travel rates determined from time to time by the department of transport.
- 13.2 A maximum of **1500** km travelled per month shall be approved for both full-time councilors and officials.
- 13.3 Any excess kilometers travelled for that particular month cannot exceed the maximum of **2500** km and reimbursement for the excess kilometers will **ONLY** be paid when prior approval from the Municipal Manager has been obtained.

- 13.4 Anything above **2500** km travelled per month would not be paid and cannot be carried over for the next month and will also be forfeited.
- 13.5 Travelling cost will be reimbursed according to the applicable rates based upon running costs to a maximum engine capacity of a 3000cc (3L) vehicles calculated on the actual.
- 13.6 Officials not receiving a travel allowance when travelling with privately owned vehicles will be reimbursed for official kilometers travelled on the applicable rate limited to a maximum of 3000cc vehicle within or outside the Nkomazi boundaries.
- 13.7** No employee or councilor may be paid or reimbursed in respect of any cost incurred for travelling between his/her residence and workplace.
- 13.8** An employee who does not have a valid driver 's license who undertakes an official journey with public transport shall be reimbursed for any out-of-pocket expenses he/she incurred in respect of such official journey. The amount payable to him/her is the lesser of the amount indicated on a signed and dated receipt issued by the person who provided the transport and the amount that the journey would have cost had the travelling allowance been calculated on the running cost determined from time to time by the department of transport in respect of a 1600 cc vehicle.
- 13.9 An employee who receives a fixed travelling allowance in terms of his/her employment contract with Nkomazi Municipality who undertakes an official journey with a privately owned vehicle to a place outside the municipal area, shall be reimbursed for travelling costs at travel rates stipulated in his/her employment contract or if no such rates are stipulated, at travel rates determined from time by the department of transport.
- 13.10 The distance for which any employee or council may be reimbursed in terms of this policy for undertaking official journeys is the shortest distance between his/her ordinary place of work and his/her destination.
- 13.11 An employee who participates in travelling allowance scheme who exceeds the amount of kilometers in respect of which he/she receives a fixed travelling allowance for official journeys within Nkomazi Municipal area, shall be paid an allowance calculated on the running cost as determined by the department of transport from time to time of the vehicle he/she used in respect of every kilometres exceeding such allocation.
- 13.12 A payment for travelling cost in terms of this policy shall include a reimbursement for tollage and parking paid upon submission of valid electronic receipts issued at a toll gate or parking area/garage.
- 13.13 Such taxes as may be prescribed shall be deducted from any payment in terms of this policy and paid over to the South African Revenue Service.

14. MODE OF TRAVEL

- 14.1 An employee who is delegated to undertake an official journey within the national territory shall –
- a) if he/she receives a fixed travelling allowance, utilise the vehicle in respect of which he/she receives such an allowance; and
 - b) in all other cases utilize official transport, provided that an employee who does not have a valid driver's license may not use official transport.
- 14.2 An Official who is required to undertake an official journey within the national territory shall make use of official transport or the Municipal Manager shall approve use of own vehicle otherwise.
- 14.3 The Municipal Manager may when an official journey is to be undertaken by a councillor
- a) Designate an employee of the Municipality as the driver of the vehicle; or
 - b) Permit the councillor concerned to drive the Municipality's vehicle.
- 14.4 Whenever more than one person undertakes an official journey within the national territory to the same event and the Municipal Manager is of the opinion that it is practicably possible and in the best interests of the Municipality for those persons to travel together, having regard for the principles of good corporate governance, only one vehicle shall be utilised for such journey, provided that –
- a) Not more than 4 persons may travel at the same time per sedan motor vehicle;
 - b) Not more than two senior managers may travel together in the same vehicle or aeroplane at the same time;
 - c) Not more than 2 political office-bearers may travel together in the same vehicle or aeroplane;
 - d) The Executive Mayor or the Speaker and the Municipal Manager may not travel together in the same vehicle or aeroplane, unless practically impossible.
- 14.5 No travelling allowance may be paid to any employee or councillor-
- a) For using her/his own vehicle contrary to a decision of the Municipal Manager in terms of the above paragraph; or
 - b) Who travels with another person, whether or not such other person receives a travelling allowance, on an official journey.
- 14.6 The Municipal Manager may authorise a councillor or an employee who must undertake an official journey within the national territory to make use of air travel instead of road transport. Air travel within the national territory shall be in economy class.

15. INTERNATIONAL AND DOMESTIC FLIGHTS

- 15.1 All flights by representatives of the municipality shall be in economy class, unless another class of travel is specifically authorised by the mayor or mayoral committee, as the case may be.
- 15.2 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.
- 15.3 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.
- 15.4 Whenever an employee or councilor is required, when using air travel, to purchase two seats, Nkomazi Municipality shall only pay for the first seat.
- 15.5 The Council, the Executive Mayor or the Municipal Manager, as the case may be, may authorise an employee or a Councilor who will use air travel to travel in business class upon presentation by such employee or councilor of a medical certificate stating the reasons why he/she should not travel in economy class.
- 15.6 Air travel arrangements for transportation at the destination shall be made –
- a) by the Municipality's travelling agency service-provider, or
 - b) an official instructed by the Municipal Manager.

16. SUBSISTENCE PAYABLE WITH RESPECT TO TRAVEL OUTSIDE SOUTH AFRICA

- 16.1 When travelling in countries other than in South Africa the expenses actually incurred for accommodation and official transport will be payable.
- 16.2 Authorisation for official journeys outside South Africa by an official shall be given by the Accounting Officer /Municipal Manager if the budget implication does not exceed an amount of R30 000.
- 16.3 Authorisation for a councilor shall be given by the Executive Mayor if the budget implication does not exceed an amount of R30 000.
- 16.4 Authorisation for Municipal Manager shall be given by the Executive Mayor if the budget implication does not exceed an amount of R30 000.

- 16.5 Authorisation for the Executive Mayor or Speaker shall be given by Council If the expenses of travelling outside South Africa exceeds more than R30 000, the journey must be approved by Council for both councilors and officials.
- 16.6 The travelling, accommodation and subsistence allowance or advance payable to an employee or councilor on official business of the Nkomazi Municipality outside South African boundaries per day is determined in according to the country in which that accommodation is located as determined by recently issued Government Gazette.
- 16.7 The daily subsistence allowance is to cover all meals, transport for private use, telephone calls and other incidental costs which may occur.
- 16.8 The subsistence allowance for international travel will be paid in accordance with SARS foreign travel list of daily maximum amount of the country visited as amended from time to time from the first day of departure until the date of return. In the absence of the country's currency on the list, the equivalent to US Dollars will be paid.
- 16.9 Accommodation for international travel must be the equivalent to hotel accommodation used by business travellers but in the case of attendance of a conference the conference hotel may be used or the most convenient hotel nearest to the conference venue.

17. SPONSORED TRIPS

- 17.1 A trip shall be regarded as sponsored when the full/partial cost of the trip is borne by an institution or organization other than the municipality.
- 17.2 Such sponsored proportion of the total cost of the trip must be cleared in the application for the trip.
- 17.3 Travelling and subsistence payable by the municipality will be calculated as the difference between the amount payable per this policy less the monetary value of the sponsored amounts.

18. SUBSISTENCE & TRAVEL ALLOWANCE FOR PERSONS INVITED FOR INTERVIEWS

- 18.1 No subsistence costs will be paid to any candidate invited for an interview, but travelling costs as prescribed by the Minister of Finance if the candidate has to travel more than 60km to attend the interview.
- 18.2 Reimbursement travelling cost will be paid according to SARS prescribed rate per kilometer (R3,61) calculated on the actual kilometer travelled from place of work or residence to the Nkomazi Local Municipality whichever is the most economical.
- 18.3 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

- 18.4 No other incidental cost such as meal expenses, drinks or toll fees will be paid.
- 18.5 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 kilometer according to 50% of the SARS prescribed rate being the most economical.
- 18.6 The executive director corporate services must, based 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 19.3 will only be paid subject to documentary proof of expenditure.

19. GENERAL

- 19.1 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.
- 19.2 Any claim containing false information will be regarded as financial misconduct and be dealt with accordingly.
- 19.3 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 executive director. Should more than one (1) official travel together, only the owner of the vehicle used will be eligible to receive imbursement for the travelling costs.
- 19.4 When travel by road, the official distance to the designation will be paid. Any kilometers travelled in excess of a 10% deviation will be for the account of the official.
- 19.5 The daily subsistence/allowance payable will only be reimbursed for expenditure incurred for the delegate only on his/her official visit.
- 19.6 Delegates who stay overnight must within five (5) working days from return submit the original invoices received from the hotel and/or guest house to the expenditure section of the directorate financial services to confirm the attendance. Failure of submission might result that the amount may be recovered from the relevant official's salary.
- 19.7 If proof of expenditure cannot be provided as required in terms of this policy the expenditure incurred by the relevant director, official or councilor will be for his/her own account.
- 19.8 Where council incurs costs due to delegates not booking into hotels, missing and/or cancelling pre-booked flights, such costs will be recovered from the individual concerned and regarded as financial misconduct.
