



Traveling and Subsistence Allowance Policy

2017/2018

Thembisile Hani Local Municipality: Policy on Travelling

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Thembisile Hani Local Municipality: Policy on Travelling
**THEMBISILE HANI LOCAL MUNICIPALITY DRAFT POLICY ON OFFICIAL TRAVELLING AND
SUBSISTENCE ALLOWANCES.**

1. PREAMBLE

The purpose of this policy is to provide for reasonable reimbursement of travelling costs incurred by officials and office bearers in pursuance of municipality interests at places other than the official place of work. Reimburse

The policy thus provides guidelines on travel and subsistence arrangements for municipal officials and office bearers; it is envisaged that from time to time officials and office bearers will be required to perform duties away from their normal place of work.

It is essential that clear policy guidelines be provided regarding the undertaking of such journeys and the travelling and subsistence costs ensuing from such travels.

2. DEFINITIONS

- (a) Camping Allowance: Refers to an allowance paid to a municipal official / office bearer who during official travel opt for private accommodation instead of municipality funded rented accommodation during performance of municipality duties at places other than normal place of work.
- (b) Normal place of work: Refers to any office / building / place where municipal official / office bearer is required to ordinarily perform his / her main duties.
- (c) Official Travel: Refers to any approved travel where a municipal official / office bearer is officially delegated by a person or structure with authority to undertake travelling in furtherance of municipality interest.
- (b) Supervisor: Refers to the immediate line manager of a municipal official.
- (d) Head of Department: Refers to a Senior Manager responsible for the specific department.
- (e) Municipal Official: Refers to a temporary / permanently appointed Thembisile Hani Local Municipality official / office bearer.
- (f) Office Bearer: Refers to a Thembisile Hani Local Municipality political office bearer.
- (g) Reasonable costs: Refers to travelling, accommodation and subsistence costs as determined in terms of this policy.
- (h) Family: Refers to an immediate family member of choice for example father, mother, grandfather, grandmother, wife, brother, sister (not exceeding 2), and children.
- (i) Headquarters: Refers the official / main offices of Thembisile Hani Local Municipality that is Stand no: 24 Kwaggafontein C any other offices that may from time to time be determined as Headquarters.

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- (j) Subsistence Allowance: Refers to a daily amount paid by municipality to an officially delegated official deemed to be covering costs of meals, incidentals but excluding personal recreation for official out of office stays of 24 hours or more where council paid accommodation or camping allowance is incurred.
- (k) Travel Allowance: Refers to an amount per kilometre determined in accordance with applicable AA tariff or any other municipality approved tariff paid to an officially delegated officials or office bearer in compensation of kilometres travelled for official municipal business using private motor vehicle.
- (l) Municipality: Refers to both administrative and political components of Thembisile Hani Local municipality.
- (m) Delegate: Refers to an official or office bearer duly delegated by the municipality to represent the municipality.
- (n) Domestic Travel: For the purposes of this policy, domestic travel shall mean travel within South Africa and international travel shall mean travel to any country other than South Africa. International travel only be made as per the council approval.
- (o) Daily Tariff: Refers to a daily allowance paid to an official or office bearer in an instance where the official or office bearer is delegated out of office in an official capacity for a period within or less than 24 hours, the allowance is deemed to be catering for reasonable out of pocket expenses of necessity incurred by the official or office bearer.

3. PRINCIPLES

- 3.1 Thembisile Hani Local Municipality will provide fair and reasonable compensation for official journeys justifiably and legitimately undertaken by officials or office bearer in the interest of the municipality.
- 3.2 Strict monitoring will ensure that the allowances are not abused and will be implemented consistently throughout the municipality.
- 3.3 In order to qualify for the utilization of official journeys, there must be a particular official function or duty to be performed.
- 3.4 Every delegate who travels on the business of the municipality must comply with this policy in letter and in spirit.
- 3.5 Delegates 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.
- 3.6 Officials required undertaking official journeys will be instructed in writing or verbally by the Supervisor / Head of Department.
- 3.7 Officials / office bearers' journeys are appropriate in circumstances where it is essential that duties be performed away from the official's normal place of work.

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- 3.8 Compensation for official journeys is designed to cover the reasonable costs incurred by the delegate for as a result of the journeys.
- 3.9 Official journeys must be undertaken only for bona fide official purposes, be cost-effective and funds must be available to finance the costs.
- 3.10 Official journeys may not be undertaken while on leave, unless instructed to do so by a supervisor or head of department or municipal manager of Thembisile Hani Local Municipality.
- 3.11 Officials or office bearers must claim individually for their expenses.
- 3.12 A delegate of the municipality must claim his or her travel & subsistence allowance within three months of undertaking the journey.
- 3.13 The head of department shall approve application for travelling before the trip is undertaken.

4. SCOPE OF APPLICATION

- 4.1 This policy applies to all Officials & Office bearers of Thembisile Hani Local Municipality subject to any legislation; regulation or agreement.
- 4.2 Any aspect that is concurrently provided for in this policy and any legislation / regulation / agreement, provisions of legislation / regulation / agreement shall take precedent over provision of such policy provision.

5. LEGISLATIVE BASIS

- 5.1 The policy is subject to provisions of any applicable legislation or regulation.
- 5.2 Further the policy shall be subject to any generally accepted best practices.
- 5.3 The Municipal Systems Act provides for the establishment of systems and procedures essential for an efficient local government.
- 5.4 The Municipal Finance Management Act provides for establishment of controls and procedures necessary to facilitate accountability.

6. TRAVELING ALLOWANCES

6.1. Reimbursement allowances

- 6.1.1 The municipality will not reimburse any claim on subsistence and night allowance except officials appointed with the benefit for a Day Allowance amounting to R180.00 night Allowance amounting to R225.00.

- 6.2. Expenditure for transport and accommodation of candidates required to report for an interview

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6.2.1. If Thembisile Hani Local Municipality considers it necessary that an interview should be conducted with a candidate residing in the Republic, in order to establish his suitability for appointment, promotion or transfer, Thembisile Hani Local Municipality will not be liable for transportation cost.

6.3. Transport Options

6.3.1. Travelling Allowance Bearing Positions.

- 6.3.1.1. Officials and office bearers receiving a fixed monthly travel allowance excluding the mayor may not use council owned vehicles except for ceremonial purposes as determined by the Municipal Manager.
- 6.3.1.2. Officials and office bearers receiving a fixed travel allowance shall utilize their private vehicles for all official delegations.
- 6.3.1.3. Under exceptional circumstances the Municipal Manager may grant permission for an official receiving fixed travelling allowance to make use of official municipal vehicles.
- 6.2.4.3. If a delegate has to utilise his or her personal motor vehicle he or she will be reimbursed at the rates determined by the **Department of Transport**.
- 6.3.1.4. The distance, to which the reimbursement applies, must be to the shortest distance between the municipality's offices and the location where the official business is to be transacted.

6.3.2. Travelling by officials not receiving fixed travelling allowance.

- 6.3.2.1. Officials not receiving a fixed travel allowance shall utilize council vehicles for their official delegation.
- 6.3.2.2. Officials shall only be granted a council vehicle if they poses a valid driver's license, the municipality reserves the right to test any official that it contemplates issuing a municipal vehicle to satisfy itself that the person is able drive and will not endanger his/her own life or damage council property or that of others and expose himself / herself and / or council to various claims and damages.
- 6.3.2.3. Officials not receiving a fixed travel allowance may only travel and claim using their private vehicles upon prior approval by the Head of Department.
- 6.2.4.4. If a delegate has to utilise his or her personal motor vehicle he or she will be reimbursed at the rates recommended by the Department of Transport.
- 6.3.2.4. The distance, to which the reimbursement applies, must be to the shortest distance between the municipality's offices and the location where the official business is to be transacted.

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6.3.3. Air Travel.

- 6.3.3.1. Every attempt shall be made to use the most cost effective mode of transport.
- 6.3.3.2. All air travel for officials and office bearers shall be through the economy class.
- 6.3.3.3. Air travel at classes higher than economy class can only be considered on condition there is no available alternative or is authorised by the Municipal Manager.
- 6.3.3.4. Air travel shall be reserved for long distance travel of over 250 kilometres or where it is the most cost effective mode of transport.

6.3.4. Rented / Hired Vehicle.

- 6.3.4.1 Every attempt shall be made to use the most cost effective mode of transport.
- 6.3.4.2 In instances where car rental becomes necessary only "A" or "B" category vehicles may be rented, unless it is more cost-effective to hire a more expensive vehicle.
- 6.2.4.5. Car rental must be approved as part of the travel package before the trip is embarked on. 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 kilometres travelled using the rented motor vehicle if proof of expenditure can be produced.
- 6.2.4.6. The mayor shall be allowed to hire a vehicle equivalent to that of the mayoral car provided there are adequate financial resources to cover the expense.
- 6.2.4.7. A chauffeur or driver may be rented only with the approval of the Municipal Manager.
- 6.2.4.8. The municipality can reimburse an official / office bearer for car rental without prior approval provided the delegate can demonstrate that vehicle rental was reasonably and unexpectedly necessitated by circumstances.

7. SPECIAL TRAVELLING PRIVILEGES

7.1. Death of an official / office bearer while on official duty away from his headquarters

Should an official / office bearer die whilst on official duty away from his/her headquarters, the municipality shall be liable for expenses limited to the transfer of the corpse from one area to the facility closest to the place of residence of the deceased.

8. TRANSPORT BETWEEN RESIDENCE AND PLACE OF DUTY

- 8.1 Travel between residence and place of work is the responsibility of the employee.
- 8.2 The municipality shall only be liable for transport cost between place of residence and place of duty only if an official is assigned to work at an alternative work area rather their normal/usual place of work for a defined period in which instance normal travel claim shall apply.
- 8.2. Normal place of duty is, for the purposes of this provision, the physical place where a person performs his everyday duties.

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9. TRANSPORT OF OFFICIALS / OFFICE BEARERS TO FUNERALS OF A DECEASED COLLEAGUE

9.1 Responsibility

The responsibility to execute this part of Thembisile Hani Local Municipality Policy on Official Transport will rest with individual department heads in consultation with the Municipal Manager.

9.2. General policy provisions

- 9.2.1 As a general rule, Thembisile Hani Local Municipality is not responsible to transport officials or official / office bearers and / or their families to funerals of deceased colleagues.
- 9.2.2 However, on request, some assistance in the form of a once-off grant will be considered. This grant will be for colleagues only (thereby excluding their families), in order to enable them to rent private transport to attend the funeral of a deceased official.
- 9.2.3 If viable the Municipal Manager may allocate an official fleet to transport colleagues to a colleague's funeral provided that does not impair the provision of municipal services.
- 9.2.4 Should assistance with transport and time-off for attendance of the funeral be required, the relevant department head must be approached of the department where the deceased official used to work.
- 9.2.5 The department head concerned, in consultation with the Municipal Manager or in his/her absence, the Head: Corporate Services, may approve: -
 - 9.2.5.1 The official attendance of the funeral of the deceased;
 - 9.2.5.2 A grant from a vote, for the purpose of partly or wholly defraying the expenses to rent a suitable private transport suitable for the occasion.

9.3 Delegation of officials to the funeral of a deceased colleague

- 9.3.1 If an official / office bearer in the service of the Thembisile Hani Local Municipality dies and approval in terms of 9.2.5 of the policy has been granted, a maximum of four (4) officials or office bearers can be delegated to attend the funeral.
- 9.3.2 Only one (1) vehicle may be used, and travelling allowance will be paid for one (1) vehicle only.
- 9.3.3 The travelling allowance will be calculated based on the running cost of a vehicle as determined by the department of transport up to an engine/ cylinder capacity of up to 2500cc.

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10 Endorsement.

The Policy shall come into effect on the date of endorsement and shall cease only in the event where changes / variations has been signed by the Accounting Officer. Changes resulting from change in legislation or any mandatory order will have automatic effect.