DITSOBOTLA

LOCAL MUNICIPALITY

**PROPOSED REVIEWED**

TRAVEL AND SUBSISTENCE POLICY

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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, 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 a compare local experience 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 purpose of such official travelling.

1. **RESPONSIBILITIES OF REPRESENTATIVES WHO TRAVEL ON BUSINESS OF THE 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 business of the municipality must appreciate , at all times , that they are ambassadors for the municipality, that their action , conduct and statement must be in the best interests of the municipality , and that they must comply with any specific mandates they have been given.

Consistent with the municipality’s performance monitoring and evaluation object, the municipal manager will ensure that a database of all representatives and official travelling is kept.

* A representative of the municipality must claim his or her subsistence allowance, as provided in this policy, after any official trip. The subsistence allowance must, in order to facilitate its timeous payment, be claimed at least three working days after the trip.
* No subsistence allowance will be paid and no representative will be entitled to a subsistence allowance, if 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 representative is entitled to a subsistence allowance
* For the purpose of a subsistence allowance , a representative shall mean
* Mayor or executive Mayor , as the case may be
* Speaker
* Members of the executive committee or Mayoral Committee as the case may be
* Other councillors especially authorised to represent the Municipality on a particular occasion
* Municipal Manager
* Directors
* Unit Managers
* Any other official specifically authorised to represent the Municipality on a particular occasion.

4. **ACCOMMODATION COST AND SUBSISTENCE ALLOWANCE**

* Representatives who travel on 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 R500 per night for own accommodation which exclude dinner. Where such accommodation is available, the rate of a single day will be payable.
* If the cost of accommodation excludes, the provision of dinner, a subsistence allowance for 2013/2014 tax year will be R319.00 per night for meals and incidental expenses only (Please note that this is subject to change as per schedule of rates published on the SARS website every tax year.
* The recoverable cost of accommodation of international travel may not exceed UD$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 cost will be paid.
* In the case of international travel, the day of departure from South Africa and the day of return to South Africa each qualify for a subsistence allowance.
* For purpose of this policy, domestic travel shall mean travel within South Africa and SADEC countries, and international travel shall mean travel to any country other than South Africa and the SADEC countries.
* Representatives intending to travel to any SADEC country may request the executive mayor or executive committee, as the case may be. To approve a higher accommodation and subsistence allowance if the representative can motivate such an increase in the light of prevailing exchange rates in such country or countries.

5. **SUBSISTENCE ALLOWANCE IF TRAVEL IS FOR A DAY OR PART OF A DAY WITH OR WITHOUT OVERNIGHT STAY.**

 If representatives travel on the business of the municipality for a day a subsistence allowance of R98.00 per day is payable. (Please note that this tariff is subject to change as per schedule of rates published on the SARS website every tax year).

6. **CAR RENTAL AND OTHER TRAVEL COST**

* Only A or B category vehicles may be rented , unless it is m ore cost-effective to hire a more expensive vehicle (for example, when 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 on. A representative who rents a vehicle whilst travelling on the business of the municipality without having received prior authorised 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, as the case may be.
* 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 as set out by National Department of Transport.
* Where possible representatives excluding managers and councillors must travel together, up to a maximum of four in vehicle, to minimise travelling expenses.

7.**SUBSISTENCE AND TRAVEL ALLOWANCE FOR THOSE INVITED FOR INTERVIEWS**

Subsistence, travel or any others costs will be paid to any candidate invited for an interview. Travelling allowance will be reimbursed in terms of the running costs as per AA-table tariffs.

8. **AUTHORISATION**

**FOR PURPOSES OF IMPLEMENTING THIS POLICY**

* Only the municipal manager or director concerned may authorise any travel to be undertaken by officials, but provided the expenses to be incurred are on the approved budget of the relevant department or directorate.
* Only the executive committee or council may authorise any travel to be undertaken by the mayor, speaker, any councillor or the municipal manager, but provided the expenses to be incurred are on the approved budget of the municipality.
* The mayor shall approve his or her own travel on municipal business, provided the expenses to be incurred are on the approved budget of the municipality, and provided further that the mayor reports to the following council meeting on the nature of and reasons for such travel and the expenses incurred.

An invitation to attend a workshop, meeting or related event is not an automatic authorisation to attend such workshop or event. The required authorisation must still be obtained from the municipal manager or executive committee.

Council delegates or representative 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 committee or the municipal manager, may recover all allowance 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 reason for not being able to be present from the commencement to conclusion of such event.