

# **KAROO HOOGLAND MUNICIPALITY**

## **SUBSISTENCE AND TRAVELING POLICY 2015/2016**

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## **1. OBJECTIVES**

- It is essential that representatives of Karoo Hoogland 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.
- To ensure that subsistence and travelling is properly monitored to guard against fraud and wastage of resources.

## **2. 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 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.
- 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.

## **3. SUBSISTENCE AND TRAVEL ALLOWANCE**

- Money paid by the municipality to a representative to cover the following expenses:
  - meals (including reasonable gratuities);
  - incidentals such as refreshments, snacks, drinks and newspapers; and all business-related travel.
- 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 at the rate of department of transport
- The distance to which the reimbursement applies, must be the shortest distance between the municipality's offices and the location where the official business is to be transacted.

- Where possible representatives, including Directors and Senior Managers, must travel together, up to a maximum of four in a vehicle, to minimise travelling expenses.

#### **4. 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
- Claims will be paid within 2 working days after approval of the claim.
- 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.
- A representative shall mean: Mayor, Members of the Finance, Administration and Infrastructure committee, other Councillors specifically authorised to represent the municipality on particular occasions, Municipal Manager, Senior Managers, and any other official specifically authorised to represent the municipality on a particular occasion.

#### **5. ACCOMMODATION COSTS [IN OR OUTSIDE MUNICIPAL AREA]**

- Representatives 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 an hotel, motel, guesthouse or bed and breakfast establishment.
- The actual cost of accommodation will be borne by the municipality, subject to a maximum of R800 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.
- If a representative stays with a relative or friend, an accommodation allowance of R300 per night may be claimed.

#### **6. SUBSISTENCE ALLOWANCE IF TRAVEL IS FOR A DAY OR PART OF A DAY WITH NO OVERNIGHT STAY [INSIDE MUNICIPAL BOUNDARIES]**

- If a representative travels on the business of the municipality for a day or part of a day, a subsistence allowance of R80 per day or part of a day is payable. No more than R80 shall be payable per day, irrespective of the number of trips undertaken.

## **7. SUBSISTENCE AND TRAVEL ALLOWANCES FOR PERSONS INVITED FOR INTERVIEWS**

- If candidates have to utilise his or her personal motor vehicle, he or she will be reimbursed at the approved rate used by Department of Transport.
- If candidates have to utilise public transport, he or she will be reimbursed at actual costs incurred and supporting documentation will be required.

## **8. AUTHORISATION**

- Only the municipal manager 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.
- Only the mayor or the municipal manager may authorise any travel to be undertaken by any councillor, provided the expenses to be incurred are on the approved budget of the municipality.
- Mayor shall approve his own travel in association with the MM and the Mayor shall approve the travel of the municipal manager on municipal business, provided the expenses to be incurred are on the approved budget of the municipality.
- 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 mayor as the case may be.
- 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 and submit a report to Council.
- If any representative fails to do so, the mayor 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.
- The accounting officer or the mayor as the case may be must further take all appropriate disciplinary measures against the employee which might lead to dismissal.

**9. OUTSIDE AND INSIDE OF MUNICIPAL AREA BOUNDARIES [OVERNIGHT]**

- A Day Allowance of R80 per day can be claimed
- Where Breakfast is included in the overnight package the following amounts can be claimed for:
  - LUNCH : R50
  - DINNER: R100
- Where Breakfast is excluded by the overnight package an amount of R50 can be claimed.

**10. OUTSIDE AND INSIDE OF MUNICIPAL AREA BOUNDARIES [NOT OVERNIGHT]**

- If a person leaves town before normal working hours commences and returns before normal working hours ends, the following amounts can be claimed for:
  - BREAKFAST : R50
  - LUNCH: R50

**11. COUNCIL'S MEETINGS & COUNCIL COMMITTEE: LUNCHES**

- A member of Council and municipal employee involved with the Council Meeting and Committee Meeting may claim up to the amount of R90 for lunch on days of Council Meetings & Committee Meetings.