LEKWA TEEMANE LOCAL MUNICIPALITY

TRAVEL AND SUBSISTENCE POLICY 2025/2026

APPROVED:30th May 2025

EFFECTIVE DATE :01st July 2026

Contents

1. INTRODUCTION

1.1 It is essential that representatives of the Municipality from time-to-time travel to other cities and towns in order to:

1.1.1 Establish and maintain links and relationships with other municipalities, government bodies, and other parties, institutions and organizations operating in the sphere of local government. It is important for representatives to broaden their knowledge and understanding of and compare local experiences 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; and

1.1.2 Attend seminars, work related workshops, committee meetings with a direct influence on the Council's activities.

1.2 Any changes to this policy, as required from time to time, shall be presented and motivated to Council by the Municipal Manager.

2. DEFINITIONS

For the purpose of this Policy, unless the context otherwise indicates:

2.1 "**accommodation**" means the rental of lodging facilities while away from one's place of residence while on official business;

2.2 "**accounting officer**" or "**municipal manager**" means the person appointed by the Council as Municipal Manager in terms of section 82 of the Municipal Structures Act, 1998 (Act 117 of 1998) and as defined in the Municipal Finance Management Act, 2003 (Act 56 of 2003), including any person acting in that position or to whom authority is delegated;

2.3 "**after-hours services"** means a travel request that is actioned after normal working hours, i.e. 17h00 to 8h00 on Mondays to Fridays and twenty-four (24) hours on weekends and public holidays;

2.4 "**air travel**" means travel by airline on Municipality official business;

2.5 "**authorising official**" means the official who has delegated authority in terms of the municipality's approved delegations, to approve travel requests and expenses;

2.6 "**best price of the day**" means–

(a) *for airline bookings* - the lowest fare offered at the time of booking, provided that this fare is offered in conjunction with suitable travel times. Travel Bookers to take cognizance of airline discount agreements negotiated by National Treasury. Copies of the agreements can be obtained from the National Treasury contact person referred to in the Instruction.

(b) *for accommodation bookings*: the lowest rate available at suitable accommodation establishments within reasonable distance from place of duty. The travel booker will determine the most appropriate star rating, based on an assessment of the municipality's *bu*siness requirements and total cost of travel (typically, accommodation rates plus *transportation costs*);

2.7 "**camping allowance''** means an allowance paid to an official who, during official business travel, opts for private accommodation instead of government-funded rented accommodation during the performance of the duties at places other than normal place of work in circumstances where domestic hotel accommodation was warranted.

2.8 "**car rental**" means the rental of a vehicle for a defined period of time by a traveller for official business purposes;

2.9 "**Chief Financial Officer**" means the official who assists the accounting officer in discharging his/her duties in terms the Municipal Systems Act.

2.10 "**delegated official**" means an official authorised in writing by the Accounting Officer

(AO) or Accounting Authority (AA) in terms of sections 44 and 56 of the PFMA, respectively, or any other enabling legislation to exercise a power or perform a duty set out in the relevant legislation, subject to such conditions as may be determined by the relevant AO/AA.

2.11 "**domestic travel**" means travel within the borders of the Republic of South Africa or within the borders of the foreign country where the official is based;

2.12 "**emergency**" means an event where unforeseen and unavoidable circumstances (either personal and, or, business-related), including but not limited to, a death, illness, health risk, disaster management operations, or a business environmental risk, require a booking for travel or a diversion from the original planned trip;

2.13 "**Governance Committee**" means external and internal members belonging to a body that provides oversight and assurance functions over the operations of an Institution. Such Governance Committees include:

(a) The Board and its sub-committees;

(b) Departmental Audit Committees;

(c) Departmental Risk Committees;

(d) Departmental Anti-corruption Committees;

2.14 "**incidental expenses**" means minor expenditures associated with business travel. These expenses comprise an immaterial part of the travel and entertainment costs that a person might incur not necessarily in performing the duties of travel whilst on business. such as e.g. etc. These expenses are usually paid by the traveler since they are so small and are covered by the subsistence allowances under normal circumstances. Examples of these expenses are laundry cost, drinks, tips/gratuity for table and room service, reading matter, private telephone calls, Liquid Refreshments which do not form part of the Meals and any similar minor expense;

2.15 "**international travel**" means travel outside the borders of the Republic of South Africa or outside the borders of the foreign country where the official is based;

2.16 “**liquid refreshments**” means any drink and includes, inter alia, coffee, tea, sodas, bottled water, and fruit juices, but excludes any alcohol or spirits, malt or related substances;

2.17 “**meals**” means breakfast, lunch and dinner and include any liquid refreshments;

2.18 “**Municipality travel policy**” means the internal travel policy developed by the Municipality(considering the guidance provided in this National Travel Guide) and approved by the AO/AA or delegated official;

2.19 “**occasion**” means any occasion outside the area of jurisdiction of the Municipalityincluding a meeting, conference, congress, seminar, training course, training program, workshop, discussions or any other occasion to which a person is delegated to by the Council or by the delegated authority;

2.20 “**official**” means any person employed by, or seconded to the municipality, or contracted to the Municipalityto work as a member of the staff unless specified otherwise in this guideline;

2.21 “**official business**” means the authorised performance of the municipality’s functions in terms of its mandate and strategic, operational and performance plans;

2.22 “**Official Expenditure**” means Non – personal expenditure that is incurred by an official, which is not covered by the S&T allowance e.g. parking, toll fees, business telephone calls;

2.23 “**Official transport**” means the official transport specifically provided by Council for the use of the Executive Mayor, Councillors and Officials to attend official occasions. Where a person is delegated to attend an occasion on behalf of the Council, spouses are allowed to accompany the person and may travel within the official transport provided.

2.24 “**Overnight allowance**” means an allowance determined by Council from time to time which will be payable only if the person is away from his place of work for a period longer than 12 hours, calculated from 18H00 to 06H00. This will only be applied where an occasion is attended at a venue outside the Municipal boundary;

2.25 “**Personal Expenses**” means expenditure of a non – official nature e.g. laundry, extra meals, drinks, private telephone calls.

2.26 “**place of duty**” means the place, other than the place of work, where the official performs official business or is otherwise on duty, e.g. an external meeting venue, conference venue or workshop;

2.27 “**place of work**” means the place of work identified in the official’s contract of employment;

2.28 “**reasonable actual** expenses” means essential and inevitable expenses which are inexpensive, moderate and agreeable;

2.29 “**shuttle service**” means the service offered by a shuttle service company to transport a traveler from one point to another;

2.30 **“subsistence allowance**” means any allowance paid by the Municipality to the official for expenses incurred or to be incurred in respect of personal subsistence and incidental expenses such as refreshments, snacks, drinks and newspapers but excludes any personal recreation, such as visits to a cinema, theatre or nightclubs or sight-seeing;

2.31 “**Travel**” Includes the use of air travel, bus, taxi, car hire, rail, private vehicle and subsidized vehicle.

2.32 “**traveler**” means a person travelling at the behest of the Municipality on official business as opposed to other types of travel, such as for leisure purposes or regularly commuting between one's home and workplace;

2.33 “**travel advance**” means a sum of money paid to an official prior to an official business trip. An advance would typically cover reimbursable expenses such as meals, transportation, lodging, and incidental items;

2.34 “**travel allowance**” is any allowance paid or advance granted by the Municipality to the official for the use of his or her private motor vehicle for the municipality's business purposes;

2.35 "**travel authorisation form**" means the official form (manual or electronic) used by the Municipality reflecting the detail and order number or unique authority number of the official business trip that the relevant authorising official approves;

2.36 "**travel booker**" means the person coordinating travel reservations on behalf of the traveler directly, or through the TMC consultant;

2.37 "**travel expenses"** means expenses incurred by a traveler while he/she is on an Official Business trip. Examples of travel expenses may include expenses for accommodation, transportation and meals;

2.38 **"S & T Claim Form"** means the form utilized to process S & T claims.

2.39 **"Subsistence"** Includes all expenses pertaining to accommodation and meals.

2.40 "**representative**" means Executive Mayor, Speaker, Members of the Mayoral Committee, Other Councilors specifically authorized to represent the Municipality on a particular occasion. Municipal Manager, Heads of Department, any other official specifically authorized to represent the Municipalityon a particular occasion and any official who is a member of a recognized professional institution and is granted permission to attend meetings and conferences of such institution.

3. BACKGROUND AND PURPOSE

3.1 The purpose of this policy is to:

3.1.1 To prescribe the general rules and guidelines applicable for the payment of subsistence and travelling allowances or costs for the attendance of approved and official events or purposes outside the Municipal area;

3.1.2 To create a guideline in terms of which all qualifying employees can be compensated for travelling and subsistence costs incurred or deemed to be incurred on behalf of the Municipality in a practical, sensible, organized, accountable, standardized, efficient and effective manner;

3.1.3 To create a uniform policy that is adequate for all employees who qualify for the transport allowance scheme and subsistence within the Municipality;

3.1.4 Comply with legislation and approved allowance and subsistence gazetted rates;

3.1.5 Provide guidelines and criteria to regulate the allocation of a fixed transport allowance for all employees who qualify for a transport and subsistence allowance;

3.1.6 Provide for participation by employees of the Municipality who, with the consent of the Council make use of private transport in the execution of official and approved duties;

3.1.7 Provide for the payment of a travelling allowance as part of benefits payable to qualifying employees, based on the terms of the position occupied and conditions of appointment;

3.1.8 Attract and retain competent employees by providing them with fringe benefits in addition to the cash component of their remuneration;

3.1.9 Ensure that whilst allowing fringe benefits to qualifying employees, compliance with statutory requirements is always upheld; and

3.1.10 Provide for the suspension of benefits under certain conditions.

3.1.11 Ensure that officials, councillors and other role players are remunerated fairly and equitably for costs incurred while travelling in the execution of duties for and on behalf of the Municipality.

4. LEGAL FRAMEWORK

This Policy is developed and guided by principles contained in the following statutes and regulating instruments:

4.1 The Constitution of the Republic of South Africa, 1996;

4.2 South African Revenue Services (“SARS”) instruments;

4.3 Local Government: Municipal Finance Management Act 56 of 2003 (“MFMA”);

4.4 South African Local Government Association (“SALGA”) Bargaining Council Collective Agreement on Wages & Salaries;

4.5 Remuneration of Public Office Bearers Act 20 of 1998

4.6 Income Tax Act58 of 1962;

4.7 Local Government: Municipal Finance Management Act 53 2003, Municipal Cost Containment Regulations, 2019

4.8 Local Government: Municipal Systems Act 32 of 2000;

4.9 Basic Conditions of Employment Act 75 1997; and

4.10 Labour Relations Act 66 of 1995.

5. APPROVAL AND AUTHORISATIONS

5.1 For purposes of implementing this policy:

5.1.1 All appointed Managers automatically qualify for receipt of a travel allowance.

5.1.2 Only the Municipal Manager or his delegate may authorize any travel to be undertaken by officials but provided the expenses to be incurred are on the approved budget of the relevant department and sufficient funds are available.

5.1.3 Only the Executive Mayor (in consultation with the Municipal Manager) or in his absence the Municipal Manager or his delegate, may authorize any travel to be undertaken by any councillor, but provided the expenses to be incurred are on the approved budget of the Municipality and sufficient funds are available. For administrative purposes the official Travel and Subsistence claim form will be authorized by the Municipal Manager.

5.1.4 The Executive Mayor shall authorize any travel undertaken by the Municipal

Manager or his delegate shall authorize any travel undertaken by the Executive Mayor or in the absence of either the Chief Financial Officer shall authorize any travel undertaken, provided the expenses to be incurred are on the approved budget of the Municipality and sufficient funds are available.

5.1.5 An invitation to attend a workshop, meeting, function, and cultural, sporting or related events is not automatic authorization to attend such workshop, function or event. The required authorization must still be obtained from the Municipal Manager or Executive Mayor, as the case may be.

5.1.6 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 Municipal Manager, or the Municipal Manager's delegate, as the case may be, must 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.

5.1.7 Travelers are not allowed to approve their own travel requests.

5.1.8 All travel approvals must be in writing and signed by the authorising official prior to departure.

5.1.9 Verbal authorisation from the authorising official may be obtained in exceptional circumstances, but must be recorded at the nearest possible opportunity..

5.1.10 The Accounting Officer or delegated official may, in terms of the applicable legislation allowing the Municipality to delegate, and the Municipality's approved Delegation of Authority policy, delegate the approval of the following:

5.1.10.1 domestic and international trips with its related expenses;

5.1.10.2 domestic and international chartering of aircraft (passenger/cargo);

5.1.10.3 upgrade of fare class for domestic and international air travel;

5.1.10.4 upgrade of accommodation to a higher star grading for domestic and international accommodation;

5.1.10.5 changes to existing domestic and international travel arrangements;

5.1.10.6 domestic and international after-hours reservations or emergency travel arrangements; and

5.1.10.7 reimbursement of travel expenses, subsistence allowances and travel advance.

5.1.11 International trips undertaken by the Municipal Manager must be approved by the Mayor or the Council.

5.1.12 The above notwithstanding, the Transport Allowance Committee, consisting of General Managers and chaired by the CFO shall be mandated to scrutinize applications referred and recommend to the Municipal Manager to approve or not approve participation in the scheme upon receipt of sufficient and reasonable evidence that an incumbent qualifies in terms of the rules of the policy, subject to affordability within the policy of the Municipality provided that their position require official travelling on a regular basis at an average of 1000km per month and where no official Municipal vehicle is available to be utilized. If a Transport Allowance Committee does not exist, this must be undertaken by the CFO.

6. RESPONSIBILITIES OF REPRESENTATIVES / GUIDING PRINCIPLES

6.1 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 interest of the municipality, and that they must comply with any specific mandates they have been given.

6.2 No official transport will be made available to employees who receive a fixed transport allowance for the execution of their official duties, except where required for emergency operational activities.

6.3 Employees who receive a fixed transport allowance are responsible for the full cost of maintenance, insurance, licensing, and registration of their private vehicles. The choice and type of vehicle to be used by an employee who receives a fixed transport allowance should comply with the purpose and requirements for the execution of the employee's official duties.

6.4 To qualify for a fixed transport allowance, employees should be in possession of a valid driver's license.

6.5 Employees with physical disabilities who cannot qualify for a valid driver's licence in terms of the National Road Traffic Act, 1996 (Act No 93 of 1996) who qualify for a travelling allowance by nature of their job/position will qualify for a fixed transport allowance, subject thereto that they utilize a private vehicle and driver for purposes of official journeys and on condition that the Municipality is indemnified from any claims that might result from this arrangement.

6.6 An employee who receives a fixed transport allowance (excluding employees responding to emergency operational activities) will only be allowed to travel as a passenger with official transport of the Municipality should circumstances deem it necessary that an employee who is not incumbent to a fixed transport allowance has to travel to the same event and location with an official vehicle.

6.7 Consistent with the Municipality's performance monitoring and evaluation objectives, the Municipal Manager will ensure that a database of all representatives and official training is kept.

6.8 Any Councilor must have the approval of the Executive Mayor or his delegate for the attendance of events for which compensation is claimed. Any staff member must have the approval of the Director or his delegate and any Director must have the approval of the Municipal Manager or his delegate for the attendance of events for which compensation is claimed. Claims are only payable if sufficient provision is made for it on the budget.

6.9 Any claim must be submitted on official claim form with the necessary vouchers where specific expenses are claimed. Any claim containing false information will lead to disciplinary steps being instituted and payments thus made may be recovered from any money payable by the Municipality to the person who submitted the claim.

6.10 Further, sufficient documentation must be attached to the application for the trip e.g., official invitation, agenda or program, itinerary, details of sponsor and amount, etc.

6.10.1 ***Local Sponsored Trips***

- A trip shall be regarded as sponsored when the full/ partial cost of the trip is borne by an institution other than the Municipality. Such sponsored proportion of the total cost of the trip must be declared in the application for the trip.

- Traveling and Subsistence payable by the Municipality will be calculated as the difference between the amounts claimable per this policy less the monetary value of the sponsored amounts.

6.10.2 ***International Sponsored Trips***

- A trip shall be regarded as sponsored when the full/ partial cost of the trip is borne by an institution other than the Municipality. Such sponsored proportion of the total cost of the trip must be declared in the application for the trip.

- Traveling and Subsistence payable by the Municipality will be calculated as the difference between the amounts claimable per this policy less the monetary value of the sponsored amounts.

6.11 In the event where more than one employee who receives a fixed transport allowance have to attend the same meeting, seminar, congress, workshop, training course or any other event that the employees have to attend in their official capacity for which prior written approval has been obtained, all efforts should be made to minimize the costs for the Municipality by travelling together in one vehicle, minimizing overnight stay where possible, etc. Under these circumstances, only one claim may be submitted to re-imbursement the owner of the vehicle whose vehicle was used.

6.12 An employee who receives a fixed transport allowance will not be allowed to claim for any official journeys undertaken within a 80-kilometre radius of his/her work centre.

6.13 An employee who receives a fixed transport allowance and who is requested by written instruction by the Municipal Manager or his/her superior to be available for the performance of standby duty outside his/her normal working hours will not be allowed to travel with an official emergency vehicle between his/her residence and place of work.

6.14 A claim for subsistence and travelling cannot be made at the Municipality as well as another institution for attending the same event. Such action shall lead to disciplinary action. Every representative who travels on the business of the Municipality must comply with this policy in letter and in spirit.

6.15 Accommodation, flights and vehicle rental arrangements will be based on the most cost-effective option in relation to the proximity of the venue, traffic, availability and other cost factors. Due to impracticality, the stipulations of the Supply Chain Management Policy may be disregarded in this matter.

6.16 This policy must be read with the Cost Containment Policy.

6.17 Consistent with the Municipality's performance monitoring and evaluation objectives, the Municipal Manager will ensure that a database of all representatives and officials travelling is kept.

7. SUBSISTENCE AND TRAVEL ALLOWANCE

7.1 A subsistence and travel allowance is an amount of money paid by the Municipality to an official to cover the following expenses:

7.1.1 Meals

7.1.2 Incidentals such as refreshments, snacks, drinks and newspapers

7.1.3 All business-related expenses

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

8. ENTITLEMENT TO SUBSISTENCE AND TRAVEL ALLOWANCE

8.1 A representative may claim a daily subsistence allowance as provided in this Policy with the understanding that all authorized personal expenses are covered by the subsistence allowance. No further expenses may be claimed.

8.2 The subsistence allowance may be claimed without the representative having to furnish proof of expenses.

8.3 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 separately 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.

8.4 A representative of the Municipality must claim his or her subsistence allowance, as provided in this Policy, after embarking on any official trip in order to facilitate a timeous payment, the claim must include the attendance register to verify that the representative did undertake the trip. No claims will be processed without attaching the attendance register or any official documentation that proves that the trip occurred. Official documentation may include but not limited to, attendance registers, acknowledgment letter and/or authorisation letter signed by the HOD.

8.5 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. All travel on business of the Municipality must be approved as such before a representative is entitled to a subsistence allowance.

9. CLAIM PROCEDURES

9.1 The following procedures are to be followed in order for all travel and subsistence claims:

9.1.1 The official travel and subsistence claim form of the Municipality must be completed by the claimant so that the accommodation arrangements and payment therefore can be done;

9.1.2 Flight tickets and/or alternative transport arrangements can be done or payment can be made;

9.1.3 For any motor vehicle hire arrangements to be done or paid for:

(a) The necessary supporting documentation (invitation, agenda, Purpose of the trip, attendance register etc.) must be attached to the claim form.

(b) The claim form must be approved by the necessary HOD and signed by the Municipal Manager or his delegate.

9.1.4 The completed and approved claim form must then be submitted to the Finance Department for payment 3 (three) Days before the event occurs, in order to provide sufficient time for the Financial Manager to have enough cash available. A register with the Clerk processing the claims must be completed when a claim is submitted. The claim will be numbered and the Financial Manager will only be held responsible for claims written into the register.

9.2 It is the duty of each claimant to ensure that his/her claim reaches the Finance Department timeously.Claim forms that have not been completed correctly (all relevant fields completed, documentation attached or approved by HOD and Municipal Manager or his delegate) cannot be processed and will be returned to the relevant claimant.

10. CLAIM TARIFFS

10.1 *Privately owned vehicles / Public transport*

10.1.1 Employees who are required to travel, will make use of the Municipality provided vehicles or privately-owned transport.

10.1.2 Employees may make use of public transport (i.e. train, taxis, municipal bus services, Uber, etc.) if it is safe, practical and more cost effective than the cost of car rental or shuttle services.

10.1.3 If the employee decides to make use of public transport (e.g. train, taxis, municipal bus services, Uber, etc.), the Municipality has the responsibility to exercise a "duty of care" in managing and mitigating the risks to officials, operations, business continuity, reputation, and safety.

10.1.4 The employee may be reimbursed when making use of public transport for official business with prior authorisation of the official business trip.

10.1.5 The employee must submit a receipt as proof of payment.

10.1.6 When an official is required to make use of his or her private vehicle for official business purposes, the official must obtain travel authorisation prior to commencing with the journey, if the use of the private vehicle will save time and reduce costs. Such authorisation may be granted for a specific period of time based on a work plan or as agreed to with the delegated authority.

10.1.7 In cases where an official travels to an official business event in his or her private vehicle without prior approval, the Municipality may not reimburse the official.

10.1.8 Under no circumstances may institutions pay fuel advances for the use of privately owned vehicles.

10.1.9 The total travelling distance to be reimbursed will be based on the shortest acceptable route per the AA route maps available from their website at www.shellgeostar.co.za and will be measured as the lesser of:

- The return distance in kilometers form the municipal head office in LEKWA TEEMANE to the destination per the claim form, or

- The return distance in kilometers from the point of departure to the destination per the claim form.

10.1.10 Any additional travel (of a private nature) will be for the cost of the employee.

10.1.11 When using rental vehicles or council vehicles where the petrol card is not working or damaged, the petrol slip will have to be signed by the relevant Department Head and the Municipal Manager. This will serve as proof that the slip is valid.

10.1.12 After authorization, the slip mentioned in 9.1.4 must be forwarded to the Finance Department for payment

10.2 ***Other incidental expense***

10.2.1 The following expenses incurred must be paid for directly by the claimant and reclaimed from the Municipality upon presentation of appropriate supporting documentation:

10.2.2 Toll fees;

10.2.3 Parking fees;

10.2.4 Entertainment: and Petrol slips of rental vehicles.

10.3 ***Overnight accommodation***

10.3.1 The following flat-rate option is available in cases where overnight accommodation is required for trips away from the office:

10.3.1.1 A flat rate of R 950.00 per night can be made into the claimant's bank account to offset all accommodation costs including breakfast.

10.3.1.2 The actual cost of bed and breakfast in a hotel/guest house may not exceed a maximum of R 1 450.00 for the accommodation if the option above was not picked and the claimant will be responsible to submit relevant supporting documentation (i.e all invoices related to the expenditure incurred) to initiate a reimbursement.

10.3.2 Failure to provide this supporting documentation, no reimbursement will be provided for.

10.3.3 In an instance whereby an advance payment is made to the claimant, upon return

10.3.4 from the official trip, the claimant must submit to Finance Department the following to be attached to the clam form:

10.3.4.1 an attendance registers and/or an acknowledgment letter

10.3.4.2 invoices pertaining to all accommodation and incidental costs

10.3.5 Failure to provide the above, will lead to the advance payment be deducted from the claimant's salary.

10.3.6 .At the discretion of the Municipal Manager or his delegate, in exceptional cases, with due consideration of the circumstances, payment can be made to the hotel/ guest house directly by the Municipality in those circumstances where the available accommodation is more costly than the flat rate allowed.

10.3.7 Hotel reservations will be made by the Municipality directly. It is however the duty of each claimant to confirm hotel reservations before departure as the Municipality will not be held accountable for any mistakes.

10.3.8 Claim forms must be approved and submitted to the Finance Department at least 3 working days before departure in order to facilitate timely payment and confirmation with the hotel. Payment of claims submitted later than 3 days before departure cannot be guaranteed and this could lead to difficulties as far as confirmation of bookings are concerned.

10.3.9 The claimant is duty bound to submit the signed tax invoice received from the hotel/guest house (received on departure) to the Finance Department within 5 days of return to the Municipality. Failure to do will lead to the deduction of the full amount from the claimants following monthly payslips.

10.3.10 Any official or councillor of the Municipality must submit to the Finance Department, their travel and subsistence allowance claim two working days before the day on which they are expected to undertake the trip. This is in done in order to accord the Finance Department sufficient time to conduct budget checks and cash flow availability, and to initiate process to pay on time

10.3.11 All official trips, before being undertaken by any municipal official, must be fully authorized by away of obtaining all authorization signatures from the Director of the end user department, the Chief Financial Officer for budget checks and cashflow availability and or the Accounting Officer. Any official of the Municipality who undertakes a trip before being fully authorized to do so by obtaining all authorization signatures will be personally liable for costs incurred and the Municipality will not be expected to make any payment in relation to that trip. This is done in order to avoid trips being undertaken when the budget and cashflow are insufficient which results in an increase in unauthorized expenditure and to also aid in implementation of cost containment measures.

10.3.12 All municipal officials who undertakes official trips MUST, within 10 working days from the last day of their attendance, furnish the Finance Department with signed attendance registers to support their travel and subsistence claim payment vouchers. Failure to adhere to this will result in the Finance Department being empowered by this policy to deduct the amount in full from the salary of the affected official. In a case where the attendance register is not signed in full, the Finance Department is will deduct from the salary of the affected official the amount in proportion to the dates not signed for in the attendance register. This is done in order to avoid abuse of travel and subsistence allowances.

10.3.13 Officials must use common transport if travelling to same destination for official trips. Any official who chooses not to adhere to this when there is space available will be personally liable for their travelling costs.

10.3.14 Departmental Heads are liable for ensuring value for money on any trip to be undertaken, that is, they must determine the seriousness and need for the trip or training / workshop to be attended, relevance of officials to attend and curb the number of attendees to a minimum to assist the Municipality in avoiding fruitless expenditure.

10.3.15 Due to the current dire financial situation of Lekwa-Teemane LM, all candidates invited for interviews will not be entitled to claim any travelling or incidental costs from the municipality

10.3.16 When an employee is required to stay overnight and the R 950.00 per day option was not chosen, or the hotel and guest house does not provide supper, a daily allowance of R200.00 will be paid to the employee. This allowance will cover the following:

(a) Lunch;

(b) Dinner; and

(c) Beverages.

10.3.17 Payment for overnight accommodation will be at the discretion of the Municipal Manager or his delegate with due consideration of the circumstances of each claim.

10.4 ***Daily expenses***

10.4.1 A flat rate of R 200.00 (three hundred rands) per day is allowed for all travel that is required in the execution of official duties that will take the claimant beyond a 100 km radius travelling from the municipality’s head office.

10.4.2 The allowance shall cover the following:

10.4.2.1 Lunch; Beverages; and

10.4.2.2 Any incidental costs (toll gate, parking fees)

10.4.3 No claims for travel or daily expenses for distance shorter than the 60 km radius will be considered.

10.4.4 Inconvenience claims for travel will be limited to an amount R200.00 (Two hundred rands) for being out of the office the entire day (eight working hours).

10.5 ***International travel***

10.5.1 A flat rate of $195 (one hundred and ninety-five dollars) per day outside the borders of the Republic of South Africa is allowed.

10.5.2 The amount of days to be paid for is limited to those days actually outside of the borders of the Republic of South Africa and limited to those days actually utilized for the performance of duties on behalf of the Municipality (reasonable travel time included). All additional days taken for private purpose will not be paid for by the municipality.

10.5.3 This daily flat rate is meant to offset all costs incurred (meals, travel, accommodation, etc.) on a daily basis and not further claims will be considered.

10.5.4 The total USA Dollar value of the claim will be paid to the claimant in Rand value at the current R/$(USA) exchange rate at the time of submission of the claim.

10.5.5 All bookings for air travel will be done by the Municipality. The Municipality's responsibility will be limited to the cost of an economy class return ticket. All costs in excess of an economy class return ticket will be the responsibility of the claimant. It is the duty of the claimant to confirm bookings made before departure as the Municipality will not be held liable for any errors.

10.5.6 Traveling cost such UBER or similar/taxi/train/bus between the airport, accommodation and venue will be refunded by the Municipality provided if satisfactory written proof and invoices are submitted for costs. Claims should be submitted for payment within 30 days after travel.

10.5.7 Council will reimburse the costs of visas for countries to be visited in accordance with the official visit.

10.5.8 Before a delegate leaves South Africa, the travel agency normally utilized by Council may be requested to submit substantiating proof should the delegate believe that the subsistence allowance mentioned herein will not be enough for subsistence costs in the country to be visited. The Municipal Manager must approve such higher allowance before the delegate leaves the country.

10.6 ***Car rentals***

10.6.1 Should a delegate of the Municipality have to attend a seminar/congress/meeting and travels by air, train or bus to the destination, a vehicle may be rented from an acknowledged vehicle hire company for official journeys regarding the seminar/congress/meeting, subject to the following conditions:

10.6.1.1 All bookings will be made by and paid for by the Municipality directly.

10.6.1.2 Only travelers with a valid South African drivers' licence may rent a vehicle.

10.6.1.3 The Municipality's liability will be limited to kilometers / days required by the claimant in the execution of duties for and on behalf of the municipality. All costs incurred in excess of the allowed kilometers / days will be for the account of the claimant.

10.6.1.4 Further, 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 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.

10.6.1.5 The standard vehicle class that will be obtained by the Municipality will be a Class B vehicle (air-conditioning and power steering). Any requirements for a class higher than Class B will be at the discretion of the Municipal Manager, but limited to no higher than a Class D vehicle.

10.6.1.6 If there are more than four attendees (delegates and spouses), two vehicles or a microbus, may be rented.

10.6.1.7 Delegates may use the rented vehicle for private journeys in the vicinity of the seminar. However, private journeys exceeding the free kilometres/day (maximum provided by the rental company) provided by the rental company will be for the account of the delegate using the vehicle and will be deducted from the salary of the delegate using the vehicle as such.

11. LEGAL REQUIREMENTS

11.1 In terms of section 66 of the MFMA, the accounting officer of the Municipality must report to the Council, in the format and for the periods prescribed, all expenses relating to staff salaries, allowances and benefits, separately disclosing (inter alia) travel, subsistence and accommodation allowances paid.

11.2 Claimants will be held liable for any unauthorised expenses as well as expenditure where there is not acceptable documentary proof.

11.3 If overnight accommodation is paid for by the Municipality directly to the hotel/guesthouse, the claimant is duty bound to submit the signed tax invoice received from the hotel / guest house (received on departure) to the Finance Department within 5 days of return to the Municipality. Failure to do so will lead to the deduction of the full amount from the claimants following the monthly payslip.

11.4 In any instances where this policy is contrary to any act or legislation of the Republic of South Africa, the act or legislation shall take precedence.

12. REPAYMENT OF CLAIMS

12.1 Should a meeting or trip be cancelled for which a claim has been submitted, the relevant Head of Department must immediately be informed.

12.2 If any employee is delegated to attend seminars, workshops or meetings and has received the necessary allowances and is prevented from attending due to whatever reason, all monies shall be paid back immediately, after the matter has been assessed. If the delegate fails to do so, the monies shall be deducted from the salary of the employee concerned. If this is not done, disciplinary action will proceed and the expenditure will be classified as fruitless expenditure.

Delegates to any seminars, meetings or workshops must ensure that they arrive on time and attend until conclusion of such event. If they fail to do so, Council will take the necessary actions to recover all expenses incurred to enable the employee to attend such event, provided that such an employee be afforded the opportunity to present reasons for not being able to attend the event from commencement to conclusion.

13. **DELEGATION OF POWERS**

13.1 This policy should be applied with due observance of the municipality's policy with regard to delegated powers. Such delegations refer to delegations between the Council and the Municipal Manager as well as between the Municipal Manager and other responsible officials. All delegations in terms of this policy must be recorded in writing.

14. **IMPLEMENTATION OF THIS POLICY**

14.1 This policy will be effective from the date of approval by Council

14.2 The implementation of this policy cannot be backdated and all sections thereof will only be implemented from date of approval.

14.3 Adjustments to the policy shall take place under the following circumstances:

14.3.1 Should the Municipality's approach to the policy change;

14.3.2 Should new legislation and/or regulations require adjustments to the policy;

14.4 Adjustments to the inflation rate should be considered annually with the operational budget.