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# DIKGATLONG MUNICIPALITY

Policy Payment of Travel and Subsistence for Councillors and Officials



APPROVED AND ADOPTED IN MAY 2014

**PAYMENT OF TRAVEL AND SUBSISTENCE FOR COUNCILLORS AND OFFICIALS**

**1. REFERENCE**

This Policy should be read in conjunction with any of Council approved related policies, practices, and standard operating procedures addressing specific issues essential for a full understanding of this policy, and which are not dealt with adequately herein.

**2. Application**

This policy applies to-

- 2.1. All Councillors of Dikgatlong Municipality; and
- 2.2. All Officials of Dikgatlong Municipality.

Who are travelling on official business, seminars, conferences, training, workshop, Wellness Campaign, etc. and as such are formal representatives of Dikgatlong Municipality

**3. Travelling Expenses**

3.1. In all the cases the most practical and economical mode of transport must be used, taking all factors into consideration, as determined by the Mayor or the Municipal Manager or their nominees.

3.1.1. Only travelers with a valid South African Driver's License may hire Vehicles, where the traveler who is not in possession of such license hires a vehicle, he or she may be held personally liable for all damages and may be subject to disciplinary action by Council;

3.1.2. Type of vehicle

-For all other travelers as individuals or a group of up to 4 (4) persons: Group B (16000CC ENGINE CAPACITY, WITH AIR CONDITIONING)

-A Group of 5 (FIVE) OR MORE TRAVELLES: GROUP Z (MICROBUS).

3.2 When travelling by air:

3.2.1 Corporate air miles accumulated through loyalty programs must be used to acquire air tickets.

3.2.2 Whenever feasible air travel must be properly planned to ensure that restricted airline tickets are used as opposed to the more expensive flexible tickets.

3.3. The boundaries of Dikgatlong Municipality shall be used to determine payment for travel outside such boundaries by means of private transport for Councillors and officials; the applicable running cost rates per Annexure to Transport Circular No 1 OF 1977 (Transport Handbook on Tariffs for the use of Motor Transport) as amended on a monthly basis, will be paid to compensate the individual.

3.4. Running cost rate per kilometer will be calculated from the place of residence.

3.5. Where more than one person uses the same private transport, the applicable travelling allowance is payable only to the owner or driver of such private transport. Where Councillors and /or staff are travelling to the same meeting/ destination travelling allowance will only be paid for a second vehicle if *four (4)* or more persons are travelling, and a third vehicle if *six (6)* or more are travelling etc.

3.5 The provisions of clause 3.5 will not apply to the mayor. He/she may travel alone.

#### 4. SUBSISTENCE COSTS

##### 4.1. Overnight Stays

When travelling to a destination where the distance to and from the destination exceeds 500km's outside the boundaries of Dikgatlong Municipality the following may be claimed:

##### 4.1.1. Accommodation

4.1.1.1. A FIXED DAILY Accommodation allowance of R500-00 for per night that is slept out, inclusive of breakfast, lunch and supper.

**Plus:** Day Allowances as in 4.1.2.1

No additional reimbursement will be paid in respect of accommodation and meals, as this amount are intended to cover all expenditure incurred;

## OR

4.1.1.2. Actual expenditure related to stay in accommodation (Bed & Breakfast), **but restricted to:** - Accommodation for domestic travel equivalent to a tariff charged by a three star grading by South African norms,

##### 4.1.2. Day/ Meal Allowances

4.1.2.1. **Day Allowances:** R100 Per day out of office- Excluding day journeys/ trips (notwithstanding clause 4.2);

Provided that proof is supplied, the following allowances will be paid:

4.1.2.2. **Breakfast:** Included with accommodation; if not included R100,00.

4.1.2.3. **Lunch:** R125-00; and

4.1.2.4. **Dinner:** R150.00 per night that is slept out;

4.1.2.5 At least three quotations must be obtained for all accommodation.

4.1.2.6 Claims for meals is prohibited if the hotel rate already includes dinner and/or breakfast or if the conference fee includes lunch and/or dinner.

4.1.2.7 Payment of all meal expenditures must be furnished by means of receipt/slips upon return of the individual.

4.1.2.8 The total amount that may be claimed per day is R 1 300,00; this includes all expenditure in this paragraph.

#### 4.1.3. Miscellaneous Expenses

4.1.3.1. Parking Fares: Subject to proof being provided

4.1.3.2. Toll fees: Subject to proof being provided

4.1.3.3. Taxi/ bus fares: Subject to proof being provided

#### 4.2. Day Journeys/ Trips

When travelling on official duty of Dikgatlong Municipality in circumstances not requiring the night to be spent away:

4.2.1. A fixed allowance of R100 per day will apply for trips if the distance travelled exceeds 100km outside the boundaries of Dikgatlong Municipality.

4.2.2 A fixed allowance of R50 per day will apply for trips if the distance travelled is less than 100km outside the boundaries of Dikgatlong Municipality.

#### 4.3. ADVANCES

4.3.1. Advances may be paid for official journey but must be reconciled immediately after returning from a trip.

4.3.2. Advances will only be paid with regard to kilometers claimed with reference to the trip. These advances should be used to pay for any other claims eg. Subsistence, which again may be claimed after returning from the trip.

#### 4.4. Overseas Journeys

4.4.1. When travelling in countries other than in South Africa on specially authorized Council business, the expenses actually incurred for accommodation and official transport, plus the special daily allowances as reflected in the current Department of Public Services and Administration's (DPSA) financial Manual (at the higher rate), will be payable. In addition, dry cleaning and laundering expenses may be paid on production of proof of such actual expenditure.

4.1.2. The special daily allowance is to cover all meals, transport for private use and other incidental costs, which are incurred but shall not cover

4.4.2.1 Transport costs to and from official meetings; and

4.4.2.2. Official telephone/fax/internet calls.

4.4.3. No additional claim in respect of such costs will therefore be paid,

4.4.4. Quotations must be submitted to determine the most suitable carrier. All alternatives should be considered.