



## EMTHANJENI LOCAL MUNICIPALITY TRAVEL AND SUBSISTENCE ALLOWANCES POLICY

### A : NATIONAL TRAVEL WITHIN THE BOUNDARIES OF THE REPUBLIC OF SOUTH AFRICA

#### 1. APPROVAL

In accordance with the delegated powers, the approval of the attendance of meetings is vested in the Municipal Manager for workshop, seminars, conferences, congresses and similar events and special visits which are in the interest of the council, provided that the necessary funds are available.

(i) Approval by Municipal Manager

For attendance by:

- Mayor
- Councillors
- Directors

(ii) Approval by Chief Financial Officer

For attendance by Municipal Manager and officials in the finance directorate . If the Municipal Manager is absent the Chief Financial Officer will sign forms on his/her behalf.

(iii) Approval by Directors

For attendance by officials in the directorate

#### 2. ALLOWANCES

##### 2.1 Subsistence Allowances

(a) Allowances Payable :

	<b>Overnight Subsistence Allowances per day or part thereof</b>	<b>Day allowances (no overnight) per day or part thereof</b>
(i) Mayor, Speaker, Councillors, Municipal Manager, Directors, Senior Managers .	*R 208,00	R 63,00
(ii) All other officials	*R 208,00	R 63,00
(iii) Applicants for personnel vacancies in:		
(a) Groups (i) above	R000,00	R00,00
(b) Groups (ii) above	R000,00	R00,00
* Breakfast= R50(leaving before 6h00 am); Lunch = R 75 and Supper = R 83(returning after 18h00 pm)		

- (b) that where expenses are supported by documentary proof, the actual costs be payable in all instances under (a)
- (c) that expenses shall consist of the cost in respect of accommodation, meals, parking and tollgate fees(an approved route must be submitted), excluding expenses for alcoholic beverages, private telephone calls and entertainment;
- (d) that subject to submission of documentary proof and attached to the application for subsistence allowance before departure, payments shall be made directly to a hotel or travel agency for accommodation costs. Further approved expenses incurred by a delegate may be claimed for reimbursement on return;
- (e) That in the event that the Mayor, Speaker, Councillors, Municipal Manager and Directors have to attend emergency meetings on behalf of the municipality, where proof is not immediately available the Municipal Manager be allowed to approve such trips. The Chief Financial Officer will sign the claim form of the Municipal Manager. **All other trips where no invite is involve, will simply require a motivation from the Councillor, Municipal Manager, Directors and Senior Managers.**
- (f) All claim forms to be submitted seven(7) days before the actual trip, to the Director for finance or his/her nominee.
- (h) For private lodging(staying with family etc) a maximum amount of R220.00 will be paid.

## 2.2 Travelling Cost

- (a) Travelling

(i) Mayor, Speaker, Councillors, Municipal Manager, Directors, Senior Managers . <b>(Air Travelling)</b>	Actual costs of an economy class air ticket of SAA or applicable other airline payable to the stipulations under paragraph (b). SAA being the preferred airline.
(ii) Other officials	As above, or travelling method as approved by the Chief Financial Officer.
(iii) Where <b>private motor vehicle is used</b>	
(a) when a monthly transport allowance is received.	Tariff as determined by SARS (non taxable SARS limit)
(b) when a monthly transport allowance is not received.	Tariff as determined by SARS (non taxable SARS limit) <b>Currently R 2.92c@ km</b>
The Department Transport tariffs may be applicable for employees with such contracts.	
(iv) If persons in paragraph (i) and (ii) are accompanied by each other, when travelling by private vehicle, the allowance payable will only be applicable to the person who supplies the motor vehicle.	

- (b) that all airfare be in the account of the Emthanjeni Local Municipality. An account for this purpose be opened at a travel agency and the following procedure for air travel, be followed, namely :
- (i) Municipal Manager and Directors within the delegated powers;
- (ii) an official airfare order form will be requested by the relevant Departments and issued by the Department of the Director for Finance;
- (iii) bookings will be done by Departments and the order form will be submitted to the travel agency as authorization;
- (iv) an invoice will be issued by the travel agency for payment.
- (v) or alternatively bookings may be made directly with the airline.

## 2. CAR RENTAL

(a) The following category vehicles are approved for car rental from airports :

- Category F - Mayor, Speaker and Municipal Manager  
 Category B - Directors and Councillors  
 Category A - All other officials

(b) All reservations for car rentals will be done by the office of the Chief Financial Officer at a car rental agency or the relevant travel agency, on a quotation basis and be arranged prior to departure.

### 2.3 Nomination by a Third Party or Institution

The abovementioned will be applicable (points 2.1, 2.2 and 2)

## B : INTERNATIONAL TRAVEL

### 1. APPROVAL OF FOREIGN VISITS(Approved by the Council)

#### 1.1

(i) Approval by Municipal Manager

For attendance by:

- Mayor
- Councillors
- Directors

(iv) Approval by Chief Financial Officer

For attendance by Municipal Manager and officials in the finance directorate. If the Municipal Manager is absent the Chief Financial Officer will sign forms on his/her behalf.

(v) Approval by Directors

For attendance by officials in the directorate

## 2. ALLOWANCES

Mayor, Speaker, Councillors, Municipal Manager, Directors, Senior Managers and all officials :

### 2.1 Nomination by Council to represent the Emthanjeni Local Municipality

(i) *Where a delegate is responsible for his own cost in respect of accommodation*

- Fixed amount for incidental expenses US \$350
- Allowance US \$ 190 per day or part thereof
- Airfare :

(i) Mayor, Speaker, Councillors, Municipal Manager, Directors, Senior Managers .	Actual cost of business class air ticket when travelling time is more than ten hours, payable to a travel agency for the account of Emthanjeni Local Municipality
(ii) Other officials	Actual cost of economy class air ticket payable to a travel agency for the account of Emthanjeni Local Municipality. Business class must be specially motivated to Municipal Manager

(ii) *Where all cost in respect of accommodation, transport, etc. is payable by Council*

- Fixed amount for incidental expenses US \$350
- Allowance US \$ 130 per day or part thereof
- Airfare :

(i) (i) Mayor, Speaker, Councillors, Municipal Manager, Directors, Senior Managers .	Actual cost of business class air ticket when travelling time is more than ten hours, payable to a travel agency for the account of Emthanjeni Local Municipality
(ii) All other officials	Actual cost of economy class air ticket payable to a travel agency for the account of Emthanjeni Local Municipality. Business class must be specially motivated to Municipal Manager

## 2.4 Nomination by a Third Party or Institution

Subject to written confirmation of tariffs payable by the third party or institution concerned, the following policy will be applied :

- (i) *Where Council is requested to bear all cost in respect of accommodation, transport, etc.*
- The policy as reflected in 2.1(i) or (ii) above, will be applied.
- (ii) *When only part of the cost in respect of accommodation and travel is borne by the third party or institution, and Council is requested to subsidize part of the costs.*
- The difference between the allowances payable by the institutions and the tariffs as reflected in 2.1 above.
- (iii) *Where the third party or institution is responsible for all cost in respect of accommodation and transport and not further subsistence allowances are paid to delegates.*
- Fixed amount for incidental expenses US \$350
  - Allowance US \$ 30 per day or part thereof
- (iv) *If all cost is borne by the third party or institution and additional subsistence allowances are paid to the nominees*
- Fixed amount for incidental expenses US \$350