

**MSUKALIGWA LOCAL MUNICIPALITY TRAVELLING  
TRANSPORT AND SUBSISTANCE POLICY  
2023 – 2024**



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## **POLICY REGARDING TRANSPORT AND SUBSISTANCE ALLOWANCE PAYABLE TO COUNCILLORS AND OFFICIALS**

Council accepts a policy of transport and subsistence costs for the attendance of officials visits will be paid in accordance with the stipulations as set out below:

### **1. DEFINITIONS**

For the purpose of this policy, the following words will have the meanings as indicated:

- 1.1 "Council" means the Council of Msukaligwa Local Municipality and "Councillor" means a Councillor elected to serve on the Council.
- 1.2 "Msukaligwa boundaries" means the area determined by the National Demarcation Board for the Municipal Area known as (MP 302) Msukaligwa.
- 1.3 "Departmental Head" means any employee employed as a Director by the Municipality.
- 1.4 "Deputy Departmental Head" means any employee previously employed as a Deputy Director by the Municipality.
- 1.5 "Assistant Departmental Head" means any employee employed as Assistant Director by the Municipality.
- 1.6 "Delegate" means any Councillor or any official that received permission to attend an official visit as contemplated in section 2 of the policy.
- 1.7 "Official visit" means the attendance of meetings, seminars, workshops, training courses or any other event that a delegate attends in his/her official capacity for which prior approval has been obtained, and includes the attendance of meetings of institutes by Councillors and/or officials that have been selected to serve on the management structures of those Institutes.
- 1.8 "Vehicle allowance scheme" means the vehicle allowance and loan agreement scheme published in Government Gazette 1221 of 22 December 1989 (referred to as the "old scheme) and / or the vehicle allowance agreement reached between the South African Association of Municipal Employees (SAME) and the Municipal Employers Organisation (MEU) on 9 September 1993 (referred to as the "new scheme") whichever may be applicable.
- 1.9 "Negotiated transport allowance" means the allowance negotiated by incumbents employed as Municipal Manager, Deputy Municipal Manager and Directors on a fixed term performance contract.
- 1.10 "Fixed transport allowance" means the allowance intended for incumbents of the posts of Departmental Head, Deputy Departmental Head and Assistant Departmental Head. These incumbents received a monthly vehicle allowance in terms of the vehicle allowance scheme as a perquisite in other words the allowance is seen as an additional income and a customary right or privilege applicable to incumbents in these posts.
- 1.11 "Fixed average journey distance per month" means the distance in kilometers on which

a monthly transport allowance was based for a particular post on or before 5 December 2000.

- 1.12 "Ad hoc transport allowance" means the allowance payable on any official not receiving either a fixed, running or negotiated travelling allowance, but who are requested to use a private transport in the execution of his/her duties.

## **2. APPROVAL**

- 2.1 Official visits outside the Msukaligwa boundaries will subject to the approval of the Head of Department.
- 2.2 Official visits by the Municipal Manager need approval by the Mayor or Acting Mayor, and the CFO will sign for the authorization of payments.
- 2.3 The Speaker must sign the S&T for the Councillor and the authorization of payment will be done by the Municipal Manager or his nominee.
- 2.4 Officials using Council vehicles must not claim for the S&T.
- 2.5 The attendance of seminars and conferences will, notwithstanding the above, be subject to the Council's policy for the attendance of seminars and conferences by Councillors and officials.

## **3. TRAVELLING ALLOWANCE**

### **3.1 PRIVATE TRANSPORT**

#### **3.1.1 Councillors receiving a fixed travelling Allowance**

3.1.1.1 Reimbursement for actual kilometers travelled from place of work in respect of the performance of official functions on behalf of the municipality within and outside the jurisdiction of Msukaligwa in accordance with the tariffs presided by the Department of Transport for use of privately owned vehicles for official kilometres travelled,

3.1.1.2 The reimbursement of the official kilometers travelled within the jurisdiction of the Municipality shall be paid in line with the definition of the place of work for the respective Councillor. Therefore the definition of the place of work shall be defined as follows:

- i) Full-time councillors who are allocated offices at the municipal precinct shall have their ordinary place of business at the municipal precinct;
- ii) Part-time Proportional Representative Councillors shall similarly have ordinary place of business at the local municipal precinct.
- iii) Part-time Proportional Representative Councillors deployed to a specific ward shall have their ordinary place of business in that particular ward.
- iv) Part-time Ward Councillors shall have their ordinary place of business at their respective wards (ward office/home).

3.1.1.3 The reimbursement of the official kilometers travelled outside the jurisdiction of the Municipality shall be calculated as the place of work defined above and the municipal head office whichever is the shortest.

#### 3.1.1.4 Qualification Requirements or Entitlement to a reimbursement for Travel

3.1.1.4.1 All travel on business of the municipality must be approved as such before a councillor is entitled to claim for the travel reimbursement.

3.1.1.4.2. A councillor will be reimbursed, in accordance with the kilometre tariff prescribed by the Department of Transport, for official business travel with their private vehicles.

3.1.1.4.3. A councillor will be reimbursed, in accordance with the kilometre tariff prescribed by the Department of Transport, for official kilometres travelled within the municipality to the maximum of **650km** per month and all approved official kilometres travelled outside the Municipality.

3.1.1.4.4. A travel reimbursement claim must be supported by proof of such travel and related documents

3.1.1.4.5. No travel claim will be paid, and no councillor will be entitled to the reimbursement if the travel is not related to the official business of the municipality.

3.1.1.5 Any allowance or transport costs payable to Councillors will be subject to the regulations pertaining to the remuneration of public office bearers as promulgated by the Department of Cooperative Governance and Traditional Affairs in terms of the Public Office Bearers Act, 20 of 1998 from time to time, and will be paid according to the tariffs prescribed by the Department of Transport for use of privately owned vehicles.

#### 3.1.2 OFFICIALS RECEIVING FIXED TRANSPORT ALLOWANCE

3.1.2.1 Reimbursement for actual kilometers travelled from workplace in respect of the performance of official functions on behalf of the Municipality outside the jurisdiction of Msukaligwa in accordance with the tariffs prescribed by the Departmental of Transport for use of private owned vehicles, limited to **2500 cc vehicles in the A-CATEGORY OF TARIFFS.**

3.1.2.2 Reimbursement for actual kilometers travelled from workplace in respect of the performance of official functions on behalf of the Municipality within the jurisdiction of Msukaligwa, but further than 20 kilometers from the workplace, in accordance with the valid AA-tariff for running costs, for use of private owned vehicles, limited to 2500 cc vehicle. Trips from residential address to workplace are excluded.

### 3.1.2.3 Classifying Transport Allowances

For classification purposes, the following forms of transport allowances are identified:

#### **Fixed transport allowance**

This remunerative allowance is intended for incumbents on post level 1-3 on the current grading system. These employees are by nature of their duties involved on a daily basis on either operational or support function level as determined by Council to utilize their private vehicles in the execution of their official duties on a regular basis. These employees are eligible to receive a fixed compensatory allowance based on the following kilometres:

#### **Maximum kilometres allowed**

Post level 1	: Negotiable
Post level 2 and 3	: 850 kilometres

Any employee other than those referred to above who may be required to travel in execution of their duties shall be provided with a municipal vehicle where practicable possible. If the municipality is unable to provide council vehicle an employee will be expected to apply through his or her directorate detailing the need and duration for travelling allowance which shall be assessed by the appointed Travelling Committee and approved by accounting officer. The approval of a travelling allowance shall not exceed a maximum of 650 kilometres per month and the Municipal manager in consultation with the director may revoke the travelling allowance

#### **EMPLOYEES REQUIRED TO USE OWN VEHICLES IN LIEU OF COUNCIL VEHICLE**

This category of employees are those in terms of operational duties and work performance depends on the municipal own vehicle allocated to them. However, the municipality due to financial constraints has not procured those vehicles and therefore as an interim measure the following payment arrangement will be made until council vehicles are allocated:

1. Employees with workstation in Ermelo using own cars shall have kilometres curbed at 1000 km.
2. Employees with workstation in Chressiesmeer and Breyten shall have kilometres curbed at 1100km.
3. Employees with workstation in Davel using own cars shall have 1150 km.
4. Employees with workstation in Lothair using own cars shall have 1300 km.

The difference in kilometers allocation is based on the proximity of each service delivery unit to the main offices.

The tariff for the basic distance allocated to an employee is paid to an employee for journeys within the demarcated municipal area. For journeys travelled beyond 20 kilometres radius paragraph 3.1.2.1 will apply. In these cases a vehicle log book shall be maintained and approved by the Head of Department.

#### **3.1.3 OFFICIALS NOT RECEIVING A FIXED TRANSPORT ALLOWANCE**

"Reimbursement for actual kilometers travelled from workplace in respect of the performance of official functions on behalf of the Municipality, in accordance with the

tariffs prescribed by the Department of Transport for the use of privately owned vehicles, limited to a 2500 cc vehicle in the "A" category of tariffs".

#### 3.1.4 COUNCIL TRANSPORT

Councillors and officials receiving a fixed transport allowance may also make use of one of the Council's pool vehicles as allocated by the Department Corporate Service in which event no reimbursement for travelling costs will be made by the Council.

Council transport may only be utilized by Councillors and officials in case where additional allowances have to be paid for travelling according to section 2.

#### 3.3 OTHER MEANS OF TRANSPORT

If official transport is not available and the person is requested to make use of a taxi, train or bus, real costs will be paid on submission of proof, or that the standard tariff of R1,50 per kilometer be paid if no evidence of cost could be submitted.

#### 3.4 CONDITIONS AND EXCEPTIONS

- 3.4.1 The Council will not incur expenses for more than one vehicle travelling to a particular event, unless extraordinary circumstances prevail in the opinion of the Municipal Manager that warrants expenses to be incurred for more than one vehicle.
- 3.4.2 Should a vehicle of the Council break down during a journey, the delegate shall have the vehicle towed into the nearest garage for the necessary repairs. Provided that should the expenses for the necessary repairs be of a substantial nature, the delegate shall first and foremost obtain the permission of the Municipal Manager for incurring such substantial expense for the repair of the vehicle.
- 3.4.3 That if necessary, the Chief Financial Officer shall provide the delegate with a cash advance for the possible purchase for additional fuel if this becomes necessary during a journey with a vehicle of the Council, as well as provision for tollgate fees. Receipts with date and vehicle registration number must be provided immediately.
- 3.4.4 Where the destination of a Congress/Event is served by National Airways or other Airways, delegates will be entitled to fly to the destination economy class, in which event the following terms and conditions will apply:
- 3.4.4.1 The Council will pay the costs of parking the vehicle of the delegate at the Airport from which departure takes place.
- 3.4.4.2 The delegate will be entitled to lease a vehicle (Class E) from AVIS or any other recognized vehicle hiring company for the

duration of the Congress to travel between the Airport/Hotel and the place of the Congress, at the cost of Council.

- 3.4.4.3 That delegates to a congress be offered in addition to existing policy, to travel to the place where the congress is held, with his own private transport and to receive either the value of a return air ticket or the travelling allowance as per paragraph 3.1 whichever is the lowest, to compensate for the cost incurred by the delegate to travel to and from the place where the Congress is to be held.

Where the delegate to a congress make use of his own private transport, he is not entitled to lease a vehicle as per paragraph but will be reimbursed for the actual kilometers travelled between the hotel and venue of the congress as per paragraph 3.1 up to a maximum of 50 kilometers per day.

- 3.4.5 No other subsistence or travelling allowance or provision will be paid or provided without approval of the Executive Committee on submission of a report with full details and financial implications.

#### 4. SUBSISTANCE

##### 4.1 ACCOMMODATION EXPENSES

- 4.1.1 Accommodation expenses will be payable in terms of paragraph in 4.1.4 below, when it can reasonably expected of an employee to stay overnight during an official visit.
- 4.1.2 No accommodation will be payable for official visit that is no longer than a working day and if it can be reasonably expected of an employee to stay overnight. There will be no accommodation payable for any one (1) day workshop that is 100 kilometers away from the place of work
- 4.1.3 It will be the prerogative of the employee's Department Head to determine whether or not it is reasonable for an employee to stay overnight.
- 4.1.4 If a delegate is required to stay overnight in a hotel/guest house, a maximum amount charged per night in terms of Council's policy on subsistence travelling allowance expenses towards accommodation and meals taken at the hotel/guest house, will be directly to the hotel/guest house. (Arrangements with a hotel/guest house with regard to accommodation and meals must be made prior to the delegate's departure in order that a cheque can be made out to the specific hotel/guest house).
- 4.1.5 The Municipal Manager in consultation with the Chief Financial Officer will determine and revise the amount referred to in paragraph 4.1.4 annually when required with the CPIX as guideline
- 4.1.6 That if a delegate does not make use of hotel/guest house accommodation, an amount may be paid to the delegate to a maximum of 40% of the amount determined as per section

**That if a delegate does not make use of hotel/guest house accommodation; an amount may be paid to the delegate to a maximum of R 452 per day**



4.1.7 That in the event the subsistence allowance in 4.4.4. is exceeded due to circumstances beyond the control of the employee or Councillor, approval for payment be granted in advance by the sole discretion of the Municipal Manager.

For Mayor & Councillors, Council will be able to pay up to 3-star accommodation.  
For Directors and Officials, Council will be able to pay up to 2-star accommodation.

## 4.2 DAY ALLOWANCE

4.2.1 A day allowance of R139 per day for official journeys outside the Msukaligwa boundaries will only payable if an employee is away from his or her workplace longer than 6 working hours.

4.2.2 Day allowance of R139.00 per day for official journeys within the Msukaligwa boundaries will only be payable if an employee is away from his or her workplace longer than one working day

## 5. TRAVELLING AND SUBSISTANCE PAYABLE TO OFFICIAL ATTENDING TRAINING COURSES WHERE SUBSISTANCE OVER WEEKENDS IS NOT PROVIDED

5.1 If an employee, including but not limited to a traffic officer, inspector of licenses, examiner of vehicles, examiner of driver's licenses, learner horticulturist and fireman, attend a training course at training institute (e.g. Traffic Training College) exceeding one week and subsistence over weekends is not provided, then costs towards the provision of subsistence during the week will be paid to the training institution that provides such subsistence costs incurred over weekends according to paragraph 5.2 below.

5.2 Officials referred to in paragraph 5.1 above, will receive an amount equivalent to a bus/minibus return ticket with regard to every weekend for the duration of the course in order to financially assist them with additional travelling and subsistence expenses incurred over weekends.

5.3 An official Council vehicle may only be used for this purpose in exceptional circumstances with the prior permission of the Municipal Manager.

## 6. ALLOWANCE PAYABLE WITH RESPECT TO OVERSEAS VISIT

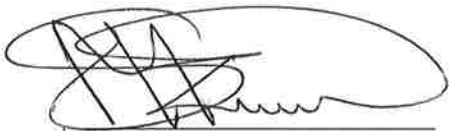
6.1 An allowance of \$80 per day, calculated from the first day of departure will be paid to any Official or councillor travelling overseas on official council business. The amount must however be compared to Provincial Government guidelines in this

regard, and can be revised by Council depending on the exchange rate and the Country that is visited.

## 7. GENERAL

- 7.1 If circumstance necessitates a delegate to incur additional expenses for which provision is not made in this policy, such as toll fees, parking fees, additional meals, etc, the delegate may claim compensation for such expenses on the admission of documentary proof thereof, provided that the Departmental Head/Municipal Manager in the case of an official, or the Speaker, in the case of a councillor, is of the opinion that such expenditure was justifiable.
- 7.2 If more than one delegate attends a specific official occasion, they should insofar possible; travel with one vehicle only the owner of the vehicle used, will be legible to receive reimbursement for travelling costs in terms of this policy.
- 7.3 Should delegates be dependent on conveyance (such as car rental) during their visit, such conveyance costs will be recoverable. (Car rental must be based upon the most economical rates including full insurance).
- 7.4 Airfares will be paid at economic class tariffs and will be payable to the Travel Agency making the reservations.
- 7.5 The day allowance as described in paragraph 4.2 is intended for the financing of personal expenses not provided for in the policy, and no documentary proof for the expenditure thereof is required.
- 7.6 Prior approval for all journeys undertaken outside the Msukaligwa boundaries must be obtained from the Municipal Manager, who will evaluate the necessity of the journey, regardless of the post level of the official involved.
- 7.7 The Municipal Manager, in consultation with the Head of Corporate Services, will be entitled in any case where a dispute arises, to make a final decision regarding the mode of transport to be used based on the most cost-effective option for the Council, i.e. road versus air transport.
- 7.8 All previous policies on travelling and subsistence allowance accepted by Council, as well as all previous Council resolutions in this regard will be rescinded from the date of the Council resolution adopting this policy as the Council's only policy on travelling and subsistence allowance for Councillors and officials. This policy can therefore only be amended by a resolution of Council.

**Authority**



**MR M KUNENE  
MUNICIPAL MANAGER**

03 / 07 / 23  
DATE