

MAGARENG



MUNICIPALITY

MAGARENG MUNICIPALITY TRAVELLING
AND SUBSISTENCE FINAL POLICY
2024/2025 FINANCIAL YEAR

MAGARENG MUNICIPALITY
TRAVELLING AND SUBSISTENCE POLICY

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PART 1: OBJECTIVE

It is essential that representatives of the 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. 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.

This policy sets out the basis for the payment of a subsistence and travel allowance for the purposes of such official travelling.

PART 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 traveling is kept.

PART 3: SUBSISTENCE AND TRAVEL ALLOWANCE

A subsistence and travel allowance is an amount of money paid by the municipality to a representative to cover the following expenses:

- R 250.00 for overnight meals (including reasonable gratuities); the amount will be paid to employees or be included in accommodation bookings.
- R160.00 for daily travelling;
- Supper and Breakfast at the cost of the Municipality;
- Incidentals such as refreshments, snacks, drinks and newspapers; and all business-related travel.

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

PART 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. No further expenses, with the exception of certain business expenses (see below), may be claimed.
- The subsistence allowance may be claimed without the representative having to furnish proof of expenses.
- 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.
- A representative of the municipality must claim his or her subsistence allowance, as provided in this policy, before embarking on any official trip. The subsistence allowance must, in order to facilitate its timeous payment, be claimed at least three working days before the planned trip.

- 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.

- For the purposes of a subsistence allowance, a representative shall mean:
 - mayor,
 - Councillors,
 - municipal manager
 - heads of departments
 - any other official specifically authorised to represent the municipality on a particular occasion
 - any official who is a member of a recognised professional institution and is granted permission to attend meetings and conferences of such institution.
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PART 5: ACCOMMODATION COSTS AND SUBSISTENCE ALLOWANCE

- 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 three star and up to four star hotels and guesthouses establishment only for Senior Managers and Council.

- The actual cost of accommodation will be borne by the municipality, subject to an acceptable standard accommodation itself in respect of domestic travel. Where such accommodation is available, the rate for a single room will be payable.

- If the cost of accommodation includes, as it often does, the provision of breakfast and supper, a subsistence allowance of R220.00 per day will apply.

- If a representative stays with a relative or friend, no accommodation allowance may be claimed, but the representative may claim a subsistence allowance of R450.00 per day.
- The actual cost of accommodation will be borne by the municipality, subject to a price /rate of three (3) star hotel or higher graded guesthouse and/or an amount not exceeding R1 500.00 subject to SCM policy, four (4) star up to five (5) star graded guesthouses or hotels exceeding R1500 are allowed for Senior Managers, Municipal Manager and council subject to approval . Claims exceeding this rate are subject to proper motivation to the Municipal Manager for authorization.
- The recoverable cost of accommodation for international travel will be determined as per SARS guidelines, this also included the daily allowance for the duration of the trip.
- Where it is not necessary to overnight on any travel on municipal business, no accommodation costs will be paid, but a subsistence allowance of R160.00 per day may be claimed.
- In the case of both domestic and international travel, the day of departure and the day of return each qualify for a subsistence allowance.
- For purposes of this policy, domestic travel shall mean travel within South Africa, and international travel shall mean travel to any country other than South Africa.

PART 6: SUBSISTENCE ALLOWANCE IF TRAVEL IS FOR A DAY OR PART OF A DAY WITH NO OVERNIGHT STAY

If a representative travels on the business of the municipality for a day or part of a day, a subsistence allowance of R160.00 per day or part of a day is payable. No more than R160.00 shall be payable per day, irrespective of the number of trips undertaken.

PART 7: CAR RENTAL AND OTHER TRAVEL COSTS

- Only “B” or “C” category vehicles may be rented, unless it is more cost-effective to hire a more expensive vehicle (for example, when the number of representatives involved could justify the hire of a micro-bus).
- 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.
- All flights by representatives of the municipality shall be in economy class, unless another class of travel is specifically authorised by the mayor or executive committee, as the case may be.
- 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 R4.64 per kilometer or any other maximum amount prescribed from time to time by the South African Revenue Service. 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. If the total number of kilometers for which such reimbursement is received exceeds 8 000 in any tax year, reimbursement for the excess kilometers over 8 000 must be taxed for PAYE purposes.
- Where possible representatives must travel together, up to a maximum of four in a vehicle, to minimize traveling expenses.

STANDARD KILOMETRES FOR EACH TOWN AND CITY MOST TRAVELLED BY THE MUNICIPALITY:

- Travelling allowance will be calculated for each of the following cities/towns as follow and it will be standard irrespective of the route that the person will be taking.
 - Warrenton to Kimberley 170km
 - Warrenton to Springbok 1700km
 - Warrenton to Port Nolloth 2000km
 - Warrenton to Kuruman 580km
 - Warrenton to Kathu 780km
 - Warrenton to Cape Town 2100km
 - Warrenton to Johannesburg 1000km
 - Warrenton to Upington 1000km
 - Warrenton to De Aar 760km
 - Warrenton to Durban 1600km
 - Warrenton to East London 1600km
 - Warrenton to Port-Elizabeth 1600km
 - Warrenton to Bloemfontein 460km
 - Warrenton to Pretoria 1100km
 - For any towns not listed above google maps must be used to calculate distances and an additional 20 km be added.

Note that the municipality will only pay R4.84 per km as prescribed by SARS and where the km travelled exceed 12000km per tax year the amount paid in excess shall be reflected on employees IRP 5 .

PART 8: SUBSISTENCE AND TRAVEL ALLOWANCES FOR PERSONS INVITED FOR INTERVIEWS

No subsistence costs will be paid to any candidate invited for an interview, but traveling costs at R4.84 per kilometer may be paid if the candidate has to travel more than 50km to attend the interview. Only the Municipal Manager and Heads of Departments may authorize payment claims to be made for persons invited for interviews.

PART 9: AUTHORISATION

For purposes of implementing this policy:

- All journeys must be authorized beforehand.
- Only the Municipal Manager and Heads of Departments may authorize any travel to be undertaken by officials, or payments to be made for persons invited for interviews, but provided the expenses to be incurred are on the approved budget of the relevant department.
- Only the mayor, as the case may be, may authorise any travel to be undertaken by the, any councillor, or the municipal manager, but provided the expenses to be incurred are on the approved budget of the municipality.
- The Mayor shall approve his or her own travel on municipal business, provided the expenses to be incurred are on the approved budget of the municipality, and provided further that the Mayor reports to the following council meeting on the nature of and reasons for such travel and the expenses incurred.

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.

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 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.

Mayor and Councillors

The Mayor and all Councillors will be provided with a laptop in order to execute their own functions. Each laptop will be allocated up to 40GB to allow the Mayor and Councillors easy access to meetings.

Municipal Manager, Heads of Departments and Unit Managers

The Municipal Manager, Heads of Departments and the Unit Managers will be provided with a laptop in order to execute their own functions. Each laptop will be allocated up to 40GB to allow the Officials to do their work and to allow easy access to meetings.

General Conditions Lap-tops and Data

The Municipality will enter into contract or agreement with the service provider of their choice in order to access the laptops and data. In the event that the contract comes to an end or the device reaches its life span, the Municipality will make an offer to the affected Councillors or Officials to purchase the device at the market value of that time or alternatively the Municipality will keep the device.

9. POLICY PERIOD AND REVIEW

This Policy is valid from the date of approval and reviewed annually.

10. SHORT TITLE

This policy shall be called **CELL-PHONE AND LAP-TOP POLICY** of Magareng Local Municipality.

DATE OF APPROVAL 24 MAY 2024.....

DATE OF IMPLEMENTATION 24 MAY 2024.....

SIGNATURE OF ACTING MUNICIPAL MANAGER.....

DATE 24 MAY 2024.....

