



HUMAN RESOURCE POLICY SUBSISTENCE AND TRAVELLING

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| Policy No: NLMHREB016 | Effective Date: 01 April 2008 |
| Approved: | Review Date: 01 April 2009 |

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

Applies to all employees of Ngwathe who are required to travel for business purposes in order to meet their job requirements.

2. PREAMBLE

2.1. It is essential that representatives of Ngwathe 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.

2.2. To ensure that subsistence and travelling is properly monitored to guard against fraud and wastage of resources.

3. POLICY

- 3.1. Every representative who travels on the business of the municipality must comply with this policy in letter and in spirit.
- 3.2. 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.
- 3.3. Consistent with the municipality's performance monitoring and evaluation objectives, the municipal manager will ensure that a database of all representatives and official travelling is kept.

4. STAKEHOLDER ANALYSIS

| Role | Responsibility |
|---|-----------------------|
| Municipal Manager / Director Corporate Services (subject to its delegations if any) | |
| SALGBC / Council | |
| Line Manager | |
| Human Resources | |
| Labour Representatives | |

5. PROCEDURE

5.1. Money paid by the municipality to a representative to cover the following expenses:

- meals (including reasonable gratuities);
- incidentals such as refreshments, snacks, drinks and newspapers; and all business-related travel.

5.2 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 R2.30 per kilometre.

5.3 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.

5.4 Where possible representatives, including Directors and Senior Managers, must travel together, up to a maximum of four in a vehicle, to minimise travelling expenses.

5.5 ENTITLEMENT TO A SUBSISTENCE AND TRAVEL ALLOWANCE

5.5.1 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

5.5.2 A representative of the municipality must claim his or her subsistence allowance, as provided in this policy, before embarking on any official trip.

- 5.5.3 The subsistence allowance must, in order to facilitate its timeous payment, be claimed at least three working days before the planned trip.
- 5.5.4 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.
- 5.5.5 A representative shall mean: Mayor, Speaker, Members of the executive committee, other Councillors specifically authorised to represent the municipality on a particular occasions, Municipal Manager, Senior Managers, and any other official specifically authorised to represent the municipality on a particular occasion.
- 5.6 ACCOMMODATION COSTS AND SUBSISTENCE ALLOWANCE
- 5.6.1 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 an hotel, motel, guesthouse or bed and breakfast establishment.
- 5.6.2 The actual cost of accommodation will be borne by the municipality, subject to a maximum of R1000 per night for the accommodation itself in respect of domestic travel. Where such accommodation is available, the rate for a single room will be payable.
- 5.6.3 If the cost of accommodation includes, as it often does, the provision of breakfast, a subsistence allowance of R80 per day will apply in respect of domestic travel.
- 5.6.4 Where breakfast is excluded the subsistence allowance will be R130 per day.

- 5.6.5 If a representative stays with a relative or friend, an accommodation allowance of R220 per night may be claimed, together with a subsistence allowance of R130 per day.
- 5.7 SUBSISTENCE ALLOWANCE IF TRAVEL IS FOR A DAY OR PART OF A DAY WITH NO OVERNIGHT STAY
- 5.7.1 If a representative travels on the business of the municipality for a day or part of a day, a subsistence allowance of R80 per day or part of a day is payable. No more than R80 shall be payable per day, irrespective of the number of trips undertaken.
- 5.8 SUBSISTENCE AND TRAVEL ALLOWANCES FOR PERSONS INVITED FOR INTERVIEWS
- 5.8.1 If candidates have to utilise his or her personal motor vehicle, he or she will be reimbursed at R2.30 per kilometre.
- 5.8.2 If candidates have to utilise public transport, he or she will be reimbursed at actual costs incurred and supporting documentation will be required.
- 5.9 AUTHORISATION
- 5.9.1 Only the municipal manager may authorise any travel to be undertaken by officials, but provided the expenses to be incurred are on the approved budget of the relevant department.
- 5.9.2 Only the mayor/speaker or the municipal manager may authorise any travel to be undertaken by the speaker or any councillor, provided the expenses to be incurred are on the approved budget of the municipality.

- 5.9.3 Mayor shall approve his own travel and that of the municipal manager on municipal business, provided the expenses to be incurred are on the approved budget of the municipality.
- 5.9.4 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 as the case may be.
- 5.9.5 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 and submit a report to Council.
- 5.9.6 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.
- 5.9.7 The accounting officer or the mayor as the case may be must further take all appropriate disciplinary measures against the employee which might lead to dismissal.

6. AUTHORITY

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| Formulation Policy | : | Municipal Manager |
| Authorisation Policy | : | Council |
| Ownership and Maintenance Manager | : | Director Corporate Services |