

SECTION HR 15

AMAHLATHI
MUNICIPALITY

SUBSISTENCE

AND

TRAVELING

POLICY

SECTION HR 15

SUBSISTENCE AND TRAVELING POLICY

<u>INDEX</u>	<u>PAGE</u>
1. General	3
2. Subsistence Allowance	3
3. Travelling Expenses	4
4. Car Rental	4
5. Air Travel within the Republic of South Africa	5
6. General	5

SECTION HR 15

SUBSISTENCE AND TRAVELING POLICY

1. General

- a) Councillors and staff are divided into three different categories to determine Subsistence & Travel and Car Rental. The categories being the following:
 - i) Executive Mayor / Speaker / Portfolio Councillors / Municipal Manager
 - ii) Councillors / Heads of Department
 - iii) All other Officials
- b) When beyond the borders of the Amahlathi Municipality categories (i) to (ii) as mentioned above would be entitled to stay in the following category of hotels when officially away on business:
 - i) 3 – 4 Star Hotel

2. Subsistence Allowance

2.1 Within the Republic of South Africa

- a) Where a Councillor / Official is actually and necessarily absent from the ordinary places of residence for more than 24 hours and Council is responsible for paying for accommodation:
 - i) R150.00 per overnight stay or each completed period of 24 hours of such absence, plus R65.00 per every succeeding period of 12 hours or part thereof provided such part exceeds 4 hours

OR

 - ii) The actual cost of hotel accommodation (considering paragraph 1 (b)) to include dinner and lunch, if provided, bed and breakfast, including laundry, plus R65.00 per night.
- b) Where a Councillor / Official is actually and necessarily absent from the ordinary place of residence for more than 24

hours and the host is paying for both accommodation and meals:

- i) An additional allowance of R65.00 is payable to cover reasonable expenses.

3. Travelling Expenses

When Councillors / Officials make use of own transport for official travelling, the following will be applicable:

- a) Officials who are driving subsidized vehicles and Councillors who are receiving a travelling allowance will be reimbursed on official trips from the Amahlathi Municipality.
- b) All other Officials using private vehicles after approval has been obtained will be remunerated from their work place and back for kilometres travelled at a rate based on the South African Revenue Services ratings.

Any other fuel, damages, services or repairs to personal vehicle occurring during the trip will be individual responsibility as these costs are included in the per kilometre costs reimbursement.

4. Car Rental

The same categories to be used as for subsistence Allowance will be used for as follows:

- i) Car Grouping A
 - 4 or 5 door economy
 - Toyota Tazz or similar
 - Manual
 - Radio / Tape
- ii) Car Grouping B
 - 4 or 5 door economy
 - VW Polo or similar
 - Manual
 - Air Conditioning
 - Radio / Tape

iii) Car Grouping C

- 4 or 5 door midsize
- VW Golf or similar
- Manual
- Air Conditioning
- Air Bag
- Power Steering
- Radio / Tape
- ABS

iv) Car Grouping D

- 4 or 5 door midsize
- VW Jetta or similar
- Automatic
- Air Conditioning
- Air Bag
- Power Steering
- Radio / Tape

v) Car Grouping P

- 5 door compact
- V W Golf or similar
- Manual

5. Air Travel within the Republic Of South Africa

Within the boundaries of the Republic of South Africa all Councillors and Officials are to travel economy class and are entitled to travel business class on international flights.

6. General

a) Where actual amounts / rates are listed during the compilation of the Policy, it must be borne in mind that they are subject to change from time to time based on decisions made by Council.

b) Calculation of Subsistence

- Allowance shall be calculated in respect of the period from the latest reasonable time as which it would be necessary for the traveller using the authorised form of transport to leave the ordinary place of residence or office in order to be

present at the appointed time to the earliest reasonable time on or about which such traveller could, by using such transport, arrive back at the ordinary place of residence or office; provided that where the traveller has made use of a form of transport other than that which has been authorised by the Council and the period taken up in actually and necessarily travelling to and from the appointed venue by means of such unauthorised form of transport, is less than the period which would have been taken if travelling by means of authorised form of transport, the allowance in respect of subsistence expenses shall be calculated in respect of the period actually and necessary taken up in travelling by means of such unauthorised form of transport.

- Allowances payable where an overnight stay is not involved shall only be payable where an absence of at least four hours is involved.
- Where a Councillor / Official is actually and necessarily absent from the ordinary place of residence for more than 24 hours and the host is paying for accommodation OR meals:
 - A R65.00 additional allowance is payable to cover reasonable expenses.
 - The cost of accommodation, if not paid by the host, is claimable.
 - The cost of meals, if not provided (paid by the host), is claimable:

*	Lunch	R 75.00
*	Dinner	R150.00
*	Breakfast	R 55.00
- Subsistence and meals will be paid on the travellers return to the Office.
- Any additional costs, other than approved entertainment as provided in the budget, shall be for the account of the Official.