



KGATELOPELE LOCAL MUNICIPALITY

SUBSISTENCE AND TRAVELING POLICY 2020/21

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1. OBJECTIVES

- It is essential that representatives of Kgatelopele 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.
- To ensure that subsistence and travelling is properly monitored to guard against fraud and wastage of resources.

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 travelling is kept.

3. SUBSISTENCE AND TRAVEL ALLOWANCE

- Money paid by the municipality to a representative to cover the following expenses:
 - meals (including reasonable gratuities)

All travel will be made from municipal fleet, unless approved by the municipal manager.

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

- 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.
- A representative shall mean: Mayor, Members of the executive committee, other Councillors specifically authorised to represent the municipality on a particular occasion, Municipal Manager, Senior Managers, and any other official specifically authorised to represent the municipality on a particular occasion.

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 an hotel, motel, guesthouse or bed and breakfast establishment.
- The actual cost of accommodation will be borne by the municipality, subject to a maximum of R 1 500 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. If available accommodation is more than R1 500 per night, prior approval must be obtained as per delegation of powers.
- If the cost of accommodation includes, as it often does, the provision of breakfast, a subsistence allowance of R 300 per day will apply in respect of domestic travel. Daily fee will only paid after one night's stay.
- If a representative stay with a relative or friend, an accommodation allowance of R 300 per night may be claimed, together with a subsistence allowance of R 200 per day.

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

- No allowance will be paid for day trips.

7. SUBSISTENCE AND TRAVEL ALLOWANCES FOR PERSONS INVITED FOR INTERVIEWS

- No travel or accommodation will be paid.

8. AUTHORISATION

- Only senior managers 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.
- Only the mayor may recommend 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 and approved by the Municipal Manager.
- 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 any Senior Manager as the case may be.
- 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.
- 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.
- 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.

Monde January
Municipal Manager