

**KOPANONG LOCAL MUNICIPALITY**  
**TRAVEL AND SUBSISTENCE POLICY**

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# **KOPANONG LOCAL MUNICIPALITY**

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## **TRAVEL 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. **If an advance had been given to a representative and he/she does not provide the necessary proof within 7 days after the date he/she travels the advance will be deducted from his/her next salary.**
  
- 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.

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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.

**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:

- meals (including reasonable gratuities);
- 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 employee/councilor representing the Council at a meeting/workshop must submit a full report on the meeting/workshop within 7 working days after the date of the meeting/workshop to the Municipal Manager. If he/she defaults in this all money received to attend the meeting/workshop must be refunded with immediate effect.

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- 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.
- 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
  - speaker
  - members of the executive committee other councilors specifically authorised to represent the municipality on a particular occasion
  - 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 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 three star accommodation in the case of employees and four star accommodation in the case of Councilors. The above can only be exceeded if no accommodation is available and only with the written approval of the Municipal Manager
- If the cost of accommodation includes, as it often does, the provision of breakfast, a subsistence allowance of **R 120** per day will apply.
- **If no accommodation had been arranged for a representative and he/she does not stay at a hotel an allowance of R 350.00 per night can be claimed if the employee or Councilor does not drive in and out every day. If this allowance had been claimed the municipality can't be held responsible for any accommodation or safety of any employee or Councilor.**
- In the case of domestic travel, the day of departure and the day of return each qualify for a subsistence allowance.
- For purposes of this policy, travel shall mean travel within South Africa.
- **Where representatives attend a one day meeting or workshop no subsistence will be paid as well as any costs occurred for food.**

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PART 6: CAR RENTAL AND OTHER TRAVEL COSTS

- Only “A” or “B” 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 **R 2.92 per km**. 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. **Employees that does not receives a fixed traveling allowance must use the official vehicles of the municipality to travel and can only uses their own vehicle if no official vehicle is available and it had been authorized by the Municipal Manager. Employees that receive a**

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traveling allowance are not allowed to use any official municipal vehicle for travelling.

- All traveling claims will be paid out bi-weekly and the payments will be added to the employee's or Councilor's salary/allowance as prescribed by SARS.
  
- Where possible representatives must travel together, up to a maximum of four in a vehicle, to minimise travelling expenses.

PART 7: 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 **R2.00** per kilometer may be paid if the candidate has to travel more than 50km to attend the interview.

PART 8: AUTHORISATION

For purposes of implementing this policy:

- Only the municipal manager may authorise 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 Speaker may authorise any traveling to be undertaken by the mayor and any councillor, the Mayor may authorise the traveling of the Speaker and the Municipal Manager, but provided the expenses to be incurred are on the approved budget of the municipality.

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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, Mayor or Speaker, 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. If any representative fails to do so, the Speaker, 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.

**PART 9: FIXED TRAVELING ALLOWANCES**

**Only the Municipal Manager can authorize a fixed traveling allowance for any employees and only if the traveling allowance was provided for in the budget.**

**All permanent employees who receive a fixed traveling allowance must adhere to the following rules at all times:**

- **He/she must have a road worthy vehicle that is registered in his/her name at work at all times.**
- **The vehicle must not be older than ten years from date of first registration unless the vehicle had been checked and approved by the Technical Department or the AA. If the AA is preferred by the employee he/she will carry the cost of the roadworthy check.**

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- If the vehicle needs to be repaired and it takes longer than fifth teen working days, he/she must ensure that he/she has a replacement vehicle at work from the sixteen working day until his/her vehicle had been repaired or replaced.
- The vehicle uses for traveling allowance purposes must be kept in a good working condition and the Municipal Manager can requests that any such vehicle be inspected by the Technical Department if he/she believes a vehicle is not up to standard. The Municipal Manager can then on the advice of the Technical Department request the relevant employee to rectify the matter immediately. If the employee does not adhere to this his/her traveling allowance can be taken away until the vehicle had been repaired.
- Any new recipient of a traveling allowance has two months from the date his/her traveling allowance had been approved to obtain a vehicle where after he/she will lose the traveling allowance if he/she could not obtain a vehicle.
- All current recipients who still do not have a vehicle must obtain one within 60 days from the date this policy had been approved where after they will lose their traveling allowance until such time that they obtained a vehicle.

PART 10: LEGAL REQUIREMENTS

In terms of Section 66 of the Municipal Finance Management Act No. 56 of 2003 the accounting officer of the municipality must report to the council, in the format and for the periods prescribed, all expenses relating to staff salaries, allowances and benefits, separately disclosing (inter alia) travel, subsistence and accommodation allowances paid.