TRAVEL AND SUBSISTENCE POLICY

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

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MUNICIPAL MANAGER

SPEAKER

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JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

TRAVEL & SUBSISTANCE POLICY 2025-2026

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1. ABBREVIATIONS

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"HOD" Head of Department

"MM" Municipal Manager

"SARS" South African Revenue Services

"SALGA" South African Local Government Association

"BTO" Budget and Treasury Office

"SPOUSE" A partner of a person in a valid marriage (Definition as per the Marriage of Act of 1961 and The Recognition of Customary Marriages Act, 1998)

"INCIDENTAL" When a staff member or Councillor is obliged to spend part of a day away from his or her usual place of work or employment and provides proof of such expenditure to the employer, a reimbursement or advance will be paid for such expenditure not exceeding an amount of **R176**.

2. INTRODUCTION

Officials and Councillors are required from time to time to travel away from the office in order to meet other role players, attend workshops and official functions. And often

these Councillors and officials are required to use their own transport and need to be reimbursed for the cost incurred.

An updated Travel and Subsistence Policy that take the above scenario into account has become necessary.

3. PURPOSE OF THE POLICY

The purpose of this policy is to:

(a) Ensure that all travel and subsistence costs incurred by the Municipality are done as efficiently and effectively as possible.

(b) Ensure that councilors and officials are reimbursed fairly and consistently for the cost incurred while traveling to perform municipal duties

4. SCOPE

The policy will be applicable to all members of staff councilors and relevant stakeholders of the John Taolo Gaetsewe District Municipality.

5. LEGAL FRAMEWORK

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- Department of Finance Tariff guidelines
- SALGA's Councillors Hand Book
- Department of Cooperative Governance and Traditional Affairs No R. 12225 – Remuneration of Public Office bearers (Act No. 20. of 1998)

6. CLAIMS AND TARIFFS

6.1 Privately Owned Vehicle

6.1.1 Where no appropriate Council vehicle is available councilors and officials not participating in the motor scheme shall be entitled to utilize their own transport and shall be reimbursed as follows:

6.1.2 For privately owned vehicle claimant shall be paid at the current Department of Transport tariffs per kilometer.

6.1.3 Staff members and councilors residing outside Kuruman Town, will make prior arrangements with the relevant HOD or the Municipal Manager in order to utilize the municipal car on arrival from an official trip.

6.1.4 In a case where a private transport was used to transport an official to and from home, the kilos can be claimed, and in a case where a vehicle scheme transport was used, the kilos can be included in the log book. (Prior arrangements will be done with the relevant Head of Department or the Municipal Manager).

6.1.5 The total traveling distance shall be calculated from and to the John Taolo Gaetsewe District Municipal offices in Kuruman, clause 6.1.3 and 6.1.4 will be considered in Consultation with the Head of Department and the Municipal Manager.

6.1.6 **Extra** kilometers traveled as a result of traveling to and from the venue of the meeting, Will not be claimed on the return of employees as they have already been provided for on the annexure.

6.1.7 Proof of ownership specifying the value and engine capacity of the vehicle must be submitted to the Budget and Treasury Office.

6.1.8 Councillors will only claim for kilometers travelled, part time councilors will be allowed to claim from where they reside, whereas fulltime councilors will claim from the JTGDM premises, except during weekends and or public holidays.

6.1.9 In the event there is a need for officials and councilors to travel to the same meeting they should at least travel in a pair of two per vehicle. (*Council resolution number F.02 28/02/2012*)

6.1.10 Whenever two or **more officials** travel in one car whether **official or private**, an indemnity form designed for this purpose should be signed by all parties. The form should specify the names of the people, the fact that the employer will take the risks and the details of the meetings they will attend.

6.1.11 Should an accident happen while two or more officials were travelling in one car, the case will be handled as an injury on duty, and all claims and procedures on the Compensation and injuries and diseases act no 130 of 1993 will be followed.

6.2 Public Transport

6.2.1 For public transport proof of payment must be furnished.

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6.3 Accommodation and Subsistence Allowance

6.4.1 Overnight accommodation shall only be allowed in cases where the traveling time from John Taolo Gaetsewe Municipal Offices to the venue is more than two hours after the official starting time (07:30) of the Municipality.

6.4.2 Overnight accommodation shall also be allowed in cases were traveling from the venue to John Taolo Gaetsewe Municipal Office is after 18:00, and 16:00 in cities where traffic congestion is a challenge or the travelling distance is more than 2 hours.

6.4.3 The following two options are available in cases where an overnight accommodation is required:

6.4.4 Bookings for accommodation for both officials and Councillors will be done at hotel or guesthouse in accordance with National Treasury Guidelines.

6.4.5 Subsistence allowance will be paid in terms of the prescribed SARS tariffs, as determined from time to time.

6.4.5.1 When travelling back to head office the following shall apply:

(a) If the kilometers are less than 300, only incidental cost will be will be paid as per the SARS prescribed tariffs)

(b) If the kilometers are more than 300, incidental cost-plus cost of meals will be as paid per the SARS prescribed tariffs.

6.4.6 If a Municipality representative stays with a relative or friend, no accommodation allowance may be claimed, but the representative may claim a subsistence allowance of **R1200** per day.

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6.4.6.1 The official or Councilor must ensure that the council vehicle is parked in a secured parking for private and commercial accommodation.

6.4.6.2 The usage of commercial accommodation should be a first priority taking into account the safety of both officials and Councillors. This does not however prohibit officials or Councillors to utilize private accommodation if the circumstances dictate.

6.4.7 Where it is not necessary to overnight, no accommodation cost will be paid, and a subsistence allowance will be paid if a councilor or official was away for four hours and

more on an official visit. The daily subsistence tariffs will be determined by SARS, from time to time.

6.4.8 Should a need arise for an official/Councillor in the municipality to visit a particular Department, a stakeholder, a municipality outside the JTGD municipality, or to perform duties outside as according to his weekly/monthly plan, a letter of motivation and or a weekly plan will be submitted to a supervisor. If a motivation letter or a weekly plan approved, the same documents will be used as proof for the purpose of claims and accommodation by the BTO.

6.5 Travel allowances for persons invited for interviews

6.5.1 No subsistence cost will be paid to a candidate invited for an interview; the tariffs of Department of Transport will be used if the candidate has to travel more than 50 km to attend the interview.

6.5.2 Where candidates make use of the public transport, they must provide proof of payment or an Affidavit.

6.6 Incidental Expenses

The following expenses incurred must be paid for by the claimant and reclaimed back from the Municipality:

6.6.1 Toll fees

6.6.2 Parking fees

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6.7 Traveling to Foreign Countries

6.7.1 The cost of accommodation for international travel may not exceed the amount as prescribed by the SARS tariffs.

6.7.2 If a councilor or official is travelling overseas, the daily amount for travelling outside the Republic will be determined according to the SARS tariffs.

7. CAPACITY BUILDING AND WORKSHOPS ARRANGED BY MUNICIPALITY

7.1 All officials and Councilors traveling for capacity building or workshop purposes are entitled to accommodation and daily expenses in paragraph 6.4 and 6.7 respectively.

8. TRAVELING BY FLIGHT

8.1 Prior request will be made to the MM in a case where there is a need for a flight by an

official or a councilor.

8.2 Only the economy class can be used for both the local and international flights.

8.3 All international flights will be approved by council.

9. COUNCIL SITTING ALLOWANCE

9.1. The upper limit of the allowance of a Councillor who has been appointed to a District Council in terms of Section 23(1) (b) of the Municipal Structures Act, is as follows:

9.2. If such Councillor is elected or appointed as Speaker, Executive Mayor, Mayor, Member of a Mayoral Committee, Member of an Executive Committee or Part-Time Member of a District Council, the upper limit of the allowance to which such Councillor is entitled, is equal to the difference between the salary, allowance and benefits allocated to that office in the district in terms of items 5,6,7,8,10,11,12 and 13, as the case may be.

9.3. If the upper limit of the salary, allowance and benefits which a Councillor is receiving as a member of a Local Council is equal to or higher than the upper limit of the salary, allowance and benefits to which he or she is entitled to as an appointed Councillor to the District Council, such Councillor is entitled to receive a **sitting allowance per day only** as determined by the Minister from time to time, regardless of the number of meetings of the District Council or Committees of the Council that are attended by such Councillor on a specific day.

9.4. The allowance referred in paragraph (10.1) is only applicable on Council meetings, Portfolio Committees, and Ad-hoc Committees (AG, LLF, Budget Steering and Oversight) meetings and shall exclude all other meetings.

The Council will be responsible for:

- The payment of an allowance referred to in paragraphs (11.2) and (11.3).
- Councilors will be reimbursed for all travel expenditure incurred during the performance of official function(s) on behalf of the District Municipality (the claim form will only be co-signed by the Speaker or the Chairperson of the relevant Portfolio Committee)

10. COUNCILORS TRAVELING ALLOWANCE

The traveling allowance to Councilors shall be as follows:

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10.1 A fixed allowance based on a percentage of the salary of the full-time Councilors concerned as determined in terms of the regulations, which percentage may not exceed 25%; or

10.2 An allowance in respect of kilometers traveled during the performance of official functions on behalf of the Municipality not exceeding the applicable tariffs prescribed by the Department of Transport of the use of privately owned vehicle.

10.3 In addition, the other allowances referred to in subparagraph (11.1 and 11.2) a further allowance regarding kilometers traveled in respect of the performance of official functions on behalf of the Municipality outside the jurisdiction of the district not exceeding the applicable tariffs prescribed by the Department of Transport for use private vehicles.

10.4 A Councilor must elect one of the options in subparagraph 11.1 or 11.2 at the beginning of each financial year of the Municipality: Provided that a Councilor, other than a full time Executive Mayor of full-time Mayor where applicable, may not receive any allowance provided for in subparagraph 11.1 and 11.2 where the Municipal Council makes a vehicle available to that Councillor.

10.5. In addition to the allowance provided for in this paragraph, a Councilor may utilize a Council owned vehicle when performing a ceremonial function as determined by the Municipal Council.

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11. REPAYMENT OF CLAIMS

The claimant shall be required to pay back the money under the following circumstances:

11.1 Should the meeting or trip be cancelled the Budget and Treasury Office must be informed immediately.

11.2 If the meeting is cancelled before the trip is undertaken and claims were already done the, claimed money must be paid back in full to the Budget and Treasury Office.

11.3 Should an official or a councilor insist on travelling even though s/he was aware of the cancellation, the money will be recovered from her/him by the BTO.

11.4 All suspicions of fraudulent claims and wasteful expenses related to this policy must be investigated and appropriate sanctions be carried out.

12. CLAIMS FOR TRADITIONAL LEADERS

12.1 Traditional leaders who are sitting in the JTGDM Council will only claim for **Sitting Allowance per day** for council meetings attended as per gazetted tariff irrespective of the number of meetings held per day, including travelling costs. **Travelling costs will be paid by the Department COGSTA.**

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13. CLAIMS PROCEDURES

The following procedures are to be followed in all the travel and subsistence claims:

13.1 The official travel and subsistence claim form of the municipality to be completed by the claimant.

13.2 The necessary supporting documentation must be attached to the claim form.

13.3 The claim forms will be approved as follows:

- Executive Mayor – the MM approves and CFO authorize payment.
- The Speaker - The Mayor approves and MM authorize payment.
- Councillors – The Mayor/ Speaker approves and MM authorize payment.
- Municipal Manager – The Mayor approves and CFO authorizes payment.
- Directors and Managers – The MM approves and CFO authorizes payment.
- Officials – Director approves and CFO authorizes payment.

13.4 The completed and approved claim forms must then be submitted to the Budget and Treasury Office for processing.

13.5 The travel and subsistence claim forms shall be processed as follows by the Budget and Treasury Office.

13.6 All claims for payment must reach the Budget and Treasury Office three days before departure for the meeting. Claim forms should not be delayed unreasonably, if it is possible to process them before three days it should be done.

13.7 All payment (as much as possible) shall be done electronically into individual account.

13.8 It is the sole duty of individual claimant to ensure that the completed claim form reaches the Budget and Treasury office timeously.

14. INTERNATIONAL ROAMING

14.1 Whenever a councillor or an official has to travel overseas, an international sim card or prepaid international roaming will be arranged by the employer.

14.2 The limit will be determined by the BTO with reference to SARS.

15. STATUS OF THE POLICY

15.1 This policy shall be effective after approval by council.

15.2 All applicable legislation, bargaining council agreement and Salga guidelines override this policy.

15.3 It is the responsibility of the Municipal Manager to bring the conflict between this policy and applicable legislation to the attention of the council and propose changes to eliminate such conflict.

16. REVIEW AND IMPLEMENTATION PROCESS

This policy will stay into effect from **1 July 2025** and shall be reviewed annually.

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