

CITY OF MBOMBELA



TRAVELLING AND SUBSISTENCE POLICY

1. PURPOSE

To provide a framework for the travelling, accommodation and subsistence regarding official visits undertaken in the interest of council.

2. SCOPE OF APPLICATION

The policy shall apply to the following:

- (a) Employees who are permanently employed by council
- (b) Section 56 and 57 managers reporting directly to the Accounting Officer
- (c) Other personnel employed on a contractual basis by council
- (d) Political Office Bearers and Councillors elected to serve on the council
- (e) Any person who is authorised by delegated officials to attend an occasion that is in line with council policy.

3. DEFINITIONS

For the purpose of this policy, the following words will have the meanings as indicated:

- 3.1 “Council” means the Council for the City of Mbombela and “Councillor” means a Councillor elected to serve on the Council.
- 3.2 “City of Mbombela boundaries” means the area determined by the National Demarcation Board for the Municipal Area known as (MP326) Mbombela.
- 3.3 “Delegate” means any councillor or any official that received permission to attend an official visit as contemplated in section 2 of the policy.
- 3.4 “Official visit” means the attendance of meetings, seminars, workshops, training courses or any other event that a delegate attends in his/her official capacity for which prior approval has been obtained, and includes the attendance of meetings of Institutes by Councillors and/or officials that have been selected to serve on the management structures of the Institute.
- 3.5 “Vehicle allowance scheme” means the vehicle allowance agreement scheme published in Government Gazette 12221 of 22 December 1989 (referred to as the “old scheme”) and/or the vehicle allowance agreement reached between the South African Association of Municipal Employees (SAAME) and the Municipal Employers Organization (MEU) on 9 September 1993 (referred to as the “new scheme”), whichever may be applicable.
- 3.6 “Negotiated Travelling Allowance” means:
 - (f) the travelling allowance structured by incumbents employed on a fixed term performance contract such as the Municipal Manager or a Manager directly accountable to the Municipal Manager as part of their “all-inclusive annual remuneration package” in accordance with the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers.
 - (g) the travelling allowance structured by incumbents employed on a fixed term

contract as a Senior Manager or a Manager as part of their “all-inclusive annual remuneration package”.

- 3.7 Councillor Travelling Allowance” means the portion of the total remuneration package allocated to a travelling allowance in terms of the regulations issued by the Department responsible for local government.
- 3.8 “Fixed travelling allowance” means the allowance intended for permanently employed Senior Managers and Managers prior to amalgamation; these incumbents receive a monthly travelling allowance in terms of the vehicle allowance scheme as a perquisite; in other words, the allowance is seen as an additional income and a customary right or privilege applicable to previous incumbents in these posts.
- 3.9 “Running travelling allowance” means the allowance negotiated with incumbents not receiving a negotiated or fixed transport allowance and with whom it was agreed upon to daily utilise private transport for the execution of official duties, and to whom a travelling allowance is paid in accordance to the fixed average journey distance per month as determined for the particular post occupied by them. These incumbents do not receive a monthly allowance as a perquisite; in other words, the allowance is not seen as an additional income or a customary right or privilege applicable to incumbents in these posts, but is regarded as an allowance to enable them to perform their duties.
- 3.10 “Fixed average journey distance per month” means the distance in kilometres on which a monthly travelling allowance is based for a particular post.
- 3.11 “Ad hoc travelling allowance” means the allowance payable to any official not receiving either a fixed, running or negotiated travelling allowance, but who are requested to use private transport in the execution of his/her duties

4. APPLICATION AND APPROVAL OF OFFICIAL TRIPS UNDERTAKEN BY ALL OFFICIALS AND COUNCILLORS

- 4.1 Official visits by officials **within** the City of Mbombela boundaries will be subject to prior approval of his/her Senior Manager.
- 4.2 Official visits by officials other than managers directly accountable to the Municipal Manager, **outside** the City of Mbombela boundaries will be subject to prior approval by a General Manager.
- 4.3 Official visits **outside** the City of Mbombela boundaries by a manager directly accountable to the Municipal Manager will be subject to prior approval by the Municipal Manager.
- 4.4 Official visits by the Municipal Manager **within** the boundaries of the Republic of South Africa will be subject to prior approval by the Executive Mayor.
- 4.5 Official visits by any part-time Councillor **within/outside** the City of Mbombela boundaries will be subject to prior approval by the Speaker of Council.
- 4.6 Official visits **within/outside** the municipal boundaries of City of Mbombela by any full time Councillor (Mayoral Committee / Chief Whip / Speaker) will be subject to prior approval of the Executive Mayor.

- 4.7 Official visits by the Executive Mayor within the boundaries of the Republic of South Africa will not be subject to prior approval.
- 4.8 All official visits outside the boundaries of the Republic of South Africa will be subject to prior Council approval.
- 4.9 All approval regarding points 4.2 to 4.7 (*where applicable*) must be in writing and the application form attached as **Annexure A** for visits outside the municipal boundaries and **Annexure B** for visits within municipal boundaries to this policy must be utilised.
- 4.10 No approval for travelling may be granted should there be no approved budget allocation.

5. RE-IMBURSEMENT OF TRAVELLING COSTS:

- 5.1 General
 - 5.1.2 Airfares will be paid at economic class or business class tariffs and will be payable to the Travel Agency making the reservations. The Travel Agency must obtain quotations for negotiated discounted rates in line with the Municipal Finance Management Act Circular No 82.
 - 5.1.3
 - a) The Accounting officer: may approve the purchase of economy class tickets for all officials or political office bearers where the flying time for the flights is five hours or less and
 - b) may only approve the purchase of business class tickets for officials, political office bearers and persons reporting directly to the accounting officer for flights exceeding five hours.
 - c) In the case of the accounting officer, the Executive Mayor may approve the purchase of economy class tickets where the flying time is five hours or less and business class tickets for flights exceeding five hours.
 - 5.1.4 An Accounting officer, or Executive Mayor in the case of an accounting officer, may approve the purchase of business class tickets for an official or a political office bearers with a disability or a medically certified condition.
 - 5.1.5 Any other exceptional circumstances which cause a deviation to the above must be motivated in writing and approved by the Municipal Manager
 - 5.1.6 Official kilometres will be regarded to be measured as follows:
 - (h) Should an official / Councillor need to leave from / return to their place of residence earlier / later than normal working hours in order to attend an official visit, the official kilometres will be measured from the place of residence.
 - (i) Should an official / Councillor need to leave from / return during normal working hours in order to attend an official visit, the official kilometres will be measured from their normal place of work.
- 5.2 Travelling allowance payable to officials receiving a monthly vehicle allowance:

5.2.1 Officials receiving a **negotiated travelling allowance** will be reimbursed for travelling costs for official journeys undertaken either inside or outside the Mbombela boundaries on the provision that the employee in question exhausted the fixed kilometres prescribed in accordance with:

- (h) the “*Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006*” issued in this regard, payable at a rate according to the tariffs payable for privately owned vehicles as prescribed by the Department of Transport; or
- (i) the terms and agreement of the employment contracts of **other** fixed term contract employees or 500 kilometres should no kilometres be prescribed in the said contracts at a rate according to the tariffs payable for privately owned vehicles as prescribed by the Department of Transport.

Officials receiving a negotiated fixed travelling allowance **must** maintain a monthly log sheet of all kilometres travelled (private & official) in a format acceptable to the South African Revenue Services, similar to the one attached to this policy as Annexure B and submitted with a completed Travelling and Subsistence Claim Form to the Chief Financial Officer.

5.2.2 Officials receiving either a **running travelling allowance** or a **fixed travelling allowance** will be reimbursed for travelling costs incurred for trips undertaken **within** the boundaries of City of Mbombela, on the provision that the employee in question has exhausted the fixed average journey distance per month for the post occupied by him or her. The kilometres travelled in addition to the allowance received by him or her will be paid at the running cost (*fuel and maintenance*) of the vehicle used, as determined by the Department of Transport from time to time.

A log sheet in a format acceptable to the South African Revenue Services attached to this policy as **Annexure C**, must be kept of all kilometres travelled both official and private and submitted to the Chief Financial Officer in order to claim for the additional kilometres above the kilometre limit on which the travelling allowance is based on.

5.2.3 Any official receiving either a **fixed or a running transport allowance** may claim travelling costs if he or she has to use his or her privately owned vehicle for trips **outside** the boundaries of City of Mbombela, regardless of the number of kilometres already travelled by an employee within the boundaries of City of Mbombela. A completed “*Transport and Subsistence Claim Form*” must be submitted to the Financial Management Department for payment, example attached as **Annexure C** to the policy.

The allowance payable in terms of 5.2.3 above will be paid at a rate according to the tariffs payable for privately owned vehicles as prescribed by the Department of Transport for private rates which includes fuel, capital, insurance and depreciation.

5.3 Ad hoc re-imburement for official kilometres travelled by officials not receiving a vehicle allowance that uses privately owned vehicles for official purposes:

Employees in this category will be reimbursed at a rate according to the tariffs payable for privately owned vehicles as prescribed by the Department of Transport for private rates including fuel, capital, insurance and depreciation.

For ad-hoc official trips outside the boundaries of City of Mbombela, a completed Travelling and Subsistence claim form must be submitted to the Chief Financial Officer for payment, attached as **Annexure D** to the policy.

For regular official journeys within the boundaries of Mbombela, a log sheet in a format acceptable to the South African Revenue Services, which is attached to this policy as **Annexure B** must be kept of all kilometres travelled both official and private and submitted with a completed Travelling and Subsistence claim form to the Chief Financial Officer.

5.4 Transport costs payable to officials not on the vehicle allowance scheme who do not own a vehicle or do not have access to Council fleet:

5.4.1 Officials that belong to this category of whom it is expected to officially travel **within** the boundaries of the City of Mbombela may claim the costs of a taxi / bus fare.

The costs referred to in 5.4.1 above will be reimbursed to the official on the submission of proof of cost or affidavit declaring the cost incurred and a completed Travelling and Subsistence claim form to the Chief Financial Officer for payment. The claim form is attached as **Annexure D** to the policy.

5.4.2 Officials that belong to this category of whom it is expected to officially travel **outside** the boundaries of City of Mbombela will be paid an amount equal to the cost of a return bus/minibus ticket of the transport company. The cost incurred will be payable to the Travel Agency making the reservations.

5.5 Transport costs payable to employees operating in one service centre, but who are either temporarily or permanently placed or transferred to another service centre:

5.5.1 Travelling costs will be paid in terms of any individual or collective agreement reached by Corporate Services Department and approved by the Municipal Manager in this regard for a maximum period of six (6) months.

5.5.2 Except for the agreement mentioned in 5.5.1 and 5.1.5 above, no transport costs will be paid to any official for any costs incurred between his place of residence and his place of work.

5.5.3 No employee working overtime may claim for kilometres travelled with a private vehicle or bus/taxi ticket in respect of the kilometres travelled between their place of residence and normal place of work.

5.5.4 Kilometres travelled by an employee in terms of 5.5.1 above, will not be regarded as kilometres travelled by him as part of his/her fixed average distance kilometers on which the travelling allowance is based on.

5.5.5 These kilometers will be reimbursed at the rates prescribed by the Department of Transport for private rates including fuel, capital, insurance and depreciation.

5.6 Transport costs payable to Councillors:

5.6.1 Any allowance or travelling costs payable to Councilors will be subject to the regulations pertaining to the remuneration of Councilors as promulgated by the Department responsible for local government in terms of the Public Office Bearers Act, Act 20 of 1998 from time to time, and will be paid according to the tariffs prescribed by the Department of Transport for use of privately owned vehicles.

5.5.6 A councillor who uses a privately -owned vehicle for execution of official duties on behalf of the municipality, may be reimbursed for official kilometres travelled, in addition to the total remuneration package of a councillor, at the rates prescribed by the Department of Transport for private rates including fuel, capital, insurance and depreciation.

Councilors must maintain a log sheet in a format acceptable to the South African Revenue Services which is attached to this policy as **Annexure C**, for all kilometres travelled both official and private and must be submitted to the Financial Management Department in order to be reimbursed for costs incurred.

5.7 Transport costs payable for Municipal Managers and Managers Directly Accountable to the Municipal Manager

5.7.1 Any allowance or travelling costs payable to Municipal Managers and Managers directly accountable to the Municipal Manager will be subject to the provisions in the Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers and will be paid according to the tariffs prescribed by the Department of Transport for use of privately owned vehicles.

Municipal Managers and Managers directly accountable to Municipal Managers must maintain a log sheet in a format acceptable to the South African Revenue Services which is attached as **Annexure C** to this policy for all kilometres travelled both official and private and must be submitted to the Financial Management Department in order to be reimbursed for costs incurred.

6. ACCOMMODATION, MEALS AND SUBSISTENCE ALLOWANCE

6.1 Accommodation:

6.1.1 Accommodation expenses will be payable when it can reasonably be expected of an employee or councillor to stay overnight during an official trip.

6.1.2 Overnight accommodation shall be limited to instances where the distance travelled by road by an employee/Councillor exceeds 500 kilometres to and from the destination.

6.1.3 No accommodation will be payable for official visits **within** the City of Mbombela boundaries, except when the trip is longer than one working day and if it can be reasonably expected of an employee to stay overnight.

6.1.4 It will be the prerogative of the employee's General Manager / Municipal Manager / Executive Mayor / Speaker to determine whether or not it is reasonable for an employee to stay overnight.

6.1.5 If a delegate is required to stay overnight in a hotel/guest house, bookings in a hotel/guest house with a maximum rating of 4 stars will be allowed. Accommodation

must be booked in line with MFMA Circular 82 on Cost Containment Measures and the maximum rates set for domestic hotel accommodation are as follows:

Accommodation Grid			
Voucher Includes	BAND 1	BAND 2	BAND 3
	Room Only	Bed & Breakfast	Dinner, Bed and Breakfast
	Tourism Levy VAT 2 x soft Drink at Dinner	Tourism Levy VAT 2 x soft Drink at Dinner	Tourism Levy VAT 2 x soft Drink at Dinner
Graded Hotel	BAND 1	BAND 2	BAND 3
1 Star property	R580.00	R710.00	R855.00
2 Star property	R900.00	R1 030.00	R1 230.00
3 Star property	R1,100.00	R1,200.00	R1,400.00

Star property	R1,250.00	R1,350.00	R1,550.00
Bed & Breakfast or Guest house	BAND 1	BAND 2	BAND 3
1 Star property	-	R180.00	R270.00
2 Star property	-	R250.00	R350.00
3 Star property	-	R400.00	R520.00
4 Star property	-	R600.00	R750.00

6.1.6 Written motivation must be submitted and approved by the Municipal Manager for exceptions to 6.1.4 in extra-ordinary cases prior to the booking of such accommodation.

6.1.7 Costs in respect of telephone, laundry, alcoholic beverages and other entertainment shall be for the employee/ councillor's expense and will not be reimbursed.

6.2 Meals

6.2.1 If a delegate stays overnight he/she will be entitled to breakfast, lunch and supper and the amount can be claimed as follows:

- (h) included in the accommodation cost if breakfast / supper is supplied at a cost to be paid directly to the hotel/guest house as part of the accommodation;
- (i) reimbursed as part of the Travelling and Subsistence claim if no cost in this regard was paid to the hotel, by submitting proof of the expense incurred.

6.2.2 If a delegate attends to an official trip outside the boundaries of the Municipality, he /she may claim for expenditure incurred for lunch should the host not provide lunch, by submitting proof of the expenditure and the agenda or other written proof indicating that no lunch was provided as part of the Travelling and Subsistence claim.

6.2.3 The following limitations be set regarding meals **if not** part of the set service provided by the hotel/guest house in line with MFMA Circular 82 on Cost

Containment Measures :

Accommodation Grid			
Voucher Includes	BAND 1	BAND 2	BAND 3
	Room Only Tourism Levy VAT 2 x soft Drink at Dinner	Bed & Breakfast Tourism Levy VAT 2 x soft Drink at Dinner	Dinner, Bed and Breakfast Tourism Levy VAT 2 x soft Drink at Dinner
Meals Allowance	BAND 1	BAND 2	BAND 3
Breakfast	R120.00	-	-
Lunch	R120.00	R120.00	-
Dinner	R150.00	R150.00	-
Total	R390.00	R270.00	-

Subsistence allowance:

6.2.4 For official trips **outside** the City of Mbombela boundaries, a subsistence allowance will be payable equal to the rate approved by the South African Revenue Services per night where all costs for accommodation and meals are for the cost of the employer:

- if an employee is away from his or her workplace longer than 6 working hours.
- if an employee is required to stay overnight in hotel.

6.2.5 For official trips **outside** the City of Mbombela boundaries a subsistence allowance will be payable equal to the rate approved by the South African Revenue Services per night where costs for accommodation and meals are **not** funded by the employer:

- (j) If an employee is required to stay overnight and chooses to stay at privately arranged accommodation (e.g. family/friends).

7. TRAVELLING AND SUBSISTENCE PAYABLE TO OFFICIALS ATTENDING TRAINING COURSES WHERE SUBSISTENCE OVER WEEKENDS IS NOT PROVIDED:

7.1 If an employee, including **but not limited** to a traffic officer, inspector of licenses, examiner of vehicles, examiner of drivers' licenses, learner horticulturist and fireman, attend a training course at a training institute (e.g. Traffic Training College) exceeding one week where meals are provided during the week, but subsistence over weekends is not provided, then costs towards the provision of subsistence

during the week will be paid to the training institution that provides such subsistence and the employee will be compensated for travelling and subsistence costs incurred over weekends according to paragraph 7.3 below;

7.2 If an employee (as per 7.1) attends a training course at a training institution exceeding one week and meals are not provided, an allowance for meals will be re-imbursed as per 6.2.3 upon submission of a claim and proof of expenditure. The employee will be compensated for travelling and subsistence costs incurred over weekends according to paragraph 7.3 below;

7.3 Officials referred to in paragraph 7.1 and 7.2 above will be eligible to claim for

kilometres travelled from the training institute and home in terms of the tariffs prescribed by the Department of Transport for use of privately owned vehicles or the actual costs incurred for using alternative public transport will be reimbursed provided proof of actual expenses incurred is submitted.

- 7.4 An official Council vehicle may only be used for this purpose with prior approval of the relevant General Manager and Chief Financial Officer.

8. ARRANGEMENTS FOR TRAVELLING ABROAD ON OFFICIAL VISITS

8.1 General

- 8.1.1 The motivation plans with costed budgets for official journeys abroad shall be submitted to Council for approval at least one (1) month prior to the planned departure after establishing if such trips will have a tangible and clear benefit to the local community and performance of essential service delivery provision.

In exceptional cases where it can be proven that it was not possible to obtain Council approval one (1) month prior to departure, it be delegated to the Executive Mayor, Municipal Manager and Chief Financial Officer to consider the application. The report must serve before the next Council meeting for ratification.

- 8.1.2 Up to a maximum of 3 delegates can be authorised to travel abroad/ overseas for any official visit on behalf of Council, unless otherwise approved in advance by Council, having due regard to the cost containment measures.

- 8.1.3 The cost containment measures must limit international travel to meetings or events that are considered critical. The number of officials or political office bearers attending such meetings or events must be limited to those officials or political office bearers directly involved in the subject matter related to such meetings or events.

- 8.1.4 Council will be responsible for the payment of the following costs:

- (i) Visas
- (ii) Airport Tax
- (iii) Vaccinations or tablets if prescribed for the country visited
- (iv) Necessary travelling documents
- (v) Travelling costs abroad e.g. bus, taxi, train, car rental for travelling between the airport, hotel and meeting venue.
- (vi) Travel insurance
- (vii) Accommodation (as per 6.1)
- (viii) Meals (subject to 8.2.2.3)
- (ix) Flights (as per 8.3)
- (x) Daily allowance (as per 8.2)

- 8.1.5 Other “out of pocket expenditure” may be claimed on return subject to the approval of the Municipal Manager and proof of expenditure incurred, with the exception of the following and any other expenditure that can be regarded as being of a personal nature:

- (i) Cultural Experiences (including but not limited to the following examples: - sightseeing ventures, theatres or other visual/musical experiences),

- (ii) Clothing,
- (iii) Gifts.

8.1.6 Re-imbusement of cell phone expenditure incurred for council related business purposes

The senior management officials and councillors must, when visiting destinations abroad on official business, be available for decision making. These officials and councillors will therefore be entitled to claim the costs incurred for council related business calls made or received upon their return. In order to claim such expenditure the following documentation must be submitted:

- (i) Original/certified copy of cell phone account showing detailed billing for the period
- (ii) All council related business calls must be clearly marked and certified as such.
- (iii) Copy of council resolution authorising the travel abroad
- (iv) All claims in this regard must be approved by the Municipal Manager or the Chief Financial Officer as the delegated official.

Allowance Payable with Respect to visits outside the boundaries of the Republic of South Africa

8.1.7 A daily allowance, calculated from the first day of departure and a day of return will be paid to Councillors or Officials travelling overseas on official Council business.

8.1.8 The actual daily allowance will be calculated in accordance with the guidelines for foreign visits published by the Department of Public Service and Administration from time to time.

8.1.9 Two different categories of allowances will be paid according to the schedule mentioned in 8.2.1 namely:

8.2.3.1 Head of Department Tariff: Executive Mayor, Speaker, Mayoral Committee, Chief Whip, Municipal Manager and Managers directly accountable to the Municipal Manager.

8.2.3.2 Other employee tariff: Ordinary Councillors and other officials.

8.3 International flights

8.3.1 In cases where single flight exceeds five (5) hours, the trip may be undertaken in business class (no booking may be made in first class).

8.3.2 All other flights will be booked in economical class.

9. CONVEYANCE (CAR RENTAL)

9.1 Consideration must firstly be given to make use of shuttle services if the cost of the services is below the cost of hiring a vehicle.

9.2 Should delegates be dependent on conveyance (such as car rental) during their

visit, it should be based on 9.3 below. Car rentals must be based upon the most economical rates including full insurance.

- 9.3 The following categories of vehicles may be rented (detail of each category is attached as **Annexure E**):

Group	Number of Passengers	Category
Up to category B or equivalent	Up to 4	All officials below General Managers
F	Up to 4	General Managers and MMC
N	More than 5	All
G	N/A	Municipal Manager
H	N/A	Executive Mayor and Speaker

- 9.4 The deviation from clause 9.3 above must be approved by the Municipal Manager prior to the undertaking of the journey.

10. CLAIMS BY ANY PERSON WHO IS AUTHORISE BY DELEGATED OFFICIALS TO ATTEND AN OCCASION THAT IS IN LINE WITH COUNCIL POLICY

10.1 Travel Expenses

10.1.1 Cost regarding travel will be reimbursed based on the following:

- (i) Actual kilometres for distance travelled will be reimbursed at the prescribed rate by the South African Revenue Services time to time
- (ii) the bus/taxi fare of the trip (proof of payment or affidavit declaring the cost incurred must be submitted)
- (iii) the cost of airfare in economical class plus car rental (maximum group B) for duration of the interviews and / or assessment from Kruger - Mpumalanga International Airport (proof of payment must be submitted).

10.1.2 Cost / kilometres will only be paid from normal place of residence;

10.2 Accommodation and Subsistence

10.2.1 Accommodation and Subsistence will only be payable to individuals who had to travel more than 250 kilometres single trip to attend an interview.

10.2.2 The amount payable will include accommodation and food, subject to section 6 of this policy.

10.2.3 The following shall apply:

- (i) Proof of expenditure incurred must be submitted
- (ii) Claims shall be limited to the duration of the interview or assessment.

10.3 All claims must be submitted and approved through the Office of the General Manager Corporate Services.

11. GENERAL:

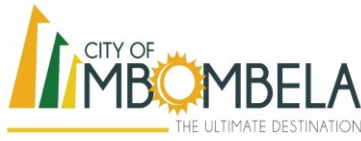
11.1 If circumstances necessitate a delegate to incur additional expenses for which provision is not made in this policy, such as toll fees, parking fees, et cetera, and the delegate may claim compensation for such expenses on the submission of documentary proof thereof.

11.2 If more than one delegate attends a specific official occasion or conference, they should, insofar possible, travel with one vehicle and only the owner of the vehicle used will be legible to receive reimbursement for travelling costs in terms of this policy, with the exception of the Executive Mayor. Allowing employees or councillors to travel to the same venue in separate vehicles will be for the discretion of the person authorising the trip as per section 4 of the policy, in that case each employee or councillor must obtain his/ her approval as per section 4 of the policy.

11.3 The subsistence allowance as described in section 6.3 above is intended for the financing of personal expenses not provided for in this policy, and no documentary proof for the expenditure thereof is required.

- 11.4 The Municipal Manager, in consultation with the Chief Financial Officer, will be entitled, in any case where a dispute arises, to make a final decision regarding the mode of transport to be used or any other issues regarding hotel accommodation etc.
- 11.5 All bookings for hotels, flights, car rentals etc. must be made through the travel agency appointed by Council. Exceptional cases will be re-imbursed to the employee after approval by the General Manager.
- 11.6 No bookings may be made without an official order issued by Council – the following documentation shall be attached to the order requisition:
- (i) Quotation from the travel agency
 - (ii) Duly approved “application to travel” form
 - (iii) Proof or invitation of meeting to be attended
- 11.7 No Travelling and Subsistence claims older than 3 months will be paid, and the cost thereof will be for the relevant official / councillor.

ANNEXURE A



APPLICATION TO TRAVEL OUTSIDE THE AREA OF JURISDICTION OF MUNICIPALITY

Name: _____ **Pay Number:** _____
Designation: _____ **Department:** _____
Division: _____ **Section / Ward:** _____

APPLICATION:

Hereby authorization is sought for traveling outside the area of jurisdiction of City of Mbombela, regarding the following:

Motivation: _____

Dates: _____

Destination: _____

Number of delegates to attend: _____

Names of delegates: _____

Mode of transport: Council owned vehicle: Private Vehicle:
Air travel: Estimated Cost: _____

Accommodation required: Yes No **Number of nights:** **Estimated cost:** _____

Rental vehicle required: Yes No **Number of days:** **Estimated cost:** _____

Vote number: _____ **Budget available:** _____

**** Proof of meeting / congress etc. to be attached.

Applicant _____
Date

I hereby **SUPPORT / NOT SUPPORT** the above application and certify that:

- 1) That the official trip is necessary and in public interest;
- 2) That the arrangements are made the most economical in each instance and

The above request is hereby **SUPPORT / NOT SUPPORTED**

SIGNATURE _____
SENIOR MANAGER
(If applicable) _____
DATE

AUTHORIZATION

The above request is hereby **APPROVED / NOT APPROVED**

SIGNATURE

POSITION

DATE

Delegated powers in terms of section 4 of the approved Travelling and Subsistence Allowance Policy

<i>Position held:</i>	<i>To be approved by:</i>
<i>All officials excluding managers reporting directly to the Municipal Manager</i>	<i>General Managers</i>
<i>Manager reporting directly to the Municipal Manager</i>	<i>Municipal Manager</i>
<i>Municipal Manager</i>	<i>Executive Mayor</i>
<i>Full time Councillors (Mayoral Committee / Chief Whip / Speaker)</i>	<i>Executive Mayor</i>
<i>All other councillors</i>	<i>Speaker</i>
<i>All traveling outside the Borders of South Africa</i>	<i>Council resolution</i>

ANNEXURE B



APPLICATION TO TRAVEL WITHIN THE AREA OF JURISDICTION OF MUNICIPALITY

Name: _____ Pay Number: _____
Designation: _____ Department: _____
Division: _____ Section / Ward: _____

APPLICATION:

Hereby authorization is sought for traveling within the area of jurisdiction of City of Mbombela, regarding the following:

Motivation: _____
Dates: _____
Destination: _____

Applicant Date

- 1) That the official trip is necessary and in public interest;
- 2) That the arrangements are made the most economical in each instance and

AUTHORIZATION

The above request is hereby APPROVED / NOT APPROVED

SIGNATURE POSITION DATE

Delegated powers in terms of section 4 of the approved Travelling and Subsistence Allowance Policy

<i>Position held:</i>	<i>To be approved by:</i>
<i>All officials</i>	<i>General Managers/Senior Manager</i>
<i>Full time Councillors (Mayoral Committee / Chief Whip / Speaker)</i>	<i>Executive Mayor</i>
<i>All other councillors</i>	<i>Speaker</i>

ANNEXURE C

Documents to be attached to the claim:

1) Approval to travel (within Municipal Jurisdiction)	
2) Itinerary / events attended	
3) GO 40	



MONTHLY LOG SHEET AND SUBSISTENCE CLAIM

Name:	Pay number:	Designation:
Department:	Sub-Department:	Section:
Vehicle Make / Model:	Engine Capacity:	Vehicle Registration No:

Please indicate:	Fuel Type: Petrol Diesel	Vehicle Category: Sedan/Station Wagon LDV Single & Extended CAB 4x2 LDV 4x4 & Double Cab Multi-Purpose SUV Crossover
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A.				DISTANCES			
Vote number:				Amount Available:			
Km reading from previous month	Distances		Time Depart	Time Arrive	From	Destination	Purpose of Trip
Date	Speedo reading at end of trip	Official	Private				

Date	Speedo reading at end of trip	Distances		Time Depart	Time Arrive	No of Passengers	Destination	Purpose of Trip
		Official	Private					
Totals from p. 1								
Total km. for month								
Less Official km. incl. in travel allow		-						
Total official kilometres claimed								
Tariff per kilometre								
Total km cost to Council								

FOR OFFICIAL USE ONLY

B. CALCULATION OF CLAIM (SALARY OFFICE)		Total Amount
Description		
A. DISTANCES		
B. SUBSISTENCE CLAIM FOR TRAVEL OUTSIDE THE JURISDICTION OF MBOMBELA		
C. OUT OF POCKET EXPENDITURE CLAIM		
TOTAL CLAIM AMOUNT		
LESS: EMPLOYEE'S TAX PAYABLE		-
AMOUNT DUE		

Totals carried forward to p. 2								
--------------------------------	--	--	--	--	--	--	--	--

I hereby certify that the vehicle was necessarily and wholly employed on Municipal service on the official trips as specified

Initials & Surname **Position** **Signature** **Date**

I hereby certify:

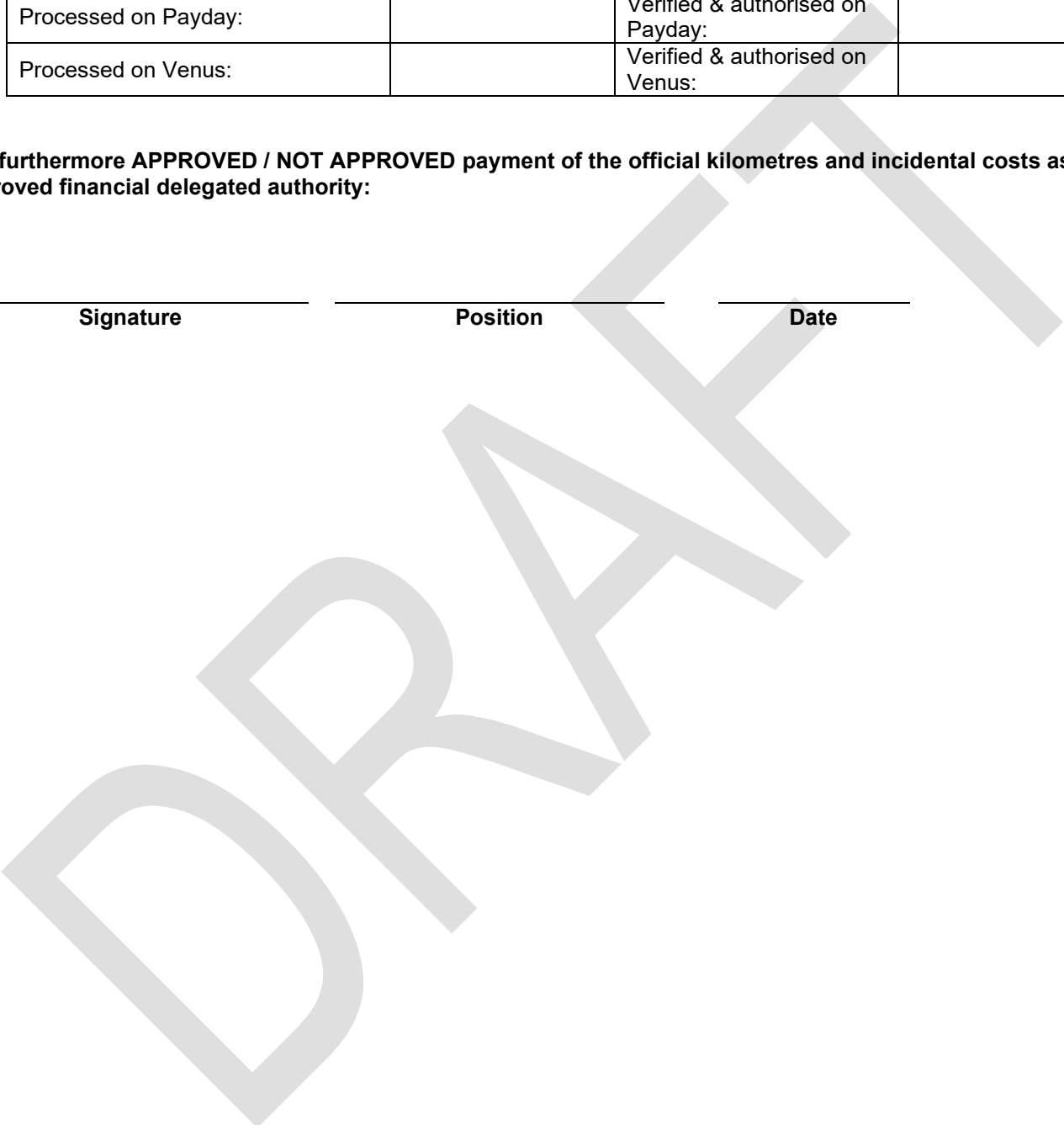
- That the official trips were necessary and in public interest;

- That the arrangements made were the most economical in each instance

Official Use by the Salary Office:			
	Name	Signature	Date
Documentation & authorization verified by:			
Amount payable calculated by:			
Calculations verified by:			
Release of payment authorised by:			
Processed on Payday:		Verified & authorised on Payday:	
Processed on Venus:		Verified & authorised on Venus:	

and furthermore **APPROVED / NOT APPROVED** payment of the official kilometres and incidental costs as per the approved financial delegated authority:

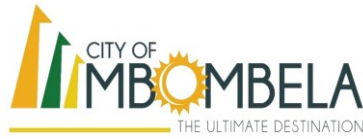
Signature **Position** **Date**



ANNEXURE D

attached to the claim:

- 2) Proof of meeting / event attended
- 3) Proof of out of pocket expenditure
- 4) GO 40



AD-HOC TRAVEL CLAIM

Name: _____ Pay number: _____ Designation: _____
 Department: _____ Sub-Department: _____ Section: _____
 Vehicle Make / Model: _____ Engine Capacity: _____ Vehicle Registration No: _____

Please indicate:	Fuel Type:	Petrol	Diesel		
	Vehicle Category:	Sedan/Station Wagon	LDV Single & Extended CAB 4x2	LDV 4x4 & Double Cab	Multi-Purpose SUV Crossover

A. SUBSISTENCE CLAIM FOR TRAVEL OUTSIDE THE JURISDICTION OF CITY OF MBOMBELA

Vote Number	Departure				Returned		Number of Nights	Number of Days	Tariff	Amount
	Date	Time	Date	Time						

Total Subsistence cost to Council:

B. OUT OF POCKET EXPENDITURE CLAIM (Proof must be attached)

Vote Number:	Date	Description / Motivation	Amount Available:	Amount

Total Out of Pocket Expenditure Claim:

C. OFFICIAL KILOMETERS CLAIMED

Vote Number:	Date	Destination	Odometer reading beginning of trip	Odometer reading end of trip	Official kilometers traveled	Tariff	Amount

Total Out of Pocket Expenditure Claim

D. CALCULATION OF CLAIM (SALARY OFFICE)

Description	Total Amount
A. DISTANCES	
B. SUBSISTENCE CLAIM FOR TRAVEL OUTSIDE THE JURISDICTION OF MBOMBELA	
C. OUT OF POCKET EXPENDITURE CLAIM	
TOTAL CLAIM AMOUNT	
LESS: EMPLOYEE'S TAX PAYABLE	-
AMOUNT DUE	

Signature of Applicant

Date

Approval of payment as per the approved financial delegated authority

I hereby APPROVE / NOT APPROVE payment of the official kilometers and incidental costs and certify:

- That the official trips were necessary and in public interest;
- That the arrangements made were the most economical in each instance and
- That all trips outside the municipal boundaries are approved.

Signature

Position

Date

Official Use by the Salary Office:			
	Name	Signature	Date
Documentation & authorization verified by:			
Amount payable calculated by:			
Calculations verified by:			
Release of payment authorized by:			
Processed on Payday:		Verified & authorized on Payday:	
Processed on Venus:		Verified & authorized on Venus:	

Vehicle Groups

GROUP	AIRCON	AUTO	POWER STEERING	CENTRAL LOCKING	AIR BAGS	ABS BRAKES	RADIO	CD PLAYER	APPROX TANK CAPACITY	PASSENGER SEATING	DOORS
P							X	X	46l	4	4/5
M	X		X		X	X	X	X	42l	4	
B	X		X		X	X	X	X	60l	4	4/5
C	X		X	X	X	X	X	X	52l	4	4/5
D	X	X	X	X	X	X	X	X	42l	4	4/5
E	X	X	X	X	X	X	X	X	60l	5	4/5
F	X	X	X	X	X	X	X	X	60l	5	4/5
G	X	X	X	X	X	X	X	X	62l	5	4
I	X		X	X	X	X	X	X	45l	5 with luggage OR 7 with no luggage	5
K	X		X	X	X	X	X	X	60l	5	5
N	X		X	X	X	X	X	X	70l	8	4

DRAFT