

## MSUKALIGWA LOCAL MUNICIPALITY

### **POLICY REGARDING TRANSPORT AND SUBSISTENCE ALLOWANCE PAYABLE TO COUNCILLORS AND OFFICIALS**

Council accepts as policy that transport and subsistence costs for the attendance of official visits will be paid in accordance with the stipulations as set out below:

#### 1. DEFINITIONS

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

- 1.1 "Council" means the Council of Msukaligwa Local Municipality and "Councillor" means a Councillor elected to serve on the Council.
- 1.2 "Msukaligwa boundaries" means the area determined by the National Demarcation Board for the Municipal Area known as (MP 302) Msukaligwa.
- 1.3 "Departmental Head" means any employee employed as Director by the Municipality.
- 1.4 "Deputy Departmental Head" means any employee previously employed as a Deputy Director by the Municipality.
- 1.5 "Assistant Departmental Head" means any employee employed as Assistant Director by the Municipality.
- 1.6 "Delegate" means any Councillor or any official that received permission to attend an official visit as contemplated in section 2 of the policy.
- 1.7 "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 those Institute.
- 1.8 "Vehicle allowance scheme" means the vehicle allowance and loan agreement scheme published in Government Gazette 1221 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.
- 1.9 "Negotiated transport allowance" means the allowance negotiated by incumbents employed as Municipal Manager, Deputy Municipal Manager and Directors on a fixed term performance contract:
- 1.10 "Fixed transport allowance" means the allowance intended for incumbents of the posts of Departmental Head, Deputy Departmental Head and Assistant Departmental Head. These incumbents receive a monthly vehicle 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 incumbents in these posts.

1.11 "Fixed average journey distance per month" means the distance in kilometers on which a monthly transport allowance was based for a particular post on or before 5 December 2000.

1.12 "Ad hoc transport 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.

## 2. APPROVAL

2.1 Official visits by officials within the Msukaligwa boundaries will be subject to the approval of his/her Departmental Head.

2.2 Official visits by officials outside the Msukaligwa boundaries will be subject to the approval of Department Head and Municipal Manager.

2.3 Official visits by the Deputy Municipal Manager or a Departmental Head will be subject to approval by the Municipal Manager.

2.4 Official visits by the Municipal Manager will be subject to approval by the Mayor.

2.5 Official visits by any Councillor will be subject to approval by the Speaker.

2.6 Official visits by the Mayor and Speaker will be subject to approval by the Council.

2.7 The attendance of seminars and conferences will, notwithstanding the above, be subject to the Council's policy for the attendance of seminars and conferences by Councillors and officials.

## 3. TRAVELLING ALLOWANCE

### 3.1 PRIVATE TRANSPORT

#### 3.1.1 COUNCILLORS RECEIVING A FIXED TRAVELLING ALLOWANCE

3.1.1.1 Reimbursement for actual kilometers travelled from place of residence in respect of the performance of official functions on behalf of the municipality outside the jurisdiction of Msukaligwa in accordance with the tariffs prescribed by the Department of Transport for use of privately owned vehicles. (See LM 5/12/2000 and 8/12/2000)

3.1.1.2 Any allowance or transport costs payable to Councillors will be subject to the regulations pertaining to the remuneration of public office bearers as promulgated by the Provincial Department of 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.

3.1.1.3 A councillor opting for a fixed allowance as stipulated in Government notice R999 of October 2001 may only claim for journeys undertaken outside the Msukaligwa boundaries.

3.1.1.4 Reimbursement for actual kilometers traveled from place of residence in respect of the performance of official functions on behalf of the Municipality within the jurisdiction of Msukaligwa by Councillors, in Wards that are not theirs.

### 3.1.2 OFFICIALS RECEIVING A FIXED TRANSPORT ALLOWANCE

3.1.2.1 Reimbursement for actual kilometers travelled from workplace in respect of the performance of official functions on behalf of the municipality outside the jurisdiction of Msukaligwa in accordance with the tariffs prescribed by the Department of Transport for use of privately owned vehicles; limited to a 2500 cc vehicle in the A-category of tariffs.

3.1.2.2 Reimbursement for actual kilometers travelled from workplace in respect of the performance of official functions on behalf of the Municipality within the jurisdiction of Msukaligwa, but further than 20 kilometers from workplace, in accordance with the valid AA-tariff for running costs, for use of privately owned vehicles; limited to a 2500 cc vehicle. Trips from residential address to workplace are excluded.

### 3.1.3 OFFICIALS NOT RECEIVING A FIXED TRANSPORT ALLOWANCE

"Reimbursement for actual kilometers travelled from workplace in respect of the performance of official functions on behalf of the Municipality, in accordance with the tariffs prescribed by the Department of Transport for use of privately owned vehicles; limited to a 2500 cc vehicle in the "A" category of tariffs."

## 3.2 COUNCIL TRANSPORT

Councillors and officials receiving a fixed transport allowance may also make use of one of the Council's pool vehicles as allocated by the Department Co-operate Services in which event no reimbursement for travelling costs will be made by the Council.

Council transport may only be utilized by Councillors and officials incased where additional allowances has to be paid for travelling according: *section 2*

## 3.3 OTHER MEANS OF TRANSPORT

If official transport is not available and the person is requested to make use of a taxi, train or bus, real costs will be paid on submission of documentary proof.

## 3.4 CONDITIONS AND EXCEPTIONS

3.4.1 The Council will not incur expenses for more than one vehicle travelling to a particular event, unless extraordinary circumstances prevail in the

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3.1.1.4 Reimbursement for actual kilometers traveled from place of residence in respect of the performance of official functions on behalf of the Municipality within the jurisdiction of Msukaligwa by Councillors.

### 3.1.2 OFFICIALS RECEIVING A FIXED TRANSPORT ALLOWANCE

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3.1.2.2 Reimbursement for actual kilometers travelled from workplace in respect of the performance of official functions on behalf of the Municipality within the jurisdiction of Msukaligwa, but further than 20 kilometers from workplace, in accordance with the valid AA-tariff for running costs, for use of privately owned vehicles; limited to a 2500 cc vehicle. Trips from residential address to workplace are excluded.

### 3.1.3 OFFICIALS NOT RECEIVING A FIXED TRANSPORT ALLOWANCE

Reimbursement for actual kilometers travelled from workplace in respect of the performance of official functions on behalf of the municipality, in accordance with the ad-hoc travelling allowance, on the valid AA-tariff for fixed costs for a vehicle travelling 14000 kilometers per year, and a maximum of 100% of the official's annual basic salary, and running costs limited to a 2500 cc vehicle. This category has to obtain approval from the Municipal Manager to use private transport instead of Council transport before embarking on a trip.

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Council transport may only be utilized by Councillors and officials incased where additional allowances has to be paid for travelling according paragraph 2.1.

## 3.3 OTHER MEANS OF TRANSPORT

If official transport is not available and the person is requested to make use of a taxi, train or bus, real costs will be paid on submission of documentary proof.

CONDITIONS AND EXCEPTIONS

- 3.4.1 The Council will not incur expenses for more than one vehicle travelling to a particular event, unless extraordinary circumstances prevail in the opinion of the Municipal Manager that warrants expenses to be incurred for more than one vehicle.
- 3.4.2 Should a vehicle of the Council break down during a journey, the delegate shall have the vehicle towed into the nearest garage for the necessary repairs: Provided that should the expenses for the necessary repairs be of a substantial nature, the delegate shall first and foremost obtain the permission of the Municipal Manager for incurring such substantial expense for the repair of the vehicle.
- 3.4.3 That, if necessary, the Chief Financial Officer shall provide the delegate with a cash advance for the possible purchase of additional fuel if this becomes necessary during a journey with a vehicle of the Council, as well as provision for tollgate fees. Receipts with date and vehicle registration number must be provided immediately.
- 3.4.4 Where the destination of a Congress/Event is served by National Airways or other Airway, delegates will be entitled to fly to the destination economy class, in which event the following terms and conditions will apply:
- 3.4.4.1 The council will pay the costs of parking the vehicle of the delegate at the Airport from which departure takes place.
- 3.4.4.2 The delegates will be entitled to lease a vehicle (class E) from AVIS or any other recognized vehicle hiring company for the duration of the Congress to travel between the Airport/Hotel and the place of Congress, at the cost of Council.
- 3.4.4.3 That delegates to a Congress be offered, in addition to existing policy, to travel to the place where the Congress is held, with his own private transport and to receive either the value of a return air ticket or the travelling allowance as per paragraph 3.1 which ever is the lowest, to compensate for the cost incurred by the delegate to travel to and from the place where the Congress is to be held.
- Where the delegate to a Congress make use of his own private transport, he is not entitled to lease a vehicle as per paragraph 3.4.4.2, but will be reimbursed for actual kilometers travelled between the hotel and venue of the Congress as per paragraph 3.1 up to a maximum of 50 kilometers per day.
- 3.4.5 No other subsistence or travelling allowances or provision will be paid or provided without approval of the Executive Committee, on submission of a report with full details and financial implication.

#### 4. SUBSISTENCE

##### 4.1 ACCOMMODATION EXPENSES

- 4.1.1 Accommodation expenses will be payable in terms of paragraphs 4.1.4 below, when it can reasonably be expected of an employee to stay overnight during an official visit.
- 4.1.2 No accommodation will be payable for official visits within the Msukaligwa boundaries, except when the visit is longer than one working day and if it can be reasonably expected of an employee to stay overnight.
- 4.1.3 It will be the prerogative of the employee's Departmental Head to determine whether or not it is reasonable for an employee to stay overnight.
- 4.1.4 If a delegate is required to stay overnight in a hotel/guest house, a maximum amount of R300.00 per night for expenses towards accommodation and meals taken at the hotel/guest house, will be paid directly to the hotel/guest house. (Arrangements with a hotel/guest house with regard to accommodation and meals must be made prior to the delegate's departure in order that a cheque can be made out to the specific hotel). The amount owed to the hotel/guest house may be paid to the delegate, provided that the invoice and receipt from the hotel/guest house be submitted with his/her claim.
- 4.1.5 The Head of Finance Department in consultation with the Municipal Manager will revise the amount mentioned in paragraph 4.1.4 annually during the compilation of the budget.

##### 4.2 DAY ALLOWANCE

- 4.2.1 A day allowance of R65.00 per day for official journeys outside the Msukaligwa boundaries will only be payable if an employee is away from his or her workplace longer than 6 working hours.
- 4.2.2 Day allowances of R65.00 per day for official journeys within the Msukaligwa boundaries will only be payable if an employee is away from his or her workplace longer than one working day.

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

- 5.1 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 and 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 5.2. below.

- 5.2 Officials referred to in paragraph 5.1 above, will receive an amount equivalent to a bus/minibus return ticket with regard to every weekend for the duration of the course in order to financially assist them with additional travelling and subsistence expenses incurred over weekends.
- 5.3 An official Council vehicle may only be used for this purpose in exceptional circumstances with the prior permission of the Municipal Manager.

#### 6. ALLOWANCE PAYABLE WITH RESPECT TO OVERSEAS VISITS

- 6.1 An allowance of \$80 per day, calculated from the first day of departure, will be paid to any Official or Councillor travelling overseas on official Council business. The amount must, however, be compared to Provincial Government guidelines in this regard, and can be revised by Council depending on the exchange rate and the country that is visited.

#### 7. GENERAL

- 7.1 If circumstances necessitates a delegate to incur additional expenses for which provision is not made in this policy, such as toll fees, parking fees, additional meals, et cetera, the delegate may claim compensation for such expenses on the admission of documentary proof thereof, provided that the Departmental Head/Municipal Manager in the case of an official, or the Mayor, in the case of a councillor, is of the opinion that such expenditure was justifiable.
- 7.2 If more than one delegate attends a specific official occasion, 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.
- 7.3 Should delegates be dependent on conveyance (such as car rental) during their visit, such conveyance costs will be recoverable. (Car rentals must be based upon the most economical rates including full insurance).
- 7.4 Airfares will be paid at economic class tariffs and will be payable to the Travel Agency making the reservations.
- 7.5 The day allowance as described in paragraph 4.2 is intended for the financing of personal expenses not provided for in the policy, and no documentary proof for the expenditure thereof is required.
- 7.6 Prior approval for all journeys undertaken outside the Msukaligwa boundaries must be obtained from the Municipal Manager, who will evaluate the necessity of the journey, regardless of the post level of the official involved.
- 7.7 The Municipal Manager, in consultation with the Head of Cooperative Services, will be entitled in any case where a dispute arises, to make a final decision regarding the mode of transport to be used based on the most cost-effective option for the Council, i.e. road versus air transport.
- 7.8 All previous policies on travelling and subsistence allowances accepted by Council, as well as all previous Council resolutions in this regard will be rescinded from the date of the Council resolution adopting this policy as the Council's only policy on traveling and subsistence allowances for Councillors and officials. This policy can therefore only be amended by a resolution of Council.