



# **LEPELLE NKUMPI LOCAL MUNICIPALITY**

## **POLICY: SUPPLY CHAIN MANAGEMENT**

*Adopted by council at a normal council meeting of 17 February 2005*

## **TRAVEL AND SUBSISTENCE POLICY**

### **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.

*The policy does not apply to the Mayor whose travel and subsistence will be governed by the Mayoral Handbook guidelines as adopted by council or any other policy that might be adopted by council to address the issues as contained in this policy for the office of the Mayor..*

### **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.
- 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.

### **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 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.
- 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. **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 or executive mayor, as the case may be
  - deputy-mayor
  - speaker
  - members of the executive committee or mayoral committee, as the case may be
  - other councillors 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.

## **PART 5: ACCOMMODATION COSTS AND SUBSISTENCE ALLOWANCE**

- I. 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.
- II. The actual cost of accommodation will be borne by the municipality, subject to a maximum of R500 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.
- III. Any additional costs will be to the account of the municipal representative and must be paid in with immediate effect failing which this amount will be deducted from the representative's salary.
- IV. If the cost of accommodation includes, as it often does, the provision of **breakfast**, a subsistence allowance of **R80 per day** will apply in respect of domestic travel. Where **breakfast is excluded** the subsistence allowance will be **R200 per day**.
- V. If a representative **stays with a relative or friend**, no accommodation allowance may be claimed, but the representative may claim a subsistence allowance of **R200 per day**.
- VI. The recoverable cost of **accommodation for international travel** and **subsistence allowance** will be limited to the tax free allowances for international travel as determined by the Income Tax Act.
- VII. Where it is **not necessary to overnight** on any travel on municipal business, no accommodation costs will be paid, but a subsistence allowance of **R80 per day** may be claimed.
- VIII. In the case of both domestic and international travel, the day of departure and the day of return each qualify for a subsistence allowance.

- IX. For purposes of this policy, domestic travel shall mean travel within South Africa, and international travel shall mean travel to any country other than South Africa.

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

If a representative travels on the business of the municipality for a day or part of a day, a subsistence allowance of R80 per day or part of a day is payable. No more than R80 shall be payable per day, irrespective of the number of trips undertaken. Part of the day shall be six hours or more away from home.

## **PART 7: CAR RENTAL AND OTHER TRAVEL COSTS**

1. 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).
2. 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.
3. 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.
4. 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 an amount prescribed from time to time by the Department of Transport. 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. If the total number of kilometres for which such reimbursement is received exceeds 8 000 in any tax year, reimbursement for the excess kilometres over 8 000 must be taxed for PAYE purposes.
5. Where possible representatives must travel together, up to a maximum of four in a vehicle, to minimize travelling expenses. (With the provision that, unless practically impossible, the following may not travel together in a vehicle:
  - o Mayor and Municipal Manager
  - o Mayor and Speaker
  - o Municipal Manager and more than two senior managers)

## **PART 8: SUBSISTENCE AND TRAVEL ALLOWANCES FOR PERSONS INVITED FOR INTERVIEWS**

No subsistence costs will be paid to any candidate invited for an interview, but travelling costs at a rate as determined by the Department of Transport from time to time may be paid if the candidate has to travel more than 50km to attend the interview.

## **PART 9: AUTHORISATION**

For purposes of implementing this policy:

1. 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.
2. Only the Mayor may authorize any travel by councillors. Where the traveling is related to portfolio committee matters the Head of the Portfolio should recommend the payment before authorization by the Mayor.

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 mayor, 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 executive mayor or executive committee 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 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.