

# Ubuntu Municipality



*menswaardigheid • hoop • erfenis  
ubuntu • ithemba • izithethe  
humanity • hope • heritage*

**DRAFT**

## **SUBSISTENCE AND TRAVEL POLICY**

**2024/25**

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## 1. **OBJECTIVES**

1. It is essential that representatives of Ubuntu municipality from time-to-time travel to destinations outside the jurisdiction of the municipality 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.
2. To ensure that subsistence and travelling is properly monitored to guard against fraud and wastage of resources.

## 2. **RESPONSIBILITIES OF REPRESENTATIVES WHO TRAVEL ON BUSINESS OF THE MUNICIPALITY**

3. Every representative who travels on the business of the municipality must comply with this policy in letter and in spirit.
4. 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.
5. 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.

## 3. **SUBSISTENCE AND TRAVEL ALLOWANCE**

6. Money paid by the municipality to a representative to cover the following expenses:
  - a. meals (including reasonable gratuities)
  - b. 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 the rate of Department of Transport.
  - c. 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.

## 4. **ENTITLEMENT TO A SUBSISTENCE AND TRAVEL ALLOWANCE**

7. A representative may claim a daily subsistence allowance as prescribed by the South African Revenue Services which is:
  - a. Meal and incidental cost per day R500.00
  - b. Incidental cost per day of R150-00

8. The subsistence allowance must, in order to ensure proper management and authorisation be claimed ***after trip has been embarked on and the necessary attendance registers and other supporting documentation has been submitted.***
9. The Department of Transport's monthly Tarriffs for the use of motor transport should be use as a guide for claiming travel expenses after trip has been embarked on and the necessary attendance registers and other supporting documentation has been submitted.
10. **It is expected of representatives to provide substantial proof that the vehicle belongs to them when required.**
11. Air travel and car rental is allowed if it is less then road travel.
12. No subsistence and travel 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.
13. A representative shall mean: Mayor, Members of the executive committee, other Councillors specifically authorised to represent the municipality on a particular occasion, Municipal Manager, Senior Managers, and any other official specifically authorised to represent the municipality on a particular occasion.
14. Provision is hereby made for reimbursement of councilors traveling more than 500km round trip for meetings per month under the following conditions:
  - 14.1 The meetings do not exceed 2 meetings a month
  - 14.2 Where possible committee meetings should be held virtually.
  - 14.3 Claims will only be paid if budget is available

##### **5. ACCOMMODATION COSTS AND SUBSISTENCE ALLOWANCE**

15. 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.
16. The actual cost of accommodation will be borne by the municipality, subject to a maximum of R1200.00 per night for the accommodation for Senior managers (excluding the Accounting Officer), R1000-00 for middle management and R900-00 for all other municipal employees in respect of domestic travel. Where such accommodation is available, the rate for a single room will be payable. If available accommodation is more than the above-mentioned prices per night, prior approval must be obtained from the Municipal Manager. Please take note that all procurement above R 2 000.00 needs to be in line with SCM Policy of the municipality.
17. A councillor or official may decide to stay private of which a flat rate of R1200 will be paid

18. Breakfast, lunch and dinner shall be reimbursed to a maximum of R150.00, R200.00 and R300.00 respectively. Representatives have the option to choose breakfast at the accommodation. No food allowance will be provided if the meals and incidental tariff are being claimed.

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

19. If a representative travel on the business of the municipality for a day or part of a day subsistence allowance of R500.00 is payable.

**7. SUBSISTENCE AND TRAVEL ALLOWANCES FOR PERSONS INVITED FOR INTERVIEWS**

20. Subsistence and travel allowance are claimable for persons invited for interviews.

**8. AUTHORISATION**

21. Only the municipal manager or chief financial officer may authorise any travel to be undertaken by officials, but provided the expenses to be incurred are on the approved budget of the relevant department.

22. Only the mayor may authorise any travel to be undertaken by the speaker or any councillor, provided the expenses to be incurred are on the approved budget of the municipality.

23. 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 or chief financial officer as the case may be.

24. 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 and submit a report to Council.

25. If any representative fails to do so, the 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.

26. The accounting officer or the mayor as the case may be must further take all appropriate disciplinary measures against the employee who abuse the policy

Date and signed at .....on this.....day  
of.....20.....

By.....for Council (Meeting

held.....)