



# **TRAVEL & SUBSISTENCE POLICY**

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**TABLE OF CONTENTS**

	<b>PAGE</b>
1. PURPOSE	3
2. OBJECTIVES OF THE POLICY	3
3. LEGISLATIVE FRAMEWORK	3
4. SCOPE OF APPLICATION	3
5. DEFINITIONS	4
6. AUTHORISATION	6
7. GENERAL	6
8. EXCLUSIONS	7
9. AIR TRAVEL – Domestic and International	8
10. ACCOMMODATION AND MEALS – Domestic and International	9
11. USE OF VEHICLES	11
12. SUBSISTENCE ALLOWANCE – Domestic and International	13
13. MISCELLANEOUS EXPENSES	14
14. SPONSORED TRIPS – Domestic and International	14
15. TRAVEL INSURANCE	14
16. GIFTS AND PROMOTIONAL GOODS	15
17. DEVIATION	15
18. TRAVEL AND SUBSISTENCE ALLOWANCE CLAIM FORM	15
19. IMPLEMENTATION AND REVIEW PROCESS	15
20. SHORT TITLE	15

**1. PURPOSE**

The purpose of this policy is to set out general rules for the payment of subsistence and travelling allowances or costs for the attendance of approved events **outside the municipal area of Overstrand**.

**2. OBJECTIVES OF THE POLICY**

The objectives of this policy are to:

- 2.1. Ensure that municipal employees and Councillors adhere to procedures when arranging for travel, lodging, meals and other expenses;
- 2.2. Ensure that municipal employees and Councillors are reimbursed for reasonable expenses incurred for travel, conferences, meetings and meals as a result of conducting authorized municipal business;
- 2.3. Ensure that payments made by the municipality are for the actual and necessary expenses incurred for municipal business in **adherence with National Treasury's prescribed Cost Containment Measures**; and
- 2.4. Ensure that municipal employees and Councillors will receive reimbursements in a timely manner.

**3. LEGISLATIVE FRAMEWORK**

This policy is developed and guided by the following:

- 3.1. South African Revenue Services (SARS) Interpretation Notices & other Notices;
- 3.2. Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA);
- 3.3. South African Local Government Association (SALGA);
- 3.4. Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998);
- 3.5. Income Tax Act, 1962 (Act No. 58 of 1962);
- 3.6. Overstrand Municipality Cost Containment Policy;
- 3.7. RSA Department of National Treasury: National Travel Policy; and
- 3.8. RSA Department of National Treasury: Cost Containment Measures related to Travel and Subsistence.

This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein.

**4. SCOPE OF APPLICATION**

This Policy is applicable to –

- 4.1. all Councillors of the Overstrand Municipality, and
- 4.2. all officials of the Overstrand Municipality,

travelling on official business and as such are formal travellers of the Overstrand Municipality.

**IMPORTANT** - No payments will be made to applicants for employment interviews in terms of the scope of this policy.

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**OVERSTRAND MUNICIPALITY – TRAVEL AND SUBSISTENCE POLICY**


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**5. DEFINITIONS**

For the purpose of this policy, except where clearly indicated otherwise, the words and expressions set out below have the following meaning:-

<i>“Accommodation”</i>	The rental of lodging facilities while away from the traveller’s place of residence while on authorized official duty.
<i>“Accounting Officer” / “Municipal Manager”</i>	The person appointed by the Council as Municipal Manager in terms of section 82 of the Municipal Structures Act, 1998 (Act 117 of 1998) and as defined in the Municipal Finance Management Act, 2003 (Act 56 of 2003), including any person acting in that position or to whom authority is delegated.
<i>“Air Travel”</i>	Travel by airline on official duty.
<i>“Car Rental”</i>	The rental of a vehicle for a short period of time by a traveller for official purposes.
<i>“Chief Financial Officer”</i>	The person appointed in terms of section 80(2)(a) of the MFMA and includes any person acting in that position or to whom authority is delegated.
<i>“Council”</i>	The Overstrand municipal council, as referred to in section 157 of the Constitution of the Republic of South Africa, 1996; and section 18 (3) of the Municipal Structures Act, 1998 (Act 117 of 1998).
<i>“Councillor”</i>	A member of the Overstrand Municipal Council.
<i>“Day”</i>	A completed period of twenty-four hours away from normal place of domicile and employment of official business of the Municipality.
<i>“Director”</i>	An official appointed by the Council in terms of section 56 of the Municipal Systems Act, 2000 (Act 32 of 2000) to head a Directorate of the municipality and shall include any person acting in that position.
<i>“Domestic Travel”</i>	Travel within the boundaries of the Republic of South Africa.
<i>“Essential User Transportation Allowance”</i>	Transportation allowance paid in accordance with the Essential User Transport Allowance Scheme to employees participating in the scheme.
<i>“Executive Management Team”</i>	Officials appointed in terms of Section 82 of the Local Government Structures Act, 1998 (Act 117 of 1998) (Structures Act) and section 56 of the Local Government Municipal Systems Act, 2000 (Act 32 of 2000).
<i>“Executive Mayor”</i>	The Executive Mayor of the Overstrand Municipality elected in terms of section 55 of Municipal Structures Act, 1998 (Act 117 of 1998) and shall include any person acting in that position.
<i>“Fixed Transportation Allowance”</i>	Transportation allowance linked directly to the managerial post level of the incumbent, also referred to as the “Old Perk Scheme”.
<i>“Host”</i>	The person or institution who has extended an invitation to the Municipality to delegate a Councillor and / or an Official to attend an event which is regarded as official business.
<i>“Incidentals”</i>	Any minor expenses normally associated with business travel.
<i>“International Travel”</i>	Travel to a location beyond the territorial boundaries of the Republic of South Africa.

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**OVERSTRAND MUNICIPALITY – TRAVEL AND SUBSISTENCE POLICY**


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<i>“Municipality”</i>	Overstrand Municipality, established in terms of sections 12 and 14 of the Structures Act.
<i>“Official”</i>	A person employed by the Municipality.
<i>“Official Business”</i>	For the purposes of this policy refers to the attendance by Councillors and / or Officials of congresses, conferences, seminars, training, meetings, workshops, roadshows, etc. related to the duties and functions of the Municipality, subject thereto that such attendance has been duly authorised in terms of the delegated authority.
<i>“Place of Work”</i>	The place where the principal duties of the Councillor or Official are performed.
<i>“Sponsored Trip”</i>	A trip where the total cost, or a portion thereof is sponsored by another organisation or third party other than the Municipality. (For the purposes of this policy such proportion of the total cost of the trip must be included in the application forms).
<i>“Subsistence allowance”</i>	An amount of money paid by the Municipality to a traveller for expenditure incurred in respect of personal subsistence and incidental costs (for example refreshments, snacks, drinks and newspapers but excludes any personal recreation such as visits to a cinema, theatre, nightclubs or sight-seeing).
<i>“Travel Allowance”</i>	An amount paid to a traveller for the use of his or her own private motor vehicle in respect of travelling expenses for business purpose.
<i>“Traveller”</i>	Any Councillor or Official travelling away from his or her normal place of domicile and employment on official business of the Overstrand Municipality.

## 6. AUTHORISATION

- 6.1. For purposes of implementing this policy:
- 6.1.1. **Only the Municipal Manager** may authorize any travel to be undertaken by the Executive Mayor and Directors, provided the expenses to be incurred are on the approved budget of the municipality.
  - 6.1.2. **Only the Executive Mayor** may authorize any travel to be undertaken by public office bearers and the Municipal Manager, provided the expenses to be incurred are on the approved budget of the municipality.
  - 6.1.3. **Only Directors** may authorize any travel to be undertaken by employees in the respective Directorate, provided the expenses to be incurred are on the approved budget of the municipality.
- 6.2. Authorization as per paragraph 6.1 must be obtained **prior** to an occasion by any traveller who travels on the business of the municipality.
- 6.3. An invitation to attend a workshop, meeting or related event is not an automatic authorization to attend such workshop or event. The required authorization must still be obtained from the Municipal Manager or Executive Mayor or Director as the case may be.
- 6.4. No Councillor and / or Official of the Overstrand Municipality may go on any official business travel without the prior authorization as provided for in paragraph 6.1 above.

## 7. GENERAL

- 7.1. Municipal delegates or travellers to any conference, workshop or meeting must ensure that they arrive on time and attend until the conclusion of such event. If any traveller fails to do so, the Executive Mayor, the Municipal Manager or Director, as the case may be, may recover all allowances and disbursements paid to enable such delegate or traveller to attend such event, provided that such delegate or traveller is afforded the opportunity to submit reasons for not being able to be present from the commencement to conclusion of such event.
- 7.2. The contents of this policy will not be regarded as conditions of employment but as a reimbursement for travelling and subsistence expenditure incurred or deemed to be incurred for the attendance of events for official purposes.
- 7.3. Travellers should plan official travel in advance. They should obtain approval and make a booking / reservation at least seven (7) working days prior to departure for domestic travel and fourteen (14) working days prior to international travel.
- 7.4. Accommodation, flights and vehicle rental arrangements will be based on the most cost-effective option in relation to the proximity of the venue, traffic, availability and other cost factors.
- 7.5. All efforts should be made to minimize the costs for the municipality i.e. by travelling together in one vehicle, minimizing overnight stay where possible, etc:
- 7.5.1. Delegations to the same event, conference, consultation or meeting may only exceed three (3) travellers or persons appointed on grounds of policy considerations if approved in advance by the **Municipal Manager**.
  - 7.5.2. Where multiple travellers attend approved events, inclusive of meetings, they must make arrangements for up to four (4) people to travel together in one vehicle.
  - 7.5.3. Any deviation from paragraph 7.5.2 must be approved in writing by the Director / Municipal Manager / Executive Mayor as the case may be, **prior** to the date of

departure, based on **valid reasons** as motivated in a submission.

- 7.5.4. The most cost-effective mode of transport should be used at all times, domestically and internationally.
- 7.6. In the event that the traveller must attend an early morning meeting, in a distant location within South Africa, consideration could be given to allow the travelling to take place a day before the event, subject to the approval of such travel by the **Municipal Manager** in terms of the delegated authority to do so.
- 7.7. In the event of direct payments made by travellers for traveling and accommodation, refunds will only be made on condition that the expense was pre-approved in accordance with the stipulations of this policy and that all aspects of this policy have been complied with.
- 7.8. A claim for subsistence and travelling cannot be made at the municipality as well as another institution for attending the same event. Such action shall lead to disciplinary action.
- 7.9. Any claim must be submitted on the official claim form with the necessary vouchers where specific expenses are claimed.
- 7.10. Sufficient documentation must be attached to the application for the trip e.g., official invitation, agenda or programme, itinerary, details of sponsor and amount, etc.
- 7.11. Any claim containing false information will lead to disciplinary steps being instituted and payments thus made may be recovered from any money payable by the municipality to the person who submitted the claim.
- 7.12. In the event of a traveller combining personal travelling either prior to or after a business trip, it must not lead to additional expenditure for the Municipality or impair the work performance of the traveller. NO costs incurred during the personal part of the trip will be for the account of the Municipality.
- 7.13. The Municipality distances itself from any private reservations made by the traveller. The arrangement is solely between the traveller and the relevant service provider. Thus, the processing of related payments through the Municipality's official payment system will not be allowed.
- 7.14. The traveller must safeguard Municipal information and assets while travelling and must avoid compromising that security.
- 7.15. The traveller should maintain personal travel documents such as a passport. The cost for obtaining such travel documents is for the traveller's own account.

## **8. EXCLUSIONS**

The following expenses shall explicitly not be covered by the Municipality:

- 8.1. Any expenses covered by a host extending an invitation;
- 8.2. Alcoholic beverages;
- 8.3. Expenses of a personal nature, such as private telephone calls and personal recreation such as visits to a cinema, theatre, nightclub or sight-seeing, etc;
- 8.4. In instances where costs are incurred in entertaining external business associates, contacts, clients or potential investors:
- 8.4.1. Where the traveller receives an entertainment allowance, the costs must be claimed against such entertainment allowance; and
- 8.4.2. All expenses shall fall outside the scope of this policy, unless specific written pre-approval as to the nature and estimated cost of the expenditure to be incurred, together with a reason(s) why such costs need to be incurred, was obtained from

the Municipal Manager for any such expenditure. prior to submission of the claim.

## **9. AIR TRAVEL – Domestic and International**

- 9.1. The Municipality must, as far as possible, make use of the improved upfront discounted flights which the National Treasury has negotiated on behalf of all three spheres of government, unless lower air travel rates can be negotiated.
- 9.2. For domestic trips both major and low-cost airlines may be utilized. All travellers should use discounted economy class (best fare on the day) where possible. In the event where discounted economy class tickets are not available, special authorization as provided for in paragraph 6.1 must be obtained to book full economy tickets.
- 9.3. Business class tickets may be considered for domestic and international trips under the following scenarios, including amongst others:
  - 9.3.1. Travellers with special needs based on medical grounds (e.g. deep vein thrombosis, varicose veins, recent surgery and pregnancy). In these instances, a medical certificate noting the medical need and the applicable period of time must be provided. If it is a long-term condition, an updated doctor's certificate should be presented on an annual basis to confirm that the condition still exists;
  - 9.3.2. Where economy class tickets are not available, travellers are not allowed to book business class tickets unless otherwise approved in terms of paragraph 6.1, where it has been confirmed that the permitted airline class was full and no other applicable flights are available;
  - 9.3.3. Disabled persons can be accommodated in business class upon receipt of approval provided for in paragraph 6.1.
- 9.4. For domestic trips preference will be given to airlines which operate direct flights between Cape Town and the end destination.
- 9.5. For international trips all major airlines may be utilized where the most economical airline is chosen on quotation basis.
- 9.6. For international trips the comparison of more expensive direct flights from Cape Town versus cheaper indirect flights should always be performed. When choosing a flight, consideration should also be given to the traveller's ability to function optimally when arriving at their destination, especially when travelling across time zones.
- 9.7. For special trips requiring the use of helicopters or chartered aircrafts, special authorization by the Executive Mayor or Municipal Manager or their delegated nominees is required
- 9.8. Amendments to Air tickets:
  - 9.8.1. Travellers should limit the number of amendments to air tickets as far as possible;
  - 9.8.2. The costs associated with amendments is subject to the rules of the particular ticket and can include penalty fees;
  - 9.8.3. The costs incurred as a result of amendments requested by the traveller for his / her convenience or lack of planning will be for the traveller's personal account;
  - 9.8.4. The costs of amendments as a result of revised business requirements or any other circumstances outside the traveller's control will be incurred by the relevant line department.
- 9.9. Baggage Allowance:
  - 9.9.1. The traveller must acquaint him- or herself with the baggage policy of the airline that he / she will be travelling on. The baggage policy provides information on the

prescribed baggage allowance and the cost for baggage in instances where the airline charges separately for baggage;

- 9.9.2. Based on the class of travel, the airline will prescribe the specific number of pieces of luggage that will be allowed as well as the weight and size per piece;
- 9.9.3. The reimbursement for any excess baggage is subject to the traveller obtaining approval for exceeding the baggage allowance due to valid business reasons, prior to the trip.

## 10. ACCOMMODATION AND MEALS – Domestic and International

When travelling to a destination outside the boundaries of the Overstrand Municipality in circumstances requiring absence from the office for longer than 24 hours, the following may be utilised and claimed (the time of departure from residence or office up until the time of arrival back at residence or office shall be used for purposes of calculating the length of absence):

### 10.1. Accommodation

10.1.1. The National Treasury, on behalf of all three spheres of government, has negotiated improved upfront discounted accommodation rates. Therefore, municipalities have been requested to utilize these agreements to assist in their respective cost containment measures, unless other service providers that offer lower rates can be utilized.

10.1.2. Travellers 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 a hotel, motel, guesthouse or bed and breakfast establishment:

- a) Where the distance to and from the venue in total, exceeds 500 kilometers;
- b) Any deviation from paragraph (a) must be motivated in writing by the traveller, **recommended by the relevant Director** or Executive Mayor, as the case may be, and must be approved in writing by the Municipal Manager, **prior** to any reservations being made, and prior to the date of departure, based on valid reasons.

10.1.3. The actual cost of accommodation will be borne by the municipality, subject to a maximum of 4-star rating for the accommodation itself in respect of domestic travel. Where such accommodation is available, the maximum rate per night (including Tourism Levy) for a single room will be payable as follows:

- a) Graded Hotel or Boutique Hotel:
  - (i) Room Only : R1'360-00 (incl VAT);
  - (ii) Room & Breakfast : R1'470-00 (incl Vat);
  - (iii) Room, Breakfast & Dinner : R1'700-00 (incl VAT)
- b) Graded Bed & Breakfast, County Houe or Guest House:
  - (i) Room Only : R1'090-00 (incl VAT);
  - (ii) Room & Breakfast : R1'260-00 (incl Vat);
  - (iii) Room, Breakfast & Dinner : R1'460-00 (incl VAT)
- c) Graded Self-Catering Establishment:
  - (i) Room Only : R1'360-00 (incl VAT).

10.1.4. If no such accommodation is available, higher rating accommodation can be used subject to the prior written approval of the **Municipal Manager or the Executive Mayor, as applicable**.

10.1.5. If a traveller stays with a relative or friend, no accommodation expense may be

claimed, but the traveller may claim a subsistence allowance per day as per par. 12.1.2(a) of this policy.

10.1.6. The location of the accommodation should not be more than 20 km from the venue of the event, unless prior written approval is obtained from the Municipal Manager or Executive Mayor.

10.1.7. Where advance payments have to be made to the establishment based on “pro-forma” invoices in order to secure the reservation, it is the responsibility of the traveller to obtain the valid Tax Invoice from the establishment on or before departure and to submit it to the Creditor Section within 7 working days of returning from the event.

#### 10.2. Meal Expenses – Domestic Trips

10.2.1. Travellers will not be entitled to be reimbursed for (a) meals(s) and / or incidental expenses within the area of jurisdiction of the Overstrand Municipality.

10.2.2. Where the cost of meals has not been included in the cost of overnight accommodation, receipts for the meals for domestic trips paid for by the traveller must be kept and attached to the claim form. The maximum amount allowable per meal is:

- a) Breakfast = R120-00;
- b) Lunch = R170-00 (if not provided / included at the event);
- c) Dinner = R190-00.

#### 10.3. Meal Expenses – International Trips

These meals will be covered in terms of the SARS rates applicable to the country being visited.

#### 10.4. No-Shows and Cancellations

10.4.1. It is the responsibility of the traveller to notify the accommodation establishment of any cancellations of reserved accommodation as soon as he / she becomes aware of the fact.

10.4.2. Each accommodation establishment has different conditions / rules in terms of cancellations. Last-minute cancellations may result in the payment of a cancellation fee. The traveller must familiarize him- / herself with the cancellation policy of the specific establishment.

10.4.3. The traveller should inform the accommodation establishment if he / she expects to be arriving later than the expected arrival time to ensure that the reservation is not cancelled, or a cancellation fee is charged.

10.4.4. If the traveller does not check in at the accommodation establishment without any prior notification. any no-show cost charged is regarded as fruitless and wasteful expenditure.

10.4.5. The traveller could be responsible for any fruitless expenditure incurred due to a no-show or late cancellation where it was in his / her ability to cancel the booking on time.

## **11. USE OF VEHICLES**

### 11.1. Hired Vehicles:

- 11.1.1. Shall be applied for, quantified and paid for by the Municipality.
- 11.1.2. May only be obtained when the traveller is on official municipal business where air travel was involved, and other modes of transport are not available, too costly or impractical.
- 11.1.3. Requires prior approval in accordance with paragraph 6.1.
- 11.1.4. May not be used for private purposes or for travel from the municipal offices.
- 11.1.5. Any fines, penalties and administration fees payable as a result of the contravention of any traffic rules and regulations while driving a hired vehicle will be for the traveller's personal account and must be settled within thirty (30) days of receipt of the fine or penalty.
- 11.1.6. Only travellers with a valid South African driver's license may hire vehicles; where the traveller who hires a vehicle, is not in possession of such license, he or she may be held personally liable for all damages and may be subject to disciplinary action by Council; the responsibility and related costs of obtaining an international driving permit, where required, rests with the traveller.
- 11.1.7. 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, for groups of 5 (five) or more travellers. The latter to be approved in advance by the Executive Mayor or Municipal Manager, according to the provisions as provided for in paragraph 6.1.
- 11.1.8. For physically handicapped travellers who are only able to drive a particular type of vehicle and those in possession of a driver's license restricted to automatic vehicles, the most suitable vehicle may be obtained.
- 11.1.9. Chauffeur driven vehicles may not be used. Travellers who are unable to drive must utilize either a shuttle service or another mode of public transport.
- 11.1.10. The traveller should book a rental vehicle for the period that is actually required for official business only as the car rental companies charge a full daily rate for a 24-hour cycle or part thereof.
- 11.1.11. For car rental inspections the traveller should verify and complete the quality check card prior to leaving the car rental premises, both on collection and return of the rental vehicle. The traveller must ensure that all scratches, chips, dents, windscreen and cracks are marked on the card and signed off by the car rental attendant. Failure to complete the quality check card could result in the traveller being held personally responsible for any damages.
- 11.1.12. The traveller must take every reasonable precaution to safeguard a rental or fleet vehicle against damage, theft or irregular use while driving it and when it is parked.
- 11.1.13. The traveller must ensure that the rental vehicle is returned within the specified rental period as it can be regarded as stolen if the vehicle is not returned in time without any notification to the car rental company. The traveller will be held responsible for the additional charges for the late return of the vehicle, unless approved in terms of the provisions provided for in paragraph 6.1 upon submitting sound reason(s) by the traveller.
- 11.1.14. If the traveller needs to extend the rental period for official business purposes,

the traveller must obtain the required approval in terms of the provisions provided for in paragraph 6.1 and inform the car rental company accordingly.

- 11.1.15. If the traveller extends his / her stay for personal reasons, the charges will be for the traveller's personal account. The car rental company must be informed of the arrangement and the car must be returned. The traveller must enter into a separate rental agreement for the period of private travel for personal usage.

## 11.2. Private Vehicles

- 11.2.1. The boundaries of the Overstrand Municipality shall be used to determine payment for travel outside such boundaries by means of private transport for officials who are in receipt of a fixed transportation allowance, or where such an allowance has been factored into the total cost of employment package of the official concerned. In such cases, only the applicable cost per kilometer will be paid as updated from time to time. Should the destination of the trip be outside the boundaries of the Municipality, the distance for the cost per kilometer will be measured from place of residence or place of work, whichever is the nearest to the place of the approved event.
- 11.2.2. Councillors using private transport outside the boundaries of the Overstrand Municipality will be reimbursed according to the guidelines issued by the relevant National Department as updated from time to time.
- 11.2.3. Travellers in receipt of a fixed transportation allowance, or where such an allowance has been factored into the total cost of remuneration package of the traveller concerned, travelling on official municipal business within the boundaries of the Overstrand Municipality but outside a radius of 15 km from their normal place of work, will be reimbursed for such travelling at the prevailing AA-Running Cost km tariff, calculated from their normal place of work or residence, which-ever is the nearest to the place of the approved destination.
- 11.2.4. Those employees who are in receipt of an Essential User Transportation Allowance shall be reimbursed in accordance with the applicable Scheme. The travelling distance shall be calculated from their place of work or residence, which-ever is the nearest to the place of the approved destination.
- 11.2.5. Those travellers who are not in receipt of a travel allowance shall be reimbursed according to the latest prescribed SARS km tariff, calculated from their place of work or residence, which-ever is the nearest to the place of the approved destination.
- 11.2.6. A traveller who uses private transport rather than air travel shall be paid the lower of the following two options:
- a) Cash equivalent of the avoided air ticket cost, which would have been paid in the event of air travel being the most economical and practical means of transport plus the cost of a hired vehicle to get to the traveller's destination; or
  - b) Actual cost per kilometer as determined according to the rate applicable to the traveller, on condition that such person may not claim subsistence costs for a longer period than would have been applicable in the case of air travel.
- 11.2.7. A claim submitted by a traveller, when travelling outside the municipal area of the Overstrand with private transport on official municipal affairs, will be considered for re-imburement, subject to the following conditions:
- a) that the trip is for an approved official event;
  - b) that no other municipal transport was available to officials not in receipt of a

transportation allowance at the time of the travel, as confirmed with the Executive Mayor, relevant Director or Municipal Manager;

- c) that the use of private transport is pre-approved by the Mayor, relevant Director or Municipal Manager.

## **12. SUBSISTENCE ALLOWANCE – Domestic and International**

### 12.1. Domestic Travel

12.1.1. A traveller may claim a daily subsistence allowance as provided for in this policy with the understanding that all authorized personal expenses are covered by the subsistence allowance. No further expenses, with the exception of certain business expenses (see paragraph 13 below), may be claimed.

12.1.2. A daily subsistence allowance will only be applicable where-

- a) official business unavoidably entails **one or more nights to be spent away from home**, a subsistence allowance as amended by SARS from time to time, will apply in respect of domestic travel; or
- b) where the traveller will be on official business for a **period exceeding 8 hours, without being away from home for one or more nights**, an allowance as amended by SARS from time to time, will apply in respect of domestic travel;
- c) No daily subsistence allowance will be payable to representatives that will be attending courses, training or meetings where lunch will be provided, but without being away from home for one or more nights.

12.1.3. A traveller of the municipality must obtain approval for his or her subsistence allowance, as provided for in this policy, before embarking on any official trip.

12.1.4. No subsistence allowance will be paid, and no traveller 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 traveller is entitled to a subsistence allowance.

### 12.2. International Travel

12.2.1. When traveling in countries other than in South Africa on specially authorized Municipal business, the expenses actually incurred for accommodation and official transport will be payable.

12.2.2. The daily subsistence allowance is to cover all meals, transport for private use and other incidental costs, this subsistence allowance for international travel will be in accordance with SARS Foreign Travel 1.1 List of Daily Maximum amount per Country, as amended by SARS from time to time, available on the SARS website under Legal Counsel / Secondary Legislation / Income Tax Notices as per the relevant year.

12.2.3. No additional claim in respect of such costs will therefore be paid, except for entertainment by full-time Councillors or the Executive Management Team, of official guests, clients, potential clients, investors or potential investors which is to be dealt with as “entertainment allowance” claims.

## **13. MISCELLANEOUS EXPENSES – Domestic and International**

13.1. Items that may be considered for approval, subject to proof of payment being provided, where expenditure is incurred within the boundaries of the Republic of South Africa during a period of absence is as follows:-

- 13.1.1. Parking fees while travelling;
- 13.1.2. Toll fees;
- 13.1.3. Bus / Taxi fares.
- 13.2. Items that may be considered for approval, where expenditure is incurred outside the boundaries of the Republic of South Africa during a period of absence are as follows:-
  - 13.2.1. Reasonable Laundry costs;
  - 13.2.2. Parking / Bus fares;
  - 13.2.3. Transport costs to and from official meetings;
  - 13.2.4. Visas (for the shortest available period);
  - 13.2.5. Inoculations;
  - 13.2.6. Specialized tours / entries to events related to the travelling;
  - 13.2.7. Copying and printing of relevant documentation.

#### **14. SPONSORED TRIPS – Domestic and International**

- 14.1. A trip shall be regarded as sponsored when the full / partial cost of the trip is borne by an institution other than the Overstrand Municipality. Such sponsored proportion of the total cost of the trip must be declared in the application for the trip.
- 14.2. Travelling and Subsistence payable by the Overstrand Municipality will be calculated as the difference between the amounts claimable per this policy less the monetary value of the sponsored amounts.

#### **15. TRAVEL INSURANCE**

- 15.1. Travellers, where the necessary travel and special leave forms have been duly authorized in accordance with paragraph 6.1, will be insured by the municipality in terms of its current approved policies, practices and standard operating procedures. The insurance shall cover, inter alia, the following:
  - 15.1.1. medical expenses and assistance services;
  - 15.1.2. personal accident, including death and disability, as well as repatriation and evacuation;
  - 15.1.3. luggage;
  - 15.1.4. travel documents; and
  - 15.1.5. personal liability.
- 15.2. Insurance cover is only for the period that the traveller is away from home or place of work on a trip relating to municipal business.
- 15.3. Private vehicles and contents thereof will not be covered under this Policy.
- 15.4. Hired vehicles are automatically covered for both Super Waiver Damage and Theft by the vehicle rental company.

#### **16. GIFTS AND PROMOTIONAL GOODS**

- 16.1. Where appropriate, the traveller may offer gifts to their hosts.
- 16.2. The gifts in question shall be provided by the municipality, through the appropriate department, in conjunction with the Department of Communication.
- 16.3. Suitable promotional and marketing products shall be supplied, on request, by the appropriate department of the Municipality in conjunction with the Department of

Communication.

- 16.4. Gifts received by officials are subject to the guidelines as set out on the Gift Policy for Officials.
- 16.5. Gifts received by Councillors should be declared to the Speaker.

## 17. **DEVIATION**

Any deviation from this policy for whatsoever reason must be authorized by the Municipal Manager.

## 18. **TRAVEL AND SUBSISTENCE ALLOWANCE CLAIM FORM**

- 18.1. The official Travel and Subsistence Allowance claim form, as prescribed by the Chief Financial Officer must be used with regard to Travel and Subsistence Allowance applications (NOTE: The relevant Director must authorize the trip in the provided space **PRIOR** to undertaking the trip and approve the payment of the expenses incurred in the provided space **AFTER** the trip).
- 18.2. All travel and subsistence claims will only be reimbursed after the trip has been undertaken, unless prior approval is obtained from the Municipal Manager to, in highly exceptional circumstances, make a provisional payment in advance.
- 18.3. Travel & Subsistence allowances will be paid with the next salary run, provided it was submitted to the Salary Office before the relevant deadline. Requests may be submitted to the Salary Office to pay these claims together with the weekly wage payment, but after the expenses was incurred as stipulated in Section 18.2 above.

## 19. **IMPLEMENTATION AND REVIEW PROCESS**

This policy will come into effect on **1 July 2025**;

This policy will be reviewed at least annually or when required by way of a Council resolution.

## 20. **SHORT TITLE**

This policy shall be called the Travel and Subsistence Policy of the Overstrand Municipality.

<b>POLICY SECTION:</b>	<b>DIVISIONAL MANAGER: EXPENDITURE, FLEET AND ASSET MANAGEMENT</b>
<b>CURRENT UPDATE</b>	<b>29 MAY 2025</b>
<b>PREVIOUS UPDATE</b>	<b>31 MAY 2024</b>
<b>PREVIOUS REVIEW</b>	<b>31 MAY 2023</b>
<b>PREVIOUS REVIEW</b>	<b>31 MAY 2022</b>
<b>PREVIOUS REVIEW</b>	<b>26 MAY 2021</b>
<b>PREVIOUS REVIEW</b>	<b>27 MAY 2020</b>
<b>PREVIOUS REVIEW</b>	<b>29 MAY 2019</b>
<b>PREVIOUS REVIEW</b>	<b>30 MAY 2018</b>
<b>PREVIOUS REVIEW</b>	<b>31 MAY 2017</b>
<b>PREVIOUS REVIEW</b>	<b>25 MAY 2016</b>
<b>PREVIOUS REVIEW</b>	<b>28 MAY 2015</b>
<b>PREVIOUS REVIEW</b>	<b>28 MAY 2014</b>
<b>PREVIOUS REVIEW</b>	<b>29 MAY 2013</b>
<b>PREVIOUS REVIEW</b>	<b>30 MAY 2012</b>
<b>PREVIOUS REVIEW</b>	<b>04 MAY 2011</b>
<b>APPROVAL BY COUNCIL</b>	<b>26 MAY 2010</b>
<b>APPROVAL BY EXECUTIVE MAYOR:</b>	<b>10 DEC 2004</b>