

**MANGAUNG LOCAL MUNICIPALITY**

**POLICY - TRAVEL AND SUBSISTENCE ALLOWANCES**

(Approved by Council on 31 August 2006 under item 105A16)

**A. NATIONAL TRAVEL WITHIN THE BOUNDARIES OF THE REPUBLIC OF SOUTH AFRICA**

**1. APPROVAL**

In accordance with the delegated powers, the approval of the attendance of meetings is vested in the Executive Mayor, City Manager and Executive Directors for workshops, seminars, conferences, congresses and similar events and special visits which are in the interest of the council, provided that the necessary funds are available.

1.1 Approval by Executive Mayor

For attendance by:

- Executive Mayor herself
- Councillors
- City Manager

1.2 Approval by City Manager

For attendance by Executive Directors

1.3 Approval by Executive Directors

For attendance by officials in the directorate

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

### **2.1 Accommodation, meals and incidental costs for overnight delegations**

- (a) The actual cost of accommodation supported by documentary proof, will be borne by the municipality, subject to the following maximum amounts per overnight stay:

Executive Mayor	R1 500,00
All other Councillors	R1 000,00
All officials	R1 000,00

- (a) In the unforeseen circumstances that the actual accommodation costs exceed the above prescribed amounts, the authority to approve the excess amount, is delegated to the City Manager. Delegates will be personally liable for any excesses not approved by the City Manager.
- (b) In addition to the accommodation cost, an allowance of R60,00 per day will be paid for incidental expenses.
- (c) Additional expenses incurred by delegates for meals, parking and tollgate fees may be claimed for reimbursement on return. Any payment will be subject to the submission of proof of payment. No reimbursement will be done without the necessary invoices, receipts or payment vouchers. Only meals enjoyed by the delegate, may be claimed.
- (d) If a delegate is for any reason not in a financial position to bear the additional costs as indicated in paragraph 2.1(d) above from his or her own financial resources, an advance to a maximum of R300,00 per day may be requested subject to the following conditions:
- The necessary invoices, receipts or payment vouchers must be submitted to the Finance Directorate as proof of expenses incurred within seven days of return after the trip.
  - Any advance payment not reimbursed to Council or the necessary receipts, invoices or proof of expenses incurred not submitted within seven days of return by delegates, shall be deducted from the delegate's salary in full on the next payroll run. The above shall be effected without further notification or correspondence to the delegate in this regard.
- (e) Expenses for alcoholic beverages, private telephone calls and entertainment will be excluded from any claim.
- (f) If a delegate stays privately on its own, or with a relative or friend, no accommodation

costs will be paid, but a subsistence allowance of R196,00 per overnight stay may be claimed. No further allowance for incidental cost, as indicated in paragraph 2.1(c) will be paid.

**2.2 Incidental costs (No overnight stay)**

Where it is not necessary to overnight on any travel on municipal business, as approved under this policy, a subsistence allowance of R60,00 per day will be paid for incidental expenses.

**2.3 External applicants for personnel vacancies in municipality**

The following tariffs will apply for claims from external applicants for personnel vacancies, as approved by the Executive Director Corporate Services:

Overnight allowance: R196,00 per day  
 Day allowance (No overnight): R 60,00 per day

**3. TRAVELING COST**

(a) Traveling

Executive Mayor Deputy Executive Mayor Speaker Chief Whip Mayco Members Councillors City Manager Executive Directors Directors General Managers Managers	Actual costs of an economy class air ticket of SAA or applicable other airline payable to a travel agency, subject to the stipulations under paragraph (b).
Other officials	As above, or traveling method as approved by the Executive Directors.
Where private motor vehicle is used	AA tariffs (running cost only)
If persons are accompanied by each other, when traveling by private vehicle, the allowance payable will only be applicable to the person who supplies the motor vehicle.	

(b) All airfare is for the account of the Mangaung Local Municipality. An account for this purpose will be opened at a travel agency and the following procedure for air travel will be followed, namely:

- S Approval by the Executive Mayor, City Manager or Executive Directors within the delegated powers.
- S An official order form will be requested by the relevant Directorate and issued by the Executive Director Finance.
- S Bookings will be done by Directorates at the travel agency and the order form will be submitted to the travel agency as authorization.
- S An invoice will be issued by the travel agency to the Finance Directorate for payment.

**4. CAR RENTAL**

- (a) The following category vehicles are approved for car rental from airports. The categorization table of Avis is used for category purposes only. Similar category vehicles will be used if a different category classification system is applied by other car rental agencies:

Executive Mayor	Category J
Deputy Executive Mayor Speaker Chief Whip Mayco Members City Manager	Category F
All other Councillors Executive Directors	Category C
All other officials	Category B

- (b) All reservations for car rentals are done by the Executive Director Finance at a car rental agency or the relevant travel agency and be arranged prior to departure.

## **B. INTERNATIONAL TRAVEL**

### **1. APPROVAL OF FOREIGN VISITS**

#### **1.1 Approval by Executive Mayor**

For attendance by:

- Executive Mayor himself
- Councillors
- City Manager

#### **1.2 Approval by City Manager in consultation with Executive Mayor**

For attendance by all Officials

### **2. TRAVEL AND SUBSISTENCE ALLOWANCES**

#### **2.1 Where all cost in respect of accommodation, transport, etc. is payable by municipality.**

- Advance to defray meals and incidental costs: US \$190 per day

- Airfare:

Executive Mayor	Actual cost of business class air ticket payable to a travel agency for the account of Mangaung Local Municipality.
Deputy Executive Mayor Speaker Chief Whip Mayco Members Councillors City Manager Executive Directors Directors General Managers Managers All other officials	Actual cost of economic class air ticket payable to a travel agency for the account of Mangaung Local Municipality.

## 2.2 **Invitation by a third party or institution to be part of an international delegation.**

Subject to written confirmation of tariffs payable by the third party or institution concerned, the following policy will be applied:

(i) ***Where municipality is requested to bear all cost in respect of accommodation, transport, etc.***

- The policy as reflected in 2.1 above, will be applied.

(ii) ***When only part of the cost in respect of accommodation and travel is borne by the third party or institution, and municipality is requested to subsidize part of the cost.***

- The difference between the allowances payable by the institutions and the tariffs as reflected in 2.1 above.

(iii) ***Where the third party or institution is responsible for all cost in respect of accommodation and transport and no further subsistence allowances are paid to delegates.***

- Advance to defray meals and incidental costs: US \$190 per day

## 3. **PAYMENT OF EX GRATIA GRANTS: SPORTSMEN AND WOMEN, COACHES AND UMPIRES**

(Personnel Policy)

The payment of ex gratia grants to sportsmen and women in the service of the Mangaung Local Municipality who represent South Africa at national level, is delegated to the City Manager in accordance with the following directives:

- National colours shall be attained by the sportsman or woman, and

- The sportsman or -woman shall represent South Africa abroad.

The ex gratia grant shall be calculated at the following subsistence allowance per day:

R 196-00 per day or part thereof (Maximum 30 days).