



TRAVEL MANAGEMENT POLICY

1. DEFINITIONS AND ABBREVIATIONS

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

1.1 DEFINITIONS

- 1.1.1 "Accommodation" means the rental of lodging facilities while away from the Traveller's place of residence while on authorised official duty.
- 1.1.2 "After-hours reservation" means the travel request that is processed after normal working hours of the Travel Management Company (TMC).
- 1.1.3 "Air travel" means travel by airline on authorised official duty.
- 1.1.4 "Boundaries of the Municipality" means the boundaries as determined by the Demarcation Board.
- 1.1.5 "Car Rental" means the rental of a vehicle for a short period of time by a Traveller for official purposes.
- 1.1.6 "Municipality" means municipality established by the Municipality Establishment Notice No. 479 of 22 September 2000, issued in terms of the Local Government: Municipal Structures Act, 1998, (Act No. 117 of 1998) or any structure or employee of the Municipality acting in terms of delegated authority.
- 1.1.7 "Municipal Manager" means the Accounting Officer of the Municipality as defined in the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA).
- 1.1.8 "Council" means the Council of the Municipality.
- 1.1.9 "Councillor" means a member of the Council.
- 1.1.10 "Day" means a completed period of twenty-four hours away from normal place of domicile and employment on official business of the Municipality.
- 1.1.11 "Delegated Authority" means any person who has been appointed to authorise travel in respect of travel requests and expenses.
- 1.1.12 "Domestic Travel" means travel within the borders of the Republic of South Africa.
- 1.1.13 "DOT Tariffs" means Department of Transport Tariffs for the use of Motor Transport, Circular for Category A, Petrol vehicles, tariffs for fuel and maintenance adjusted quarterly.

- 1.1.14 "Executive Mayor" means the person elected in terms of Section 55 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998) to be the Executive Mayor of the Municipality and shall include any person acting in that position.
- 1.1.15 "Emergency Reservation" means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from an original planned trip.
- 1.1.16 "Director" means a person appointed by the Council to lead a Directorate of the Municipality and shall include any person acting in that position.
- 1.1.17 "Incidentals" means any minor expenses associated with business travel.
- 1.1.18 "International Travel" means travel to a location outside of the territorial boundaries of the Republic of South Africa.
- 1.1.19 "NGO" means a non-profit, citizen-based group that functions independently of government.
- 1.1.20 "Private Individual" means any person not employed by the Municipality who is requested to travel at the Municipality's expense for official purposes.
- 1.1.21 "Official" means a person employed by the Municipality.
- 1.1.22 "Place of work" means the place where principal duties of the official are performed.
- 1.1.23 "Quarterly" means at the end of the 3rd month of every quarter within a calendar year.
- 1.1.24 "Sponsored Trip" means a trip where the total cost, or portion thereof is sponsored by another Organisation or Third Party other than the Municipality.
- 1.1.25 "Subsistence Allowance" means any allowance given to an employee or a holder of any office for expenses incurred or to be incurred in respect of personal subsistence and incidental costs (for example: drinks and telephone calls).
- 1.1.26 "Travel Allowance" means an allowance paid by the Municipality to the Traveller for the use of his or her own private motor vehicle for business purposes.
- 1.1.27 "Travel Management Company" means a Service Provider appointed to manage all travel arrangements of the Municipality.

- 1.1.28 "Traveller" means any Councillor or Official travelling away from his or her normal place of domicile and employment on official business of the Municipality. It includes a private individual who travels on behalf of the Municipality.
- 1.1.29 "Travel Booker" means the person from line departments coordinating travel reservations on behalf of the Travellers.
- 1.1.30 "Travel Expenses" means expenses incurred by the Traveller on official business trips.
- 1.1.31 "Travel Voucher" means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.
- 1.1.32 "Travel Order Number" means a sequential number issued by the Expenditure Department to the Traveller authorizing a specific trip.
- 1.1.33 "Travel Advance" means the payment to a Traveller, prior to departure, to cover unexpected expenses which may need to be settled by the Traveller while away on official business.
- 1.1.34 "Executive Officials" for ease of reference the purpose of this policy it refers to are members of MAYCO, the Speaker and Senior Management Team.

1.2 ABBREVIATIONS

1.2.1	"DOT"	Department of Transport
1.2.2	"SARS"	South African Revenue Services;
1.2.3	"SIRP"	Strategic International Relations Policy
1.2.4	"IDP"	Integrated Development Plan
1.2.5	"DPSA"	Department of Public Service and Administration
1.2.6	"EDP"	Economic Development Partnership
1.2.7	"SMT"	Senior Management Team
1.2.8	"NGO"	Non-Governmental Organisation
1.2.9	"NT"	National Treasury
1.2.10	"TMC"	Travel Management Company
1.2.11	SALGA	South African Local Government Association

2. PROBLEM STATEMENT

- 2.1 From time to time Municipality Councillors and Officials travel locally and/or internationally in execution of their duties, hence the need for the development, implementation and monitoring of a Travel Management Policy.
- 2.2 A principle of cost containment and financial prudence is maintained at all times.

3. DESIRED OUTCOMES

- 3.1 To provide a policy framework for consistent decision making on matters related to travel management within the Municipality.
- 3.2 To provide a mechanism to ensure cost effective and sustainable travel management.
- 3.3 To set parameters within which Travellers may claim reimbursements for costs incurred prior to, during and after the trip has been undertaken.
- 3.4 To prevent any unauthorised, irregular, fruitless and wasteful expenditure.

4. PURPOSE

- 4.1 The purpose of this policy is to provide a regulatory framework for travelling and accommodation services for the Witzenberg Municipality and to create minimum norms and standards for Travellers while on official business both domestically and internationally.
- 4.2 Further, this policy aims to establish procedures that will ensure effective control over the processing, administration, authorisation of travel expenditure and containing costs at all times.

5. REGULATORY CONTEXT

This policy is developed and guided by the following legislation, regulations and circulars, amongst others: -

- 5.1 Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA)
- 5.2 National Treasury Regulations, Circulars and other publications affecting travel in terms of MFMA
- 5.3 Transport Tariffs as determined by the Department of Transport
- 5.4 Income Tax Act, 1962 (Act No. 58 of 1962) (as amended) as well as guidelines
- 5.5 Taxation Laws Amendment Act 2017
- 5.6 SARS Interpretation Notices & other Notices
- 5.7 Municipality System of Delegations
- 5.8 SALGA Subsistence and Travel Policy
- 5.9 Remuneration of Public Office Bearers Act, 1998
- 5.10 Municipality Leave Management Policy
- 5.11 Municipality Integrated Development Plan
- 5.12 RSA Department of National Treasury: National Travel Policy Framework
- 5.13 Municipality Budget Related Policies
- 5.14 Value -Added Tax Act, 1991 (Act No. 89 of 1991)

6. ROLE PLAYERS AND STAKEHOLDERS

- 6.1 There is a wide range of existing and potential external stakeholders. These range from departments and agencies in other spheres of Government that have a role to play in monitoring the Municipality's activities and finances (for example, Auditor General) to government, non-government and private sector organisations that would be affected by the Policy (for example, conference organisers).
- 6.2 The principal role player is the office of the Municipal Manager which will be responsible for implementing the policy and administering its ongoing management and evaluation. The office of the Municipal Manager will be supported by Finance Directorate
- 6.3 Key internal stakeholders will include the MAYCO, Mayco Member for Finance, Finance Committee, Office of Municipal Manager and Directorate Finance.

6.4 The table below provides an outline of the affected role-players and Stakeholders, amongst others, the following:-

6.4.1 Office Municipal Manager	(internal)
6.4.2 NGOs	(external)
6.4.3 Private Sector	(external)
6.4.4 Finance Committee	(internal)
6.4.5 Mayor's Office	(internal)
6.4.6 Strategic Policy Branch	(internal)
6.4.7 Public Participation Unit	(internal)
6.4.8 Human Resources Unit	(internal/primary)
6.4.9 All other Municipality Directorates	(internal/secondary)
6.4.10 Auditor General	(external/government)
6.4.11 Western Cape Local Government	(external/government)
6.4.12 SALGA	(external/government)
6.4.13 Conference and/or Event Organisers	(external/government)
6.4.14 External Government Departments	(external/government) and (non-government)
6.4.15 Directorate Finance	(internal)

7. APPLICATION OF THE POLICY

This policy is applicable to:-

- 7.1 Any Councillor or employee of the Municipality required to travel on an approved Municipality business.
- 7.2 Any prospective employee required to travel at the Municipality's expense to attend interviews or for any other Municipality related purposes.
- 7.3 Any private individual who is required to travel on behalf of the Municipality on approved Municipality business.

8. TRAVEL RESTRICTIONS

- 8.1 Executive Officials are discouraged from travelling as a group, in the same transport at the same time.
- 8.2 The number of employees travelling on authorised official duty for the same matter must be limited to three (3) employees, unless otherwise approved in advance by the Delegated Authority.

9. GENERAL PRINCIPLES

- 9.1 All bookings must be done through the official TMC based on an official authorisation number.
- 9.2 Travellers should plan official travel well 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 departure for International travel.
- 9.3 From time to time, National Treasury (NT) issues Circulars guiding Municipalities on measures to contain operational costs, including travel matters. Municipalities are expected to adhere to these measures.
- 9.4 For both Domestic and International trips, a motivation must be submitted to the Delegated Authority for approval, highlighting the necessity of the trip and the benefits the Municipality will achieve.
- 9.5 Only the TMC is permitted to make travel booking arrangements on behalf of the Municipality in line with the provision of the Travel Management Policy, and any other related NT Circulars adopted by Council.
- 9.6 The Traveller must obtain prior approval from the Delegated Authority via the applicable travel report, and must ensure that the applicable travel template (which is updated periodically) is used.
- 9.7 The TMC shall be liable for any expenses incurred on behalf of the Municipality in respect of which no proper authorisation was obtained.
- 9.8 Upon approval by Delegated Authority, personal travelling may be combined with a business trip if it does not lead to additional expenditure for the Municipality or impair on the work performance of the individual. No costs incurred during the personal trip

will be for the account of the Municipality.

- 9.9 The Municipality distances itself from any private reservations made with the TMC. The arrangement is solely between the TMC and the Traveler. Thus, the processing of the related payments through the Municipality's official payment system is not allowed.
- 9.10 The Municipality will reimburse the Traveller for all business-related expenses personally incurred by the Traveller while travelling on behalf of the Municipality for both Domestic and International trips which is not contrary to this policy.
- 9.11 The Traveller must safeguard municipal information and assets while travelling and avoid compromising that security.
- 9.12 The Traveller should maintain personal travel documents such as a passport. The cost of obtaining a passport is for the Traveller's own account.
- 9.13 The most cost-effective mode of transportation should be used at all times, domestically and internationally.
- 9.14 Travellers should make use of public transport when travelling to/from the airport if it is more cost effective than the cost of car rental, parking and kilometers claimed.
- 9.15 Where possible and permissible Travellers are encouraged to first consider the use of the Municipality's fleet vehicles when travelling on official business. Where fleet vehicles are used, no claims shall be paid, except for unforeseen circumstances, such as breakdowns and parking. It must be noted that employee on vehicle schemes may not use fleet vehicles.
- 9.16 In order to contain costs, the use of free Wi-Fi (where applicable) should be considered when travelling.
- 9.17 The Traveller should consider the most cost effective and safe parking options when parking at the airport. (For example at Cape Town International Airport, the offsite longer-term parking area should be considered).
- 9.18 The Traveller will be reimbursed for parking and toll fees while on an official trip. The Traveller should supply proof of expenses incurred when submitting a claim.

10. POLICY DIRECTIVES

10.1 AIR TRAVEL- Domestic & International

- 10.1.1 For domestic trips, the Municipality makes use of NT negotiated South African Airways (SAA)/British Airways (BA) rates and/or low cost carriers. 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 authorisation is required from the Delegated Authority to book Full Economy Tickets.

Full Economy Tickets can be considered for Executives (Executive Mayor, Executive Deputy Mayor, Mayoral Committee Members, Speaker, Municipality

Manager, and the Senior Management Team (SMT)) to ensure flexibility of flights, however, discounted tickets may be purchased for Executives when travel is reasonably certain.

10.1.2 In the event that the Traveller must attend an early morning meeting, in a distant location in South Africa, consideration could be given to allow the travelling to take place a day before the event

10.1.3 For international trips, the Municipality makes use of all airlines where the most economical airline is chosen on quotation basis.

10.1.4 Business Class is not encouraged, however where a single flight exceeds five (5) hours, consideration may be applied for International trips, for the Executives (Executive Mayor, Executive Deputy Mayor, Mayoral Committee Members, Speaker, Municipality Manager, and the Senior Management Team (SMT)).

10.1.5 Business Class travel may also be approved for Domestic and International trips under the following scenarios including amongst others: -

10.1.5.1 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 this is a long-term condition, an updated Doctor's Certificate should be presented on an annual basis to confirm that the condition still exists.

10.1.5.2 Where Economy Class tickets are not available, Travellers are not allowed to book business class unless otherwise approved by the Delegated Authority, where it has been confirmed that the permitted airline class was full and no other applicable flights are available.

10.1.5.3 Disabled persons can be accommodated in Business Class upon approval by the Delegated Authority.

10.1.6 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 Travellers' ability to function optimally when arriving at their destination especially when travelling across time zones.

10.1.7 If exceptional unforeseen circumstances necessitate a change to a booking and it has cost implications, it must be authorised by the Delegated Authority. These changes should be kept to a minimum as they may result in fruitless and wasteful expenditure.

10.1.8 Where special circumstances exist, which necessitate a Deviation from the above principles, prior approval Municipality Manager or in the case of the Municipal Manager the approval of the Mayor is required.

Amendments to Air Tickets

- 10.1.9 Travellers should limit the number of amendments to air tickets.
- 10.1.10 The costs associated with amendments is subject to the rules of the particular ticket and can include penalty fees.
- 10.1.11 The costs incurred as a result of amendments requested by a Traveller for his/her convenience or lack of planning will be for the Traveller's personal account.
- 10.1.12 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.

Air Ticket Cancellations and Refunds

- 10.1.13 The Travellers must inform the TMC immediately when they realise that they will not be able to use a specific flight which has already been booked.
- 10.1.14 If there is a possibility that the Traveller might not fly to the same destination within the next six months (in the case of a domestic destination) or a year (in case of an international destination), the ticket must be cancelled immediately and a refund requested via the TMC. If the Traveller will be travelling to the same domestic destination within the next six months, the ticket must be amended to the new date and kept by the TMC.
- 10.1.15 In the event that the ticket was amended to a new date, the Traveller should inform the TMC when the ticket needs to be re-used.

Baggage Allowance

- 10.1.16 The Traveller must acquaint himself or herself with the Baggage Policy of the airline that he/she will be travelling on. The Baggage Policy will provide information on the prescribed baggage allowance and the cost for baggage in instances where the airline charges separately for baggage_
- 10.1.17 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.
- 10.1.18 The reimbursement of excess baggage is subject to the Traveller obtaining approval for exceeding the baggage allowance due to a valid business reason, prior to the trip.

Denied Boarding Compensation

- 10.1.19 Travellers are discouraged from volunteering to be bumped off flights for compensation. If a Traveller volunteers to be bumped-off a flight, the Traveller is extending the travel time for personal reasons and is then personally responsible

for all expenses that result from the extended trip. Any vouchers for a free ticket should be applied for business trips.

10.2 ACCOMMODATION AND MEALS – Domestic and International

Accommodation

- 10.2.1 Hotel accommodation for domestic and international travel are restricted to a three or a four-star grading.
- 10.2.2 When sourcing accommodation, the Municipality uses options that are equal to or lower than NT rates set for Domestic Hotel Accommodation, depending on the allowable star-grading.
- 10.2.3 Guest Houses and/or Bed and Breakfast accommodation can be utilised provided that the related costs do not exceed the proposed three or a four- star Hotel, or are within NT rates set for Domestic Hotel Accommodation.
- 10.2.4 In line with NT agreement with Hotels, TMCs must obtain quotes from these hotels. However, it is not necessarily limited to these hotels as accommodation depends on availability, locality and rates, which could be lower. Competition and cost effectiveness must remain a key principle.
- 10.2.5 If a negotiated rate for a specific star grading is equivalent to or lower than the rate for the lower star grading, the official may be accommodated in the establishment with the higher star grading. This means that an official may be accommodated at a four-star establishment if the rate at the four-star establishment is the same as or lower than a three-star establishment.
- 10.2.6 The TMC and line departments must ensure that their domestic accommodation costs do not exceed the NT rates which are reviewed periodically.
- 10.2.7 In line with Cost containment Regulations 2019, overnight accommodation is limited to instances where the distance travelled by road by the Traveller exceeds five hundred (500) kilometres to and from the destination (return journey), unless approved otherwise by the Delegated Authority.
- 10.2.8 Only the services as approved and described on the travel voucher can be signed off at time of check-out from a place of accommodation. These are the only costs that are allowed to reflect on the invoice. All other charges are for the Travellers' own account. Travellers will not be reimbursed for any consumable items taken from mini bars.
- 10.2.9 The Traveller may not redeem a Travel Accommodation Voucher or part thereof for cash.
- 10.2.10 Receipts for meals for domestic trips paid for by the Traveller, should be kept and attached to the claim form. In cases where receipts are lost, the Traveller should

provide a declaration that the expense was actually incurred.

Private Accommodation

10.2.11 Travellers who choose to make use of private accommodation (staying with family or friends) will be compensated at the fixed subsistence allowance amount for each night at SARS rates, as per Section 8 (1)(c) of the Income Tax Act.

Meal Expenses- Domestic Trips

10.2.12 The Municipality is responsible for all meal expenses for Travellers for the duration of their official trip unless the meals are sponsored.

10.2.13 Where Travellers stay at establishments which do not offer meals or only offers breakfast, an advance can be provided.

10.2.14 A service charge of up to 10% of the bill will also be paid by the Municipality.

Meal Expenses –International Trips

10.2.15 The Municipality is responsible for all meal expenses for Travellers for the duration of their official trip.

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

No-Shows and Cancellations

10.2.17 It is the responsibility of the Traveller to notify the TMC of any cancellations of reserved accommodation as soon as he/she becomes aware of the fact. Each establishment has different conditions/rules in terms of cancellations. Last-minute cancellations can result in the payment of a cancellation fee. The Traveller must familiarise himself/herself with the cancellation policy of the specific establishment.

10.2.18 The Traveller should inform the TMC or the 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.

10.2.19 If the Traveller does not check in at all in a Hotel /B&B without any prior notification to the TMC or the Hotel/B&B, any no-show cost charged is regarded as fruitless and wasteful expenditure.

10.2.20 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.

10.3 VEHICLES - Domestic and International

Hiring of Vehicles

- 10.3.1 The Municipality makes use of the TMC for car rental.
- 10.3.2 In compliance with NT Directive, the hiring of vehicles from a category below Group B or an equivalent class is permitted. Due to the small size of cars lower than Group B, a Delegated Authority could, where necessary, approve the use of a Group B car.
- 10.3.3 The hiring of larger vehicles is permitted under the following cases: -
 - 10.3.3.1 When extra luggage must be accommodated;
 - 10.3.3.2 To cater for the special needs of Travellers.
- 10.3.4 For groups of five (5) or more Travellers a Microbus or similar vehicle may be arranged.
- 10.3.5 Where a number of Travellers/officials are attending the same official function/meeting, they must at all times attempt to reduce the cost to the Municipality by using one vehicle where circumstances permit.
- 10.3.6 Under no circumstances may a rental vehicle be used for private purposes.
- 10.3.7 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. The Traveller should settle the amount within thirty (30) days of receipt of the fine and should then provide proof of payment to the TMC.
- 10.3.8 The Delegated Authority may permit employees to accept an upgraded group of hired vehicles if such an upgrade is offered for free or at a lower charge than Group B.
- 10.3.9 The Traveller should book a rental vehicle for the period that it 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.
- 10.3.10 The Traveller must ensure that the 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 by the Delegated Authority upon submitting sound reason by the Traveller.
- 10.3.11 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.

- 10.3.12 The most suitable vehicle will be arranged for persons living with disabilities who are only able to drive a particular type of vehicle and those in possession of a driver's licence restricted to automatic vehicles.
- 10.3.13 If the Traveller needs to extend the rental period for official business purposes, the Traveller must obtain approval and the TMC will issue a voucher for the extended period.
- 10.3.14 If the Traveller extends his/her stay for personal reasons, the charges will be for the Traveller's personal account. The TMC and 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.
- 10.3.15 The responsibility and related costs of obtaining an International Driving Licence, where required, rests with the Traveller.
- 10.3.16 The hiring of a vehicle on an international trip is not permitted except in countries neighbouring South Africa.
- 10.3.17 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.

Private Vehicles used by Travellers

- 10.3.18 The boundaries of the 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. Officials will be reimbursed in accordance with Department of Transport: Tariffs for the use of motor transport.
- 10.3.19 Employees 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 residence.
- 10.3.20 Employees who are in receipt of an Essential User Transport Allowance as provided for in the Human Resources policy of the Municipality shall be reimbursed in accordance with Department of Transport: Tariffs for the use of their vehicles. The travelling distance shall be calculated from their place of residence minus the kilometres for the trip from home to their office.

- 10.3.21 Councillors using private transport outside the boundaries of the Municipality shall be reimbursed in accordance with Department of Transport: Tariffs for the use of their vehicles as determined in the "Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils" as amended annually in the Government Gazette.
- 10.3.22 A Traveller who uses private transport to conduct business on behalf of the Municipality shall be paid the lower of the following:-
- 10.3.22.1 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 any hired vehicle charge to get to the Traveller's destination; or
- 10.3.22.2 The actual cost per kilometre in accordance with DOT: Tariffs for the use of own vehicle.
- 10.3.23 A person may not claim subsistence costs for a longer period than would have been applicable in the case of air travel.
- 10.3.24 Under no circumstances shall fuel advances be paid for privately owned vehicles.

Public Transportation

- 10.3.25 The Traveller will be reimbursed when making use of public transport for official business.
- 10.3.26 The Traveller must submit a receipt as proof of payment to the Travel Office for reimbursement.
- 10.3.27 In the absence of the proof of payment, the Traveller must submit a declaration detailing the cost incurred and the reason/s for the absence of the receipt or proof of payment.
- 10.3.28 The use of public transport for interviewees who makes use of Cape Town International Airport should be encouraged instead of the more expensive shuttle option.

Shuttle and Transfer Services

- 10.3.29 Travellers should make use of shuttle services if the cost of such a service is lower than the cost of hiring a vehicle. The analysis should take into account the petrol costs, distance and the cost of parking.

10.4 SUBSISTENCE ALLOWANCES- Domestic and International

Domestic Travel

- 10.4.1 Subsistence Allowances for domestic official trips will apply when Travellers are away from their office of employment on official business and spend at least one night away from his/her place of residence and will be paid in accordance with SARS rates for meals and incidental cost per night.
- 10.4.2 If the Traveller makes use of private accommodation while on an official trip, he/she will receive a Fixed Daily Allowance as determined by SARS for meals and incidental costs.
- 10.4.3 A day allowance is payable equal to the tariff as defined by SARS as a “incidental cost only”, if an employee is away from their office of employment on official business for more than 4 hours but less than 24 hours.

International Travel

- 10.4.3 Subsistence Allowances for international trips will apply when Travellers spend at least one night away from his/her place of residence and will be calculated based on SARS rates for the applicable country per night.
- 10.4.4 Details of these amounts are published on the SARS website under Legal Counsel/Secondary Legislation/Income Tax Notices as per the relevant year.
- 10.4.5 If sponsored trips provide a subsistence allowance to the Traveller equal to or higher than the prescribed allowance, the Traveller shall not receive any allowance from the Municipality.
- 10.4.6 If the subsistence allowance paid by the sponsor is lower than the prescribed allowance, the Traveller will receive the difference from the Municipality.
- 10.4.7 For cost containment purposes, the Delegated Authority reserves the right to limit the international subsistence to a reasonable amount, per Traveller per trip, when necessary.

10.5 TRAVEL ADVANCES - Domestic and International

- 10.5.1 Travel Advances may be paid for official journeys if provided for in the approved travel report. Any unspent portion of the advance must be repaid to the Municipality immediately on return.
- 10.5.2 Travellers shall submit reconciliation, together with supporting documentary proof of disbursements on the official trip within seven (7) days of return from such trip.

10.5.3 Travel Advances may not be paid out more than ten (10) days prior to departure.

10.5.4 Travel Advances will not be granted to Travellers with any outstanding advances, not utilised during previous trips.

10.6 MISCELLANEOUS EXPENSES – Domestic and International

Domestic

10.6.1 The following expenses incurred are regarded as miscellaneous and may be claimed within the boundaries of the Republic of South Africa on production of proof of expenditure: -

- 10.6.1.1 Parking fees while travelling
- 10.6.1.2 Toll fees
- 10.6.1.3 Public transport costs

International

10.6.2 The following expenses incurred may be claimed on production of proof of expenditure:

- 10.6.2.1 Parking/bus fares;
- 10.6.2.2 Transport costs to and from official meetings;
- 10.6.2.3 Visas (for the shortest available period);
- 10.6.2.4 Inoculations;
- 10.6.2.5 Specialised tours and entries to events related to the travelling;
- 10.6.2.6 Copying & Printing of relevant documentation;

10.7 CONFERENCE FEES- Domestic and International

10.7.1 Employees of municipalities may attend conferences hosted by professional bodies or non-governmental institutions (external conferences) held within the borders of South Africa provided that expenses related to their attendance do not exceed the bench mark cost as prescribed by National Treasury from time to time through a notice.

10.7.2 Employees must make every effort to take advantage of early registration discounts by seeking the required approvals to attend well in advance of the conference as it relates to their area of work. No late registration is acceptable.

10.7.3 International Conferences must be limited to their ultimate minimum or none at all, unless otherwise approved by the Delegated Authority.

11. AMENDMENTS AND CANCELLATIONS TO TRAVEL RESERVATIONS

11.1 In the event that the Traveller makes any amendments to an authorised trip prior to the commencement thereof, the TMC must be informed of the amendments.

- 11.2 These amendments may include amongst others the following: -
- 11.2.1 Amendments in period of stay
 - 11.2.2 Additional accommodation
 - 11.2.3 Inclusion of hired or chauffeur drive vehicles
 - 11.2.4 Amendments in dates of air tickets
 - 11.2.5 Amendments in amount
- 11.3 If the Traveller requests any amendments after the commencement of an official trip, the following will apply: -
- 11.3.1 If it happens during office hours, the Travel Booker must inform the TMC.
 - 11.3.2 In the event of amendments required after hours, the TMC should be contacted, via After Hours Telephone Service.
- 11.4 If amendments to a trip have financial implications in excess of 20% of the initial amount authorised for the trip, an addendum explaining the reason for the amendments and cost implications thereof must be prepared by the Traveller for approval by the Delegated Authority.
- 11.5 As soon as the Traveller becomes aware of the cancellation of the trip or any specific component of the trip, the Traveller should inform the TMC immediately to ensure the cancellation of the reservation/s to avoid cancellation/no-show penalties.

12. AFTER HOUR ARRANGEMENTS

- 12.1 After-hour requests must be limited to late approvals by the Delegated Authority.
- 12.2 If the Order Number is not available at the time of the after-hour reservation, it must be forwarded to the TMC on the next working day.
- 12.3 Contact numbers for after-hour services can be obtained from the TMC.

13. SPONSORED TRIPS- Domestic and International

- 13.1 If the trip is funded by the sponsor, the Municipality will not be responsible for the travel costs.
- 13.2 If a sponsor requests that the Municipality pays the travel costs upfront and the expenses are only claimed from the sponsor after the trip, it is the responsibility of the Municipality to make the necessary travel arrangements and the Traveller should:
- 13.2.1 Obtain proof of this arrangement with relevant contact details in writing from the sponsor prior to the trip;
 - 13.2.2 State the conditions in the travel report; and
 - 13.2.3 Provide proof of expenses (i.e. invoices, receipts and/or any other

relevant documents) to the sponsor for claiming purposes.

- 13.3 Trips that are funded upfront by the sponsor, are considered official trips. However, it will not be the responsibility of the Municipality to make the necessary travel arrangements.
- 13.4 As a result, the Municipality will not incur any expenses to that effect, with the exception of subsistence allowance, travel insurance and other possible non-funded expenses, except in instances where the Municipality will reclaim expenses from the sponsor.

14. HEALTH AND SAFETY RULES FOR TRAVELLERS

- 14.1 It is the duty of the Traveller to ensure that he/she is aware of and/or comply with any health requirements and recommended precautions relevant to his/her travel.
- 14.2 The Traveller should consult his/her doctor or Travel Clinic prior to commencing travel to ensure that the necessary vaccinations are administered.
- 14.3 A Traveller will only be allowed to enter certain countries if he/she shows proof of the required vaccinations.
- 14.4 The Traveller must carry the necessary vaccination document with him/her at all times.
- 14.5 It is not advisable for pregnant women to undertake flights during their first and third trimesters. Pregnant women are advised to consult their doctors before a flight.

15. TRAVEL INSURANCE

- 15.1 Travellers, where the necessary travel and special leave forms have been duly authorised by the delegated authority, will be insured by the Municipality in terms of its current approved policies, practices and standard operating procedures. Non-officials authorised to travel for the Municipality are also included. The Travel Insurance Policy is available on request.
- 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 Municipality business. Any other extra days spent by the traveller outside Municipality business will be regarded as private.
- 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 Travellers may offer gifts to their hosts.
- 16.2 The gifts in question shall be provided by the Municipality, through the appropriate department.
- 16.3 Suitable promotional and marketing products shall be supplied, on request, by the Communications department of the Municipality.
- 16.4 Gifts received by Councillors should be declared to the Speaker and gifts received by Officials must be declared to the Municipal Manager.

17. MONITORING, EVALUATION AND REVIEW

- 17.1 This policy framework is important for the Financial Compliance of the Municipality. It provides an all-inclusive administrative procedure for the management of travel within the Municipality.
- 17.2 The revised Travel Management Policy shall be implemented once approved by Council.
- 17.3 Directorates are to ensure that during implementation stages of the policy, there is consistent monitoring and evaluation of the policy.
- 17.4 Changes in legislation must be taken into account for future amendments to this policy.
- 17.5 Any amendments to this policy must be re-submitted to Council for review and approval.

18 TRANSPORT ALLOWANCE

18.1 Councillors

An travelling allowance of not more than 25% of the annual total remuneration package of a councillor concerned as determined in terms of Remuneration Of Public Office Bearers Act of 1998 may be included as part of the total package of the councillor.

18.2 Municipal Manager and Senior Managers

The Municipal Manager and Senior Managers shall be required to utilise their own motor vehicle when they is required to travel for purposes relating to their employment and may therefore structure their total cost of employment to provide for a car allowance for tax purposes.

18.3 Other qualifying employees: Fixed Travelling Allowance Scheme (Perk scheme)

All applications for a Transport Allowance shall require the approval of the Municipal Manager. The monthly transport allowance of other qualifying employees will be determined according to their task levels:

T LEVEL	New Transport Allowance	Current Transport Allowance
T 14	R 9,000	R 8,330
T 15	R 10,000	R 8.330
T 16	R 11,000	R 8,330 – 10,925 Higher amounts – personal to incumbent.
T 17+	R 12,000	R 8.330

The monthly allowance will increase with 50% of the annual salary increase as agreed upon by the Bargaining Council from 1 July 2017.

Reimbursement of travelling expenses to destinations outside of the Municipality's jurisdictional area, shall be payable to employees who participate in the **Fixed Travelling Allowance Scheme (Perk scheme)** as per kilometres measured from the employee's location or place of residence, whichever is the shortest. The tariff per kilometre is R 2.00.

The running cost will increase with 50% of the annual salary increase as agreed upon by the Bargaining Council from 1 July 2017.

18.4 Essential User Transport Allowance

The Essential User Transportation Scheme is paid to employees who need transport to perform duties as an alternative to the provision of official transport.

To be eligible for a regular transport allowance an employee should for six consecutive months in the form prescribed keep record of official trips taken with private vehicles by keeping at least information about the date, route, distance and reason and authorization for each trip. During the six months the employee will be paid an ad hoc monthly transport allowance calculated by multiplying the official distance travelled (limited to 1 166km) by the sum of the fixed and running cost of the relevant vehicle. At the end of six months a report should be submitted to the municipal manager for consideration of the award of a regular transport allowance based on the average monthly distance travelled for official purposes within the Witzenberg Municipal area..

All applications for an Essential User Transport Allowance including the type of vehicle shall require the approval of the Municipal Manager. Admission to and participation in the scheme is determined on the basis of the need for transportation for official purposes.

The fixed monthly allowance is based on average distance travelled over 6 months. The maximum fixed monthly distance is 1 166 km per month. If the municipal manager approves a monthly distance of more than 1 166 km in special circumstances only the running cost will be payable for the distance in excess of 1 166 km.

If records of distances travelled over a period of six months are not available a log book must be kept and the employee will be paid for the actual official distances travelled to a maximum of 1 166 km per month.

The cost per kilometer payable will be in terms of the Collective agreement and the Circulars issued by the South African Local Government Bargaining Council pertaining to the Essential User Scheme. The remuneration will encompass both the fixed cost and running cost per kilometre

The employer or employee can terminate participation in this scheme with six months' notice. Reimbursement of travelling expenses to destinations outside of the Municipality's jurisdictional area, shall be payable to Employees who participate in the **Essential User Transportation Scheme** as per kilometres measured from the employee's location or place of residence, whichever is the shortest. The tariff per kilometre will be according to the running cost of the scheme.

19. COMMENCEMENT AND REVIEW

- 19.1 This policy is effective from the date on which it is adopted by Council. If any legislation is enacted or amended that conflicts with any part of this Policy, such legislation will take precedence and will be implemented by the Municipality without amending this Policy. Amendment of the Policy would be done as expeditiously as possible.
- 19.2 The Municipality Manager must, annually, review the implementation of this Policy and if she/he considers it necessary, submit proposals for the amendment of the Policy to the Council for approval.