

# **RUSTENBURG LOCAL MUNICIPALITY**



# **TRAVELLING AND SUBSISTANCE ALLOWANCE POLICY**

## 1. INTRODUCTION

To ensure the proper administration of all regulations regarding travelling and subsistence for employees, full-time and part time Councilors as well as their attendance of conferences, workshops and meetings, the formulation and upkeep of a comprehensive policy is essential.

## 2. DEFINITIONS

“delegate”

Include any Employee who is delegated by the Council to attend seminars and congress, or who is delegated by the Municipal Manager to attend meetings, workshops and work outside the municipal area.

Any Councilor nominated by the Council and / or Executive Mayor as representative on public bodies and delegated to attend meetings, congresses and some other functions.

“official transport”

vehicles of the Rustenburg Local Municipality, regarded as suitable by the Municipal Manager for the circumstances and trip to be undertaken.

“per night”

when staying overnight.

## 3. AIM OF THE TRAVELLING AND SUBSISTANCE ALLOWANCE AND ATTENDANCE OF CONFERENCES, WORKSHOPS AND MEETINGS POLICY FOR EMPLOYEES.

The aim of the policy is to create an organized and effective framework to enable Employees and Councilors to attend official business of the Council, and to cover reasonable expenses therefore, by paying the relevant travelling- and subsistence allowances, within specifically approved stipulations.

## 4. SPECIFICATION OF THE POLICY

By formulating a policy for travelling and subsistence allowances, and the attendance of conferences, workshops and meetings for Employees and Councilors, the Council aims at the following targets:

- 4.1 To establish a fixed base for the travelling and subsistence arrangements of employees.
- 4.2 To accommodate the unique travelling and subsistence needs of employees.
- 4.3 To lay down a policy on the usage of all official vehicles as well as vehicles in terms of the transport allowance scheme for purposes as stated in this policy.
- 4.4 To establish a fixed framework for the attendance of official meeting, congresses, seminars, external training sessions and workshops outside the jurisdictional area of the Rustenburg Local Municipality.

## 5. UP KEEP OF POLICY

Adjustments to the policy shall take place under the following circumstances:

- 5.1 Should the Council's approach to the policy change.
- 5.2 Should new legislation by means of laws, ordinances and / or regulations require adjustments to the policy.
- 5.3 When adjustments to the inflation rate necessitate adjustments to the tariffs, which should be considered annually with income-/expenditure budget.

## **6. ATTENDANCE OF CONGRESSES, SEMINARS AND WORKSHOPS**

- 6.1 Attached is a list of the Associations and Institutes, which congresses and seminars are attended by delegates of the Council, as will be amended in accordance with guidelines from SALGA and in addition the Executive Mayor may be invited from time to time to become a member of other institutions, organizations, etc

### **6.2 Delegates**

#### **6.2.1 Municipal Manager**

Although the Municipal Manager has to attend certain congresses/seminars either officially or as a member, he may also attend other congresses/seminars, and should indicate during the budget-meeting which congresses /seminars he intends to attend, for approval by the Council.

#### **6.2.2 Councilors**

The general provision for Councilors, individual Directors must provide on their budgets for Councilors in their Directorates, to attend specific conferences, seminars, workshops and meetings, relevant to the duties of each Directorate, on a separate vote number.

After the delegates have been assigned, Councilors may, due to unique personal circumstances, change assignments. In such cases, the Municipal Manager and the Executive Mayor shall be informed of the change.

#### **6.2.3 Functionaries**

The Municipal Manager and Political Head and Director concerned shall resolve on the employee delegation to attend a specific congress / seminar and that the functionaries be rotated to enhance capacity building.

#### **6.2.4 Executive members of Institutes**

It may occur that employees are selected to serve on the Executive Committees of Institutions. As this is a special privilege for the employee concerned, and the public image of the Council is extended at the same time, such an employee will, regardless of his salary level, also be delegated to attend a specific congress/ seminar, provided that he is not already a Director of a Directorate or functionary, subject thereto that any employee delegation is limited to two employees (including the Director of the

Directorate).

Employees who are elected on the executive committees of institutes should be free to attend the meetings of the institute concerned, provided that travelling and subsistence allowance and special leave with remuneration be limited to one institute only.

#### **6.2.5 SALGA North West Workgroups**

In case where Employees and Councilors serve on any advisory / technical committee of SALGA, permission is granted to attend one- or more than one day workshops, or advisory / technical committee meetings, provided that such delegations be limited to two persons.

### **7. SUBSISTENCE TO EMPLOYEES AND COUNCILORS**

**7.1** If an Employee or Councilor is delegated to attend a seminar/meeting- or have to work outside the area of the Rustenburg Local Municipality, the subsistence as in 7.1.2.1 is payable, subject to the conditions as specified below:

#### **7.1.1 Seminars/meetings and work outside the municipal area**

- a. All invitations shall be judged to determine usefulness to the Council, and accreditation by SALGA to Local Government.
- b. Employees must be delegated by the Director concerned to attend seminars.
- c. Councilors must be delegated by the Executive Mayor or Council to attend meetings, congresses, seminars and other functions, and if delegated by the Executive Mayor, a report shall be submitted to Council afterwards.
- d. The Managers in the executive offices of the Council are authorized to approve applications of Councilors for a one day visit or stay overnight where official meetings are scheduled for two consecutive days and the circumstances are of such nature that they have to stay overnight.
- e. The Municipal Manager is authorized to approve for Councilors to stay overnight for a period of more than two consecutive days, provided that such applications are accompanied by Financial Comments from BTO confirming availability of funds.
- f. Employees must be delegated by the Municipal Manager to attend workshops, meetings and also work outside the municipal area, as follows:
- g. Where work has to be done outside the municipal area, excluding the following: Inspections during working hours, work with regard to the electricity supply network, water supply network or work done on property of

the Council, health inspections at dairies and dairy-farms, fire- and ambulance services and duties of the Driver / Security Officer of the Executive Mayor, for trips outside the area of Rustenburg Local Municipality, as done with the scope of the daily operational duties.

7.1.2(a) The Director is authorized to approve applications of officials to stay overnight where meetings are scheduled for two consecutive days and the circumstances are of such nature that they have to stay overnight, provided that such applications are accompanied by Financial Comments from BTO confirming availability of funds.

7.1.2(b) The Municipal Manager is authorized to approve for officials to stay overnight for a period of more than two consecutive days, provided that such applications are accompanied by Financial Comments from BTO confirming availability of funds.

#### **7.1.2.1 When staying overnight for seminars/meetings:**

a. If it is approved for a delegate to sleep over, an allowance of R196.00 per night (for no booked accommodation) shall be payable, if the delegate does not use hotel accommodation. If hotel accommodation is used (booked accommodation), the actual cost of the accommodation will be payable, to a maximum of R 1 300.00/night (inclusive of dinner, breakfast and parking). The delegate shall submit an inclusive quotation, as provided by the hotel, to the Budget and Treasury Office and the cheque will be made payable to the hotel.

Council may only approve accommodation that exceed R1300

- during peak holiday periods
- when South Africa is hosting an event in the country or in a particular geographical area that results in an abnormal increase in the number of local and/or international guests in the country or in that particularly geographical area.

In the event where the available accommodation is more expensive, the Municipal Manager, in consultation with the Executive Mayor, should reconsider a higher amount.

- b. Incidental costs that are in line with SARS determination shall be payable to a delegate where the delegate is absent from his /her usual place of residence.
- c. If a delegate has supper while staying overnight when attending a congress, seminar, meeting, course or workshop, the voucher for the meal may be claimed to the maximum of SARS determination, on condition that delegates submit documentary proof of actual expenditure.
- d. Overnight accommodation must be limited to instances where the distance by road exceeds 500 kilometers to and from the destination (return journey).

- e. For purposes of calculating the starting time of the proceedings of a congress or meeting, the meeting of the delegate shall be seen as part of the congress- or meeting-procedure.
- f. For calculation of the travelling –time, the forward journey is considered to take place on the day of the commencement of the proceedings. If however, the availability of petrol, the normal estimated travelling time (also of employees from remote areas), the additional time for booking-in at accommodation, parking, plus time for registration at the congress or meeting, should necessitate departure from home before 06:00, the Municipal Manager shall take these aspects into account and may approve earlier departure, authorizing the trip to start on such days or days as deemed necessary by the Municipal Manager, with due consideration of 7.1.2.1(h).
- g. In case of return-trips, 18:00 is taken to be a reasonable time to be back home, taking into account the available of transport to the home of the delegate concerned, at the said time, with due consideration of 7.1.2.1(h).
- h. The Municipal Manager may grant approval to delegates from remote areas to stay over in Rustenburg the night prior to departure at 06:00, or the night of arrival back in Rustenburg at 18:00, if transport from- and to their homes are not available.
- i. Secure parking at hotels, parking garages as well as Toll-fees will be reimbursed over and above the incidental costs payable per day, provided that documentary proof of the actual expenditure is submitted.

#### **7.1.2.2 When staying overnight for work outside municipal area**

- a. When a delegate/ employee has to stay overnight when involved in Council work outside the municipal area and sleeping facilities are available for free, incidental costs as per SARS determination per day or part of a day is payable.
- b. When an employee has to stay overnight when involved in Council work outside municipal area and sleeping facilities for free are not available, an amount as determined in 7.1.2.3 shall be applicable.

#### **7.1.2.3 When staying overnight for courses or training:**

- a. If it is approved for an employee to sleep over, an allowance in accordance with the actual expenditure shall be payable provided that R500.00 per night not be exceeded.
- b. Incidental costs that are in line with SARS determination shall be payable to a delegate where the delegate is absent from his /her usual place of residence.
- c. If an employee has supper while staying overnight when attending a course or workshop, the voucher for the meal may be claimed to the maximum of SARS determination, on condition that delegate submit **documentary proof of actual expenditure.**

- d. **Overnight accommodation must be limited to instances where the distance by road exceeds 500 kilometers to and from the destination (return journey).**
- e. Incidental costs that are in line with SARS determination shall be payable to a delegate sent for training, if they are accommodated where no meals are supplied over week-ends. Should all meals be provided with the accommodation, no incidental costs will be payable.
- f. Secure parking at hotels, parking garages as well as Toll-fees will be reimbursed over and above over and above the incidental costs payable per day, provided that documentary proof of the actual expenditure is submitted.

#### **7.1.2.4 When not staying overnight**

- a. Any delegate who attend a one-day congress, seminar, course, meeting or workshop outside the area of the Rustenburg Local Municipality, (except those mentioned in paragraph 7.1.2.4 (c) and (d), or is outside the area of the Rustenburg Local Municipality for work purposes (except those mentioned in paragraph 7.1.1 (d) and 8.2), may claim his/her incidental costs per day.
- b. The purpose of the incidental costs is only to compensate employees who are not at their office or workplace during their normal lunch break.
- c. In respect of meetings, ad hoc visits, etc. in terms of which a delegate has been instructed by SALGA and other institutions on its behalf, they shall be responsible for such travelling and subsistence allowance, according to their policy.
- d. Where an organization other than the Council pays a sitting allowance, no day allowance as determined in clause 7.1.2.4 (a) supra, will be payable.

#### **7.1.3 Applicants invited to attend interviews**

- 7.1.3.1 Incidental costs is payable to applicants from outside the jurisdictional area of the Rustenburg Local Municipality. If it is necessary to stay overnight due to certain circumstances, the Municipal Manager may approve an amount of R 500.00 per person per night.
- 7.1.3.2 Should applicants attend interviews for posts in Rustenburg on invitation, an amount equal to the AA-tariffs as amended from time to time to a maximum engine capacity of 3000 cm<sup>3</sup> shall be payable, for running costs.
- 7.1.3.3 If proof of toll paid is submitted, the amount will be refunded.
- 7.1.3.4 An amount of the AA – tariff of a leaded running cost for a vehicle with engine capacity of 1800cm<sup>3</sup> - 2000 cm<sup>3</sup> shall be payable to interviewees.

## **8. TRAVELLING ALLOWANCE PAYABLE TO EMPLOYEES/ COUNCILORS OF THE COUNCIL**

**8.1** If employees or councilors are delegated or if they pay visits outside the municipal area, the following travelling allowance is payable, subject to the conditions as stated below:

- a. If official transport is provided, the petrol, oil and other specific costs of the official vehicle concerned will be refunded, subject thereto that the necessary documentation is submitted.
- b. If an employee or councilor uses a private vehicle, excluding a transport allowance scheme vehicle, compensation will be refunded in accordance with the AA-tables, as amended from time to time, and applicable on an annual distance of 30 000 km for fixed costs, and a maximum engine capacity of 3 000 cc, for running costs.

**(i) Fixed cost:**

An amount per kilometer, as indicated on the AA-tables for vehicles that travel an annual distance of 30 000 km, based on the purchase price of the vehicle used (Refer to Auto Dealers Digest), to a maximum amount of 100% of the employee's annual salary, plus

**(ii) Running cost per kilometer, based on the engine cubic capacity of the vehicle concerned, with a maximum of 3 000 cm<sup>3</sup>, as indicated in the AA-tables, as may be amended from time to time.**

- c. If a transport allowance scheme vehicle is used, the running cost is payable in accordance with the AA-tables, as may be amended from time to time, as follows:

Engine capacity of the vehicle concerned, to a maximum engine capacity of 3 000 cc.

- d. If travelling by train, the price of a first class train ticket is payable.
- e. If travelling by air, when economic class is not available a business class ticket may be bought, subject to it being approved by the Municipal Manager beforehand. Travelling cost to the nearest airport in accordance with this resolution as stipulated by the Municipal Manager, also including parking fees, bus tickets between the airport and accommodation, as well as freight, if necessary, in regard of which satisfactory written proof shall be submitted, is payable. No connection or transfer flights from Sun City to Johannesburg International Airport will be considered.
- f. If travelling by luxury bus, the cost of a return-ticket is payable.
- g. If proof of toll paid, as well as parking fees are submitted, the amount will be refunded.

The following reservations are applicable to the above-mentioned conditions:

**8.2** Notwithstanding any stipulation included in the Policy, trips outside the area of the Rustenburg Local



Municipality shall be considered as trips within municipal area in the following instances:

If work is being done in regard of:

- a. The rural electricity network, within the supply-area of the Council.
- b. Water supply network within the supply-area of the Council and the Bospoort Water-Scheme.
- c. Any other property of the Council within the areas as mentioned in (a) and (b) above.
- d. Inspection of dairies and dairy- farms.
- e. Duties of the Driver / Security Officer of the Mayor for trips outside the area of the Rustenburg Local Municipality.
- f. Fire and Ambulance Services.

## **9. Accountability**

- 9.1** If any employee or councilor is delegated to attend a seminar/meeting/workshop and has received the necessary allowances and is prevented from attending, due to whatever circumstances, after the matter has been assessed, all monies shall be paid back immediately. Failing this, the monies shall be deducted from the monthly salary of the employee or councilor concerned. If this is not done, discipline will proceed, after the matter has been assessed. This expenditure will be classified as fruitless expenditure.
- 9.2** Delegates / representatives to any conference, workshop or meeting must ensure that they arrive on time and attend until the conclusion of such event, failing which the Council will take the necessary steps to recover all expenses incurred by an association, or by the Council, to enable such delegate / representative to attend, provided that such delegate / representative be afforded the opportunity to submit reasons for not being able to be present from commencement to conclusion of such an event.

## **10. VISIT ABROAD**

- 10.1** Applications for official trips abroad are handled in terms of the attached guidelines of the Department of Foreign Affairs for Local Government Officials, as provided by SALGA and guidelines from the Office of the MEC (circular attached).
- 10.2** Incidental Costs during visits abroad will be in line with the SARS determination, or as recommended by SALGA, whichever is greater.

## **11. USE OF OFFICIAL VEHICLES**

This part of the policy deals mainly with the use of official vehicles outside the municipal area, but when applying this paragraph, the stipulations as stated in paragraph 8.2 shall be taken into account as well.

### **11.1** Outside trips undertaken by employees participating in the Transport Scheme.

A Transport Allowance Scheme vehicle must be used, and the employee concerned must be compensated in accordance with paragraph 8.1 (c), regardless of the approved fixed kilometers per month applicable to the position.

### **11.2** Outside trips undertaken by employees other than those mentioned in paragraph 11.1.

11.2.1 If employees other than those mentioned in paragraph 11.1 undertake trips outside the municipal area, official transport shall be used.

11.2.2 If no official is available, employees making use of their private vehicles shall be compensated in accordance with paragraph 8.1 (b).

## **12. HIRING OF VEHICLES AND FLIGHTS**

Should an employee have to attend a seminar/congress/meeting as a delegate of the Council, and travels by air, train or bus to the destination, a vehicle may be hired from an acknowledged vehicle hire company for official journeys regarding the seminar/congress/meeting, subject to the following conditions:

- a. The cylinder capacity of the vehicle may not exceed 1 600cm<sup>3</sup>.
- b. If there are more than four delegates, two vehicles or a microbus may be hired.
- c. If a microbus is hired, the cylinder capacity may exceed 1 600 cm<sup>3</sup>.
- d. Delegates may use the hired vehicle for private journeys in the vicinity of the seminar. A log sheet shall be kept for all journeys with the hired vehicle. Private journeys exceeding the free kilometers/day as provided by the hiring company, will be for the account of the delegate hiring the vehicle.
- e. Economy class tickets may only be purchased for flights of 5 hours or less.
- f. The Municipal Manager may approve business class travel for employees with disabilities or for those with special needs.
- g. All accounts for hire vehicles shall be certified as correct by the delegate hiring the vehicle before submitting it to the Budget and Treasury Office.
- h. Arrangements which cannot be accommodated by this paragraph (Hiring of Vehicles) can be authorized by the Municipal Manager.

## **13. RESPONSIBILITY OF THE MUNICIPAL MANAGER**

The Municipal Manager accepts responsibility to apply travel and subsistence arrangements and the attendance of Conferences, Workshops and meetings in terms of the stipulations of the policy.

#### **14. RESPONSIBILITY OF THE DIRECTORS**

The Directors and Managers in the Executive Offices recognize and accept the responsibility to see to it that recommendations to the Municipal Manager around travel and subsistence arrangements and the attendance of Conferences, Workshops and Meetings shall comply with all stipulations of this policy.

#### **15. FORMS**

##### **15.1 General travel and subsistence arrangements**

When applying for travel and subsistence allowances and arrangements, the attached form shall be completed in full, for visits outside the Municipal area. For visits within the Municipal area with an official vehicle, the specific attached form (Application for use of an Official Vehicle) shall be completed in full.

#### **16. CONTROL MEASURES**

**16.1** Approval of journeys undertaken in terms of this policy, is as follows:

16.1.1 Congress / Seminars / Meetings / Work

##### **Municipal Manager and Officials**

Delegates to be determined by means of this policy.

##### **16.1.2 Journeys outside the municipal area:**

The Director is authorized to approve applications of officials to stay overnight where meetings are scheduled for two consecutive days and the circumstances are of such nature that they have to stay overnight, provided that such applications are accompanied by Financial Comments from BTO confirming availability of funds.

The Municipal Manager is authorized to approve for officials to stay overnight for a period of more than two consecutive days, provided that such applications are accompanied by Financial Comments from BTO confirming availability of funds.

The Managers in the executive offices of the Council are authorized to approve applications of Councilors for a one day visit or stay overnight where official meetings are scheduled for two consecutive days and the circumstances are of such nature that they have to stay overnight.



**RUSTENBUG LOCAL MUNICIPALITY  
LIST OF ASSOCIATIONS AND INSTITUTES**

The following associations and institutes qualify for delegations from the Council to attend their Congress, Seminars and Annual General Meetings:

**Directorate: Corporate Support Services**

The South African Institute for Local Government Management.  
Southern African Institute of Management Services.  
Institute of Municipal Personnel Practitioners of South Africa.  
National Occupational and Safety Association.

**Director: Public Safety**

Institute of Traffic Officers of Southern Africa.  
South African Fire Services Institute.  
South African Institute of License Officers.  
Emergency and Disaster Management Association of Southern Africa.  
North West Traffic Control Coordination Committee (Provincial).  
Crime Prevention and Liaison Committee.  
Working Group on the Road Transport Quality System (National).  
National Traffic Control Coordinating Committee.  
S.A. Road Federation.

**Directorate: Infrastructure Development and Management**

Institute of Municipal Engineers of Southern Africa.  
Institute of Civil Engineers.  
Institute of Solid Water Management.  
Water Institute of South Africa.  
Association of Municipal Electricity Undertakings (Southern Africa).  
South African National Committee on Illumination.

**Directorate: Community Development**

Institute of Environmental Health.  
South African Institute for Librarian and Information Science.  
IMASA.  
IERM (Institute of Environmental and Recreation Management).  
South African Horticultural Affiliated Services Association.  
South African Landscaping Institution.  
South African Nursery Association.  
Interior Plants capers Association.  
Fertilizer Society of South Africa.  
SAIEH (South African Institute of Environmental Health, Inclusive of 12 Professional Boards).  
HPCSA (Health Professions Council of South Africa).  
South African Nursing Council (Individual membership affiliation).

**Directorate: Planning and Development**

Institute of Environment and Recreation Management.  
South African Institute of Town and Regional Planners.

**Directorate: Finance**

Institute of Municipal Finance Officers.

IMFO (Institute of Municipal Finance Officers)

SARPA (SA Revenue Protection Association).

SALGA (Provincial and National).

GOVERNMENT (All Provincial and National Government Departments related to Local Government Activities).

USER GROUP (Workgroup w.r.t. Supplier of Financial system).

**General**

SALGA NORTH WEST

Technical Committees of SALAGA North-West.

**SALGA**

Bargaining Council.

Intergovernmental Management Forum which is established in terms of section 41 of the Constitution.

**Office of the Municipal Manager.**

**Institute of the Internal Auditors (IIA).**