

GREAT KEI MUNICIPALITY



TRAVEL AND CAR ALLOWANCE POLICY

2026 / 2027

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PURPOSE OF THE POLICY:

To benefit the employees those are using their own vehicles in performing the Municipal duties.

1. Participation in the scheme

- I. The incumbent in a position eligible to use the car is entitled to participate in this scheme, subject to the terms and conditions stipulated here-in.
- II. The incumbent in a position eligible to the scheme must supply and use a vehicle for the proper performance of her/his functions, exercise her/his powers and discharge her/his duties.

1.1 Car Allowance Scheme 1

- I. Employees that are on Task Grades 15 and above.
- II. To this effect the employee's own private vehicle is to be available for use during working hours
- III. The incumbent must have a valid driver's licence

1.2 Car Allowance Scheme 2 – (Due to financial challenges this car allowance scheme is treated as a request and approval scheme)

- I. Officials on TASK Grades 14 (Criteria of employees), on contract and below who are required to utilize their private vehicles on Municipal business will qualify for, under the following conditions:
 - ✓ Formal application is made by the HOD to the Municipal Manager for approval through recommendation by Director: Corporate Services in advance.
 - ✓ JD should be used as a guideline

- (iii) A participant is responsible for the full cost of travelling, maintenance, insurance, licensing and registration of any vehicle under this scheme.
- (iv) Employee's tax as determined from time to time in terms of relevant legislation must be deducted from a participant's travelling allowance and paid over to the South African Revenue Service.
- (v) A participant remains entitled to and must be paid the full amount of her/his fixed monthly travelling allowance during any period of absence on leave with full pay unless there are circumstances identified by the employer which are in breach of the terms and conditions of the scheme.

6. Reduction, suspension, temporary increase in and discontinuing of travel allowance

- (a) Whenever a participant ceases to occupy the position in which she/he qualified for participation in the scheme, the payment to her/him of a fixed travelling allowance must be discontinued with effect from the first day of the month following the month during which she/he ceased to occupy such position.
- (b) Whenever a participant is promoted or demoted to another position in which the incumbent qualifies for participation in this scheme but the fixed travelling allowance of such other position is calculated in a different manner, her/his benefits must be increased or decreased, as the case may be, to the level of the benefits linked to that other position with effect from the first day of the month following the month during which she/he was promoted or demoted.
- (c) A participant's fixed travelling allowance must be reduced pro rata for the number of days that the participant concerned was absent from work-
 - (i) due to her/his participation in a strike or other industrial action

(ii) on unpaid leave or

(iii) due to her/his suspension without pay as an alternative to her/his dismissal.

(d) Whenever it is suspected at any time that a participant-

(i) claimed a travelling allowance in a dishonest manner or

(ii) falsified a log book which she/he was required to keep in terms of this scheme the municipal manager, or if the municipal manager is involved, the executive mayor, must immediately institute disciplinary action against the participant concerned and recover any amount as determined during such disciplinary proceedings which were paid to or in favour of such participant.

(e) Whenever it is suspected at any time that a manager-

(i) recommended or approved the participation in the scheme of any employee who is not entitled thereto or

7. POLICY REVIEW AND AMENDMENTS

At the end of each financial year or where the Council deems it necessary, the policy shall be subjected to review and amendment as to ensure its continuing relevance and validity

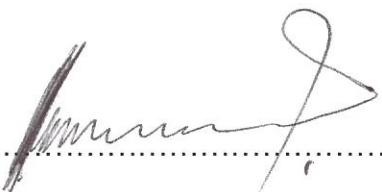
7.1 A process wherein the Municipal Manager or any delegated council official shall make an input to the relevant council structures detailing the proposed amendments and the rationale thereof.

The amendments shall be placed on the council agenda, and a vote shall be taken rectifying the policy

7.2 A Council resolution shall be recorded accurately reflecting the council decision and its number.

Signature of the Municipal Manager 

Date... 01/07/26

Signature of the Mayor... 

Date... 01/07/26