GREAT KEI LOCAL MUNICIPALITY

TRAVELLING AND

SUBSISTENCE POLICY

2026/2027

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DEFINITIONS

A subsistence and travel allowance - is an amount of money paid by the municipality on behalf of a representative to reimburse his/her travelling costs.

Subsistence - is money paid to cover costs like loss of his/her productivity in his/her private life and/or sleep away from home/or absent from their ordinary place of residence.

Representative - means Councilor or employee of the municipality representing the municipality in all other institutions.

EXECUTIVE SUMMARY

It is essential that representatives of the municipality travel to other cities, countries and towns to establish and maintain links and relationships with other municipalities, government bodies, institutions and organizations operating within local government sphere. It is important for representatives to broaden their knowledge and understanding and compare local experiences in local government transformation, innovation and change in the rest of the country, and this may be done through the medium of personal contact with a wide range of local government stakeholders. The travelling expenses will be paid on the return of the meeting/conference/seminar/workshop etc.

1. OBJECTIVES

1.1 To set out the basis for the payment of subsistence and travelling costs for officials and councilors travelling either to outlying areas of the Municipality's area of jurisdiction or beyond.

1.2 To ensure that travel costs are being paid to refund Councilor and officials for either direct costs like taxi fares, petrol, parking, tollgates, etc. or indirect costs.

2. LEGAL REQUIREMENTS

2.1. In terms of section 66 of the Municipal Finance Management Act No.56 of 2003, the Accounting Officer of the municipality must report to the Council in the format and for the periods prescribed, all expenses relating to staff salaries, allowances and benefits, separately disclosing (inter alia) travel, subsistence and accommodation allowances paid.

2.2. All subsistence and travelling claims paid to representatives will be reflected on their pay slip as prescribed by South African Revenue Services (SARS).

3. APPLICABILITY OF THE MUNICIPALITY

The policy will apply to all the following:

3.1 Mayor/Speaker/Chief Whip/Member of Mayoral Committee (MMC) and all other Councilors.

3.2 Municipal Manager/Heads of departments and all other municipal officials.

4. RESPONSIBILITIES OF REPRESENTATIVES

4.1. Every representative who travels on a business of the municipality must comply with this policy.

4.2. Representatives who travel on the business of the municipality must always appreciate that they are the ambassadors for the municipality, that their actions, conduct and statements must be in the best interest of the municipality, and that they must comply with any specific mandates they have been given.

4.3. If the trip is cancelled or the employee/councilor is no longer going to attend the business trip, the representative has a responsibility to report the business trip cancellation as there are costs incurred in preparation for attendance of any business trip failing which all costs incurred will be deducted from the said representative's salary.

5. ENTITLEMENT TO TRAVELLING AND SUBSISTENCE ALLOWANCE

5.1. A representative may claim a daily subsistence allowance as provided in this policy on the understanding that all authorized personal expenses are covered by the subsistence allowance. No further expenses, except for certain business expenses such as travel and accommodation expenses (see below) may be claimed.

5.2. The subsistence allowance may be claimed only if the necessary authorization for the trip has been obtained, and if the appropriate forms have been completed and submitted by the claimant.

5.3. Entertainment of external business associates or contacts or clients or potential investors falls outside the scope of the subsistence allowance and will not be reimbursed.

5.4. A representative of the municipality must claim his/her subsistence allowance as provided in this policy after returning from any official trip.

5.5. No subsistence allowance will be paid, and no representative will be entitled to a subsistence allowance if the trip or travel is not related to the official business of the municipality.

5.6. Reimbursements will only be paid to representatives using vehicles that are nominated and approved for use by the Municipal Manager.

6. ACCOMODATION COSTS AND SUBSISTENCE ALLOWANCE

6.1. A subsistence and travel allowance is an amount of money paid by the municipality on behalf of a representative to cover the following expenses: -

6.1.1. Actual cost of accommodation of which a 3–5-star hotel may be used, B&B's, Guest Houses, Motels etc.

6.1.2. Actual costs of food, soft drinks, dinner, breakfast, lunch and ironing.

6.1.3. Actual costs for toll gates and car parking at the airport shall be paid for submission of proof of payment.

6.1.4. The cost of meals shall be based on the market-related rates as obtained from one food provider to another.

6.1.5. Costs of meals shall not exceed the approved amount as per the quotation, voucher issued and any additional expenses shall be a liability of the representative.

6.1.6. Any other costs not included in the quotation voucher shall be treated as private or personal expenses and therefore shall not form part of the municipal account.

6.1.7. Tips to any service attendant shall be treated as private or personal expense and therefore shall not form part of municipal account

6.1.8. A subsistence allowance does not cover any personal recreation such as visits to cinema, theatres and representatives staying with friends/relatives.

6.1.9. No subsistence costs will be paid to any representative attending any official/business trip if the distance travelled is less than 50km and within the municipal jurisdiction

6.1.10. All accommodation must be approved by the Head of Department and authorized by the Municipal Manager.

6.1.11. Accommodation with breakfast must not be more than 1300 per night and dinner must not exceed R300.00 inclusive of drinks per night.

6.1.12. Employees and Councilors must checkout at the hotel on the last day of the event, if the distance to travel is more than 250km employees can check out on the following day.

6.1.13. If an event ends before 12h00 employees are expected to check out on that day regardless of the kilometers to be travelled.

6.2. Amount of Subsistence Allowance

Where it is necessary to sleep away from home/or absent from their ordinary place of residence for more than 24 hours in connection with municipal business the following shall apply:

6.2.1. Where it is not necessary to sleep over in connection with any travel on municipal business, no accommodation costs will be paid, but a subsistence allowance applicable at that month and as determined SARS shall be claimed.

6.2.2. If a representative stays in a friend's/relative home, no accommodation arrangements shall be made/claimed, but the representative shall claim a subsistence allowance applicable for that month as determined by SARS from time to time, per day and no additional or supplementary allowance over and above this amount will be payable.

6.2.3. The subsistence allowance will not be paid if a representative is travelling within the municipal jurisdiction.

6.2.4. If Councilor/employee is attending training conducted by the Municipality, the subsistence allowance applicable for that month as determined SARS from time to time per day shall be claimed.

6.3. Candidates invited for Interviews

6.3.1. No subsistence costs will be paid to any candidate invited for an interview.

7. CAR RENTAL, AIR TRAVEL AND OTHER TRAVEL COSTS

7.1. Destinations within the municipal jurisdiction

Representatives travelling officially to destinations within the municipal jurisdiction will be:

7.1.1. Officials who are not paid for travel allowance will use municipal vehicles provided by the municipality.

7.1.2. Councilors/Officials paid a travel allowance will use their own/private vehicles

7.2. Destinations outside the municipal jurisdiction

7.2.1. Officials/Councilors who use their own private vehicles to travel outside the municipal jurisdiction, travelling costs will be paid using Department of Transport rates based on the engine capacity of the vehicle.

7.2.2. External people who are the Chairpersons (Presiding Officers) and Prosecutors (Employer representative) in a disciplinary hearing as appointed by GKLM Municipal Manager will be paid travelling costs using Department of Transport rates based on engine capacity of the vehicle.

7.2.3. Where possible representatives must travel together up to a maximum of four (4) in a vehicle to minimize travelling expenses.

7.2.4. The distance to which the reimbursement applies must be the distance between the municipality's offices and the location where the official business is to be transacted.

7.2.5 Where public transport is used; the actual cost must be refunded. As taxis do not issue receipts, payments will be refunded on a list of fixed tariffs to be compiled in conjunction with taxi association.

7.2.6. A person who does not have a fixed car allowance or contract employee is entitled to claim for reimbursement of transport costs in terms of this policy and is required to use any vehicle whose engine capacity does not exceed 3.0 litres, should a person use a vehicle whose capacity exceeds 3.0 litres, he/she will be reimbursed at the rate applicable to a 3.0 liter capacity vehicle excluding essential users.

7.2.7. A person that receives a fixed car allowance is entitled to use any vehicle whose engine capacity does not exceed 2.5 engine capacity, should a person use a vehicle whose capacity exceeds 2.5 litres, she/he will be reimbursed at the rate as determined by SARS guidelines.

7.2.8 When a private vehicle is used, by officials/councilors receiving fixed travelling allowance, they shall be required to complete a logbook provided by the municipality for the trip, detailing the date, vehicle registration number, opening odometer reading, closing odometer reading, the point of departure and point of arrival and distance traveled, each entry must be signed by the driver.

7.2.9 The S&T claims for all personnel shall be limited to 2500 km per claim per month. All Kilometers more than 2500 km per month shall be forfeited

7.2.10 Officials who are not paid travel allowance will use municipal vehicles provided by the municipality, buses, and trains as an alternative form of transport.

7.2.11.Officials who are not paid travelling allowance may be authorized to use their own private vehicle by the Head of Department /his designee to attend business trips

7.2.12. As per SARS guidelines all reimbursement allowances (Incidental travelling, toll gates, airport parking, taxi/bus/train fare are not taxable)

7.2.13. Employees/councilors must submit a maximum of two cars to be used for travelling purposes including proof such as copy of car registration.

8. Air travels and car rentals

All domestic airfares and car rentals will be paid by the municipality, and the travel class and rented cars will be as tabulated in the table below: -

Classification	Qualifying Persons	Car Rental Class Approved	Air Travel Class
Category A	Mayor Speaker Chief Whip	Group G-J(Subject to MM's approval)	Economy Class
Category B	Mayoral Committee Members Heads of Departments	Group C-F(Subject to MM's approval)	Economy Class
Category	All Councillors All municipal officials	Group A-B	Economy Class

8.1. Group L-G (4x4/SUV) cars may be used where climate, road conditions or distance justify it, subject to be authorized by the Municipality Manager.

8.2. Municipal employees must utilize municipal fleet where viable before incurring costs to hire a vehicle

8.3. Municipal employees must use shuttle services if the cost of such is lower than the cost of hiring a vehicle.

8.4. If more than one representative is travelling on the same specific trip, they shall share one rental car for up to four passengers, or if there is a greater number, a microbus will be hired.

8.5. Car rental must be approved as part of the travel package before the trip is embarked on

8.6. Reservations for car rentals and air travel shall be made through a travel agent appointed by the municipality for this purpose.

8.7. If a representative requires special travel facilities due to such representative suffering from any disability, the Municipal Manager may authorize such additional expenditure as may be required to cover additional costs associated with such special facilities.

9. AUTHORISATION OF TRIPS

9.1. Only the Municipal Manager shall authorize any travel to be undertaken by Heads of Departments.

9.2. Heads of Departments shall authorize travelling trips for Heads of Divisions/Managers and staff in their respective departments.

9.3. Managers/Heads of Divisions may recommend travelling for their staff members, falling within their divisions for trips to be authorized by the Heads of Departments.

9.4. Only the Mayor shall authorize business trips for the Municipal Manager.

9.5. Travel by the Mayor shall be authorized by the Municipal Manager on the recommendation of the Speaker.

9.6. Travel by the Speaker shall be authorized by the Municipal Manager on the recommendation of the Mayor.

9.7. Travel of other councilors shall be authorized by the Municipal Manager on the recommendation of the Speaker.

9.8. Whenever a councilor/official has been delegated by the municipality in terms of the policy, to attend a meeting/conference/seminar/workshop or related event in or outside the municipal jurisdiction, the following will be applicable: -

(a) Trip authorization form must be completed for each trip and approved.
(b) Travel shall be authorized only if provision for such travel is made in the applicable departmental budget.
(c) An invitation to attend a workshop, meeting or related event is not an automatic authorization to attend such workshop or event. Authorization must still be obtained.
(d) Council delegates or representatives to any conference, workshop or related event must ensure that they attend until the conclusion of such event. Conclusion presentative fails to do so, the Executive Mayor/Municipal Manager as the case may be, shall recover all allowances and disbursements paid to enable such representative to attend the event, provided that such delegate or representative is afforded the opportunity to submit reasons for not being able to be present until conclusion of such even

10. PROCEDURES FOR CLAIMS AND PAYMENT OF CLAIMS

The following procedures should be adhered to when payment of claims is to be affected.

10.1. For each trip a claim form must be completed, signed by the claimant and be approved, and be paid monthly together with the relevant allowance.

10.2. Only the Municipal Manager must approve payment of the claims for Heads of Departments, Mayor, Speaker and all councilors.

10.3. Claims submitted by the Municipal Manager shall be approved by the Mayor.

10.4. Heads of departments must approve payment of claims for their respective departmental staff members.

10.5. The Claimant should be informed of his/her claim should it be approved of changes or disapproved by the person responsible for approval of claims within seven days of approval or disapproval.

The following documents must be attached to the claim form for subsistence and travelling claim: -

- Copy of invitation or agenda or programme for the event attended by the representative.
- Copy of completed and approved trip authorization form with its annexure/s where applicable.
- Claims for toll gates and parking fees must be accompanied by valid receipts

10.6. S & T claims must be submitted in the following/same month of the business trip for payment purposes.

10.7. All S & T claims not submitted within a period of three (3) months after the event/travel shall be forfeited.

10.8. S & T expenses of any employee/councilor shall be defrayed from the relevant vote of the department in which the employee is appointed irrespective of the reason for official travelling.

10.9. S & T claims not submitted within the same financial year except the claim pertaining to the last month of the financial year will be automatically forfeited.

10.10. The Corporate Services Director shall authorize travelling for candidates invited to the interviews.

10.11. External candidates must claim on travelling using the current SARS rate.

11. INTERNATIONAL TRAVEL

Where a councilor/official is required to visit a destination outside South Africa but within Africa and all other international trips the following shall apply: -

- All hotel costs up to 250 US$ per day (this will not apply where hotel costs are paid by the host Country or sponsor) plus a daily allowance calculated as follows: -

60 US$	Where three meals are included in the hotel costs
80 US$	Where two meals are included in the hotel costs
100 US$	Where one meal is included in the hotel costs
120 US$	Where no meals are included in the hotel costs

Payment to be made in Rands to enable the traveler to purchase the equivalent of the above stated US $ and will be computed based on the prevailing dollar exchange rate existing at the time of travel.

The allowance is also claimable in advance of travel in the case of travelling abroad.

- The value of funds paid per day to the Council's representative by the hosting country/organization is disclosed.

- Where a councilor/official is required to visit a destination outside South Africa but within Africa, the same amounts must apply.

- Within the boundaries of the Republic of South Africa and outside the Republic all councilors and Officials are to travel Economy Class. This will however depend on whether the host nation pays for air travel.

- Where actual amounts/rates are listed during the compilation of the Policy, it must be borne in mind that they are subject to change from time to time based on decisions made by Council.

12. INTERPRETATION OF THE POLICY.

12.1. All words contained in this policy shall have the ordinary meaning attached thereto, unless the definition or context indicates otherwise.

12.2. Any dispute on interpretation of this policy shall be declared in writing by any party concerned.

12.3. The Municipal Manager shall give a final interpretation of this policy in case of written dispute.

12.4. If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council.

13. COMPLIANCE AND ENFORCEMENT.

13.1. Violation of or non-compliance with this policy will give just cause for disciplinary steps to be taken.

13.2. It will be the responsibility of Council to enforce compliance with this policy

14. AMENDMENT AND/OR ABOLITION OF THIS POLICY

14.1. This policy may be amended or repealed by Council as it may deem necessary.

15. ADOPTION AND SIGN OFF

15.1. This policy will come into effect on the date of adoption by Council and be signed off by the following:

Signature of the Municipal Manager..

Date..01/07/26..

Signature of the Executive Mayor...

Date..01/07/26..