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**ELIAS MOTSOLEDI LOCAL  
MUNICIPALITY-MASEPALA WA SELEGAE**



**SUBSISTENCE AND TRAVELLING POLICY**

**MUNICIPAL COUNCIL RESOLUTION NUMBER**

**M24/25-07**

**APPROVED AT THE COUNCIL MEETING OF 30 AUGUST 2024**

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## 1. DEFINITIONS

- (a) **Camping Allowance**: refers to an allowance paid to a municipal official / political office-bearer / delegate who during official travel opt for private accommodation instead of municipality funded rented accommodation during performance of the municipality duties at places other than normal place of work in circumstances where domestic hotel accommodation was warranted.
- (b) **Daily Tariff**: refers to a daily allowance or out of pocket allowance paid to an official or political office-bearer or traditional leader participating in the Elias Motsoaledi Municipal Council or representative serving in the Elias Motsoaledi Local Municipality Committees and/or structures duly delegated out of office by the municipality in an official capacity. The allowance is deemed to be catering for reasonable out of pocket expenses of necessity incurred by the official or political office-bearer or traditional leader participating in the Elias Motsoaledi Municipal Council or representative serving in the Elias Motsoaledi Local Municipality Committees and/or structures.
- (c) **Delegate**: refers to an official or political office-bearer or traditional leader participating in the Elias Motsoaledi Municipal Council or representative serving in the Elias Motsoaledi Local Municipality Committees with the exception of the Audit Committee and/or persons duly delegated by the municipality to represent the municipality or a person specially assigned by the municipality to perform special assigned work or duties.
- (d) **Domestic Travel**: For the purpose of this policy domestic travel shall mean within South Africa and international travel shall mean travel to any country other than South Africa.
- (e) **Family**: refers to an immediate family member i.e child, spouse or life partner, parent, adoptive parent, grandparent, grandchild or sibling
- (f) **Head of Department**: refers to senior manager responsible for responsible for the specific department.

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- (g) **Headquarters**: refers to the official /main offices of Elias Motsoaledi Local Municipality that is 2<sup>nd</sup> Grobler Avenue, Groblersdal, 0470 or any other offices that may from time to time be determined as Headquarters.
- (h) **Office Travel**: refers to any approved travel where a municipal official /political office-bearer/delegate is officially delegated by a person or structure with authority to undertake travelling in furtherance of the municipality's interest.
- (i) **Official**: refers to an employee of the Elias Motsoaledi Local Municipality (EMLM), temporary / permanently appointed including Section 56/57 Managers (alternatively called Senior Managers) or a person seconded to EMLM to work as a member of staff of the Municipality or a person contracted by EMLM to work as a member of the staff otherwise than as an employee.
- (a) **Municipality**: refers to Elias Motsoaledi Local Municipality (hereinafter "the EMLM").
- (b) **Normal place of work**: refers to any office/building place where municipal official/political office bearer/delegate is required to ordinarily perform his /her main duties. Except for those employees stationed at the satellite offices, <sup>1</sup> the headquarters would ordinarily serve as the normal place of work.
- (c) **Political Office-Bearer**: refers to the Mayor, Speaker, Chiefwhip of the Council, a member of the Executive Committee of EMLM elected, designated or appointed or a councillor of the EMLM.
- (d) **Reasonable costs**: refers to travelling, accommodation and subsistence costs as determined in terms of this policy.
- (e) **Subsistence Allowance**: refers to a daily amount paid by the municipality to an officially delegated official or political office-bearer deemed to be covering costs of meals, incidentals but excluding personal recreation.

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<sup>1</sup> The satellite office concerned would ordinarily serve as the normal place of work of the employee concerned or stationed at the satellite office.

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- (f) **Travel Allowance**: refers to an amount per kilometre determined in accordance with application of any other municipality's approved tariff paid to an officially delegated official or political office-bearer/delegate in compensation of kilometres travelled for official municipal business using private motor vehicle.

## **2. PREAMBLE**

2.1. It is essential that the officials/political office-bearers/delegates of the Municipality from time to time travel outside the normal workplaces to perform their duties, establish and maintain links and relationships with other entities, government bodies, and international institutions operating in the municipal sector to broaden their knowledge and understanding of, and compare local and international experiences.

2.2. The purpose of this policy is to provide for reasonable recovery of travelling costs incurred by the municipal officials/political office-bearers/delegates in pursuit of the municipal interests at places other than the official place of work. The policy thus provides for travel and subsistence arrangements for the municipal officials/political office-bearers/delegates. It is essential that clear policy provisions regarding the undertaking of such journeys and the travelling and subsistence costs ensuring from such travels be made.

## **3. PRINCIPLES**

3.1. The EMLM will provide fair and reasonable compensation for official journeys justifying and legitimately undertaken by officials or political office-bearer or traditional leader participating in the Elias Motsoaledi Municipal Council or representative serving in the Elias Motsoaledi Local Municipality Committees and/or structures in the interest of the municipality.

3.2. Strict monitoring will ensure that the allowances are not abused and will be implemented consistently throughout the municipality.

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3.3. In order to qualify for the quality for the utilization of official journey, there must be a particular official function or duty to be performed.

3.4. Every delegate who travels on the business of the municipality must comply with this policy in letter and in spirit.

3.5. Delegates who travel on the business of the municipality must always appreciate that they are ambassadors for the municipality and that they must comply with any specific mandates they have been given. For this purpose, officials required to undertake official journeys will be instructed in writing or verbally by the Supervisor/Head of Department /Municipal Manager.

3.7. Official journeys are appropriate in circumstance where it is essential that duties be performed away from the official's normal place of work.

3.8. Compensation for official journeys is designed to cover the reasonable costs incurred by the delegate as a result of the journey.

3.9. Official journeys must be undertaken only for *bona fide* official purposes, be cost-effective and funds must be available to finance cost.

3.10. Official journey may not be undertaken while on leave, unless instructed to do so by a supervisor or head of department or municipal manager of Elias Motsoaledi Local Municipality.

3.11. A delegate of the municipality must submit his or her travel & subsistence claim within **three (3) months** from the date of the trip<sup>2</sup>, failing which written motivation approved by the Municipal Manager condoning the claim shall be required and in the case of the Municipal Manager approved by the Mayor or his/her delegate assignee or by a person with authority to do.

3.12. Delegates must claim individually for their expenses.

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<sup>2</sup> Return date of the trip.

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3.13. The application for travelling before the trip is undertaken shall be approved by person with authority to do so in terms of this Policy or his or her delegate assignee.

#### **4. SCOPE OF APPLICATION**

4.1. This policy applies to all the municipal officials, political office-bearers, traditional leaders participating in the Elias Motsoaledi Municipal Council and representatives serving in the Elias Motsoaledi Local Municipality Committees and/or structures of Elias Motsoaledi Local Municipality when duly delegated by person or body with authority to do so subject to any legislation, regulation or collective agreement.

4.2. The members of the Audit Committee of Elias Motsoaledi Local Municipality are excluded in the application of the provisions of this Policy.

4.3. The legislation or regulations or collective agreement shall take precedent over any aspect that is concurrently provided for in this policy.

#### **5. LEGISLATIVE SCHEME**

##### **5.1. The Constitution of the Republic of South Africa, 1996**

All legislation cited hereunder are derivative of constitutional democracy codified in the Constitution of the Republic of South Africa, 1996

##### **5.2. Remuneration of Public Office Bearers Act 20 of 1998**

Sub-entitled "*Motor vehicle and travel allowance for councillors*" Item 9(1)(c) of the Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils promulgated thereunder *Government Notice 1440 Government Gazette 41335* of 15<sup>th</sup> December 2017 issued by the Minister of Cooperative Governance and Traditional Affairs under Sections 7(1), 85(a) and 95(a) of the Remuneration of Public Office Bearers Act 20 of 1998 states that "*A councillor who uses a privately owned vehicle for execution of official duties on behalf of the municipality , may be reimbursed for official kilometres travelled... not exceeding the applicable*

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*tariffs as prescribed by the national department responsible for transport and in terms of the municipal council's policy".*

**5.3. Municipal Systems Act 32 of 2000**

It provides for the establishment of systems and procedures essential for an efficient local government.

**5.4. Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, 2014**

Regulation 39 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers promulgated thereunder Government Notice 21 Government Gazette 37245 of 17<sup>th</sup> January 2014 reads in relevant part: *"Official distances travelled may be claimed in accordance with the relevant policy of the municipality, but may not exceed the applicable tariffs prescribed by the Department of Transport on a monthly basis for the use of privately owned vehicles".*<sup>3</sup>

**5.5. Local government: Municipal Finance Management Act 56 of 2003**

It provides for establishment for establishment of controls and procedures necessary to facilitate accountability. Sub-entitled "Domestic Hotel Accommodation" Item 2.3 of the MFMA Circular no. 82 states that when sourcing accommodation, municipalities and "... accounting officers must ensure that overnight accommodation is limited to instances where the distance travelled... exceed 500 kilometres".

**5.6. Local Government: Municipal Structures Act 117 of 1998**

**5.7. Basic Conditions of Employment Act 75 of 1997**

**5.8. Labour Relations Act 66 of 1995**

**5.9. Elias Motsoaledi Local Municipality - Delegations of Authority**

<sup>3</sup> Applying a mischief rule to the afore-going provision, it is common cause that these regulations (Local Government Regulations on Appointment and Conditions of Employment of Senior Managers, 2014) repealed the old Regulation 9 of the Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers GN 805, GG 29089 of 1<sup>st</sup> August 2006 in terms of which senior managers were only authorised to claim kilometres in excess of 500 using tariffs prescribed by Department of Transport.

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## 5.10. South African Local Government Bargaining Council (SALGBC) Collective Agreements

### 6. TRAVELING ALLOWANCE

#### 6.1. Reimbursement allowances

6.1.1 Elias Motsoaledi Local Municipality reserves the right to determine, on cost effective grounds, the means of transport when a delegate is delegated by the municipality to perform duties elsewhere or attend to official business.

6.1.2. Travel allowance is payable for any daily official travel **above 100 kilometres per return trip** <sup>4</sup> including approved official travel within the municipal jurisdiction.

6.1.3. Travel allowance for qualifying travel in terms of Clause 6.1.2 above shall be payable from the 1<sup>st</sup> kilometre travelled.

6.1.4. Travel and substance claim must be preceded by a formal written delegation or authorisation by the Head of Department or Municipal Manager or as below indicated.

6.1.5. Travel and Subsistence claims must be authorized by the person with authority to do so in terms of this Policy.

6.1.6. A delegate of the municipality must submit his or her travel & subsistence claim within **three (3) months** from the date of the trip<sup>5</sup>, failing will result in claim being forfeited unless written motivation approved by the Municipal Manager condoning the claim is furnished and in the case of the Municipal Manager approved by the Mayor or his/her delegate assignee,

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<sup>4</sup> To and from.

<sup>5</sup> Return date of the trip.

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6.1.7. Payment for travel and subsistence shall be processed through payroll and paid electronically into a designated account of an official or office bearer along with the official or office bearer's salary/remuneration.

6.1.8. Only payment for travel subsistence allowance of persons who are not municipal officials or office bearers may be processed through other payment options and timelines.

6.1.9. Payment for travel and subsistence allowance will be tax deductible and declared as benefit accrued to an employee in accordance with applicable tax guidelines.

6.1.10. Only dully authorised officials and office bearer's travel and subsistence claims submitted on or before **the fifth (5<sup>th</sup>)** each month will be considered for payment during the next pay period for that month provided the claim is not in question.

6.1.11. Travel and subsistence claims received after the fifth (5<sup>th</sup>) of the month may and will be processed for payment during the subsequent salary month.

6.1.12. In the event an official / office bearer / delegate was granted permission to attend a function/event/workshop/meeting/training at the cost of the Municipality but could not attend and no valid reason could be provided, costs incurred by Municipality shall be claimed from the individual's salary.

6.1.13. Recovery from salary deduction in respect of 6.1.12. above shall be structured in a manner considerate of permitted deduction limits.

6.1.14. Reimbursement allowance that an official / office bearer / delegate may claim for while performing official duties on behalf of the municipality are, namely: -

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(i) Delegates who travel on the business of the municipality, where the business unavoidably entails one or more days or one or more nights to be spent away from the municipality, may in a rented accommodation. Unless exceptional circumstances<sup>6</sup> prevail, overnight accommodation is to be limited to instances where the trip <sup>7</sup> exceeds **500 kilometres** subject to prior approval.

(ii) The actual cost of accommodation will be borne by the municipality, in accordance with rates applicable to accommodation in respect of domestic travel.

(iii) A higher accommodation grading may be utilised if there is no available accommodation within the premises of the venue of the primary event.

(iv) If a delegate opts to stay at a private accommodation instead of a council paid accommodation, the following shall be payable:

- A Camping Allowance of **R700.00 per night**; plus
- Out of pocket expense (subsistence allowance) **prescribed in the IDP/Budget** with proof of expenses.

(v) If a delegates opts for a council paid accommodation, a sleep over allowance **prescribed in the IDP/Budget** shall be payable where applicable for sleeping over.

- Out of pocket expense (subsistence allowance) **prescribed in the IDP/Budget** without the delegate having to furnish proof of expenses.

6.1.15. Travelling tariffs that an official / office bearer / delegate may claim for while performing official duties on behalf of the municipality are, namely:-

- (i) The officials or employees falling within the SALGBC (South African Local Government Bargaining Council) and the representatives or delegates serving in the Elias Motsoaledi Local Municipality Committees and/or

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<sup>6</sup> Includes having regard to the number of days to be travelled.

<sup>7</sup> To and from (return journey).

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structures shall claim in accordance with the travelling **tariffs prescribed in the IDP/Budget** of the Elias Motsoaledi Local Municipality.

- (ii) The political office bearers, the traditional leaders participating in the municipal council and senior managers shall claim in accordance with the applicable travelling **tariffs prescribed by the national Department of Transport on a monthly basis for the use of privately owned vehicles.**

6.1.15. The overnight allowance as **prescribed in the IDP/Budget** is payable to delegates of the municipality sleeping over.

6.1.16. The expenses relating to **tollgates** and **parking** incurred while on official trip may be claimed and shall be reimbursed only upon submission of proof of expenditure.

6.1.17. It should be noted that no claims for alcoholic beverages or cigarettes shall be accepted. All expenditures incurred should be reasonable. Excessive spending in this regard should be always avoided.

#### **6.1.B. Overnight Accommodation or Domestic Hotel Accommodation**

6.1. Unless exceptional circumstances <sup>8</sup> prevail, overnight accommodation is to be limited to instances where the trip <sup>9</sup> **exceeds 500 kilometres** provided approval is granted having regard to financial health of the Municipality.

**6.2A Expenditure for transport and accommodation of candidates required to report for an interview, competency assessments, selection, recruitment purposes or matters related and connected thereto.**

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<sup>8</sup> Includes having regard to the number of days to be travelled.

<sup>9</sup> To and from (return journey).

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6.2.1. If Elias Motsoaledi Local Municipality considers it necessary that an interview should be conducted with a candidate residing in the Republic of South Africa, in order to establish his/her suitability for appointment, promotion or transfer, the actual transport and accommodation expenses of such candidates will be covered by the Elias Motsoaledi Local Municipality subject to prior approval.

6.2.2. If the municipality decides to provide transport and/or accommodate for an interview candidate, the municipality shall arrange transport and/or accommodation at its costs or reimburse the candidate for travelling and accommodation expenses at rates determined by the municipality provided the need for transport and accommodation has been pre communicated and approved.

6.2.3. It should be pre-determined whether a candidate may be reimbursed for expenditure incurred on transport expenses at the point of departure and/or return. The trip shall be deemed to be from the candidate's physical address appearing on the candidate's application documentation i.e application form / CV to the interview venue and shall be deemed to be a place of return.

6.2.4. Travel allowance is payable for any daily official travel **above 100 kilometres per trip** <sup>10</sup> including official travel within the municipal jurisdiction. The travel allowance for qualifying travel herein shall be payable from the 1<sup>st</sup> kilometre travelled.

6.2.5. Unless exceptional circumstances <sup>11</sup> prevail, overnight accommodation is to be limited to instances where the trip <sup>12</sup> **exceeds 500 kilometres** subject to prior approval.

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<sup>10</sup> To and from.

<sup>11</sup> Includes having regard to the number of days to be travelled.

<sup>12</sup> To and from (return journey).

6.2.6. Travelling tariffs that the candidates may claim for interview, competency assessments, selection, recruitment purposes or matters related and connected thereto are, namely:-

- (i) The candidates applying for the posts falling within the SALGBC (South African Local Government Bargaining Council) and interns will claim in accordance with the travelling **tariffs prescribed in the IDP/Budget** of the Elias Motsoaledi Local Municipality subject to prior approval.
- (ii) The candidates applying for the post of senior managers will claim in accordance with the applicable travelling **tariffs prescribed by the national Department of Transport** on a monthly basis for the use of privately owned vehicles subject to prior approval.
- (iii) The expenses relating to **tollgates** and **parking** incurred will be reimbursed only upon submission of proof of expenditure subject to prior approval.
- (iv) Candidates outside the Republic of South Africa shall also be included for the purpose of this policy.

**6.2B. Accommodation, subsistence and travelling allowance for Investigators, Initiators, Chairpersons and any witnesses or persons requested to assist in investigations, initiating, presiding over, adducing evidence in the disciplinary inquiries and/or proceedings or matters connected thereto**

6.2B.1. The municipality shall incur the costs for the accommodation, travelling, and subsistence allowance for the investigators, initiators, chairpersons and any witnesses or persons requested to assist in investigations, initiating, presiding over, adducing evidence in the disciplinary inquiries and/or proceedings or matters connected thereto in terms of and/or in accordance with the Memorandum of Understanding concluded and signed between the parties (any of the person above and the Elias Motsoaledi Local Municipality).

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6.2B.2. The actual costs of tollgates and parking incurred while on official trip will be reimbursed only upon submission of proof of expenditure

**6.2C. Accommodation, subsistence and travelling allowance for a person specially assigned by the municipality to perform special assigned work or duties or matters connected thereto**

6.2C.1 The municipality shall incur the costs for the accommodation, travelling, and subsistence allowance for the person specially assigned by the municipality to perform special assigned work or duties or matters connected thereto in terms of and/or in accordance with the Memorandum of Understanding concluded and signed between the parties (the assigned person and the Elias Motsoaledi Local Municipality).

6.2B.2. The actual costs of tollgates and parking incurred while on official trip will be reimbursed only upon submission of proof of expenditure.

**6.3 Transport Options**

**6.3.1 Travelling Allowance Bearing Position**

6.3.1.1. Officials and office bearers receiving a fixed monthly travel allowance excluding the Mayor, Speaker and Whip of Council may not use council owned vehicles except for ceremonial purpose as determined by the Municipal Manager.

6.3.1.2. Officials and office bearers receiving a fixed travel allowance shall utilize their private vehicles for all official delegations. They must have a motor vehicle available for the proper performance of their functions and official duties.

6.3.1.3. Under exceptional circumstances, the Municipal Manager may grant permission for an official receiving fixed travelling allowance to make use of official municipal vehicles or prescribe in any manner consonant with the cost containment measures the Municipal Manager may introduce or deem necessary from time to time having regard to financial health of the municipality.

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6.3.1.4. If a delegate has to utilise his or her personal motor vehicle, the distance, to which the reimbursement applies, must be to the shortest distance between the municipality's offices and the location where the official business is to be transacted.

### **6.3.2. Travelling by official not receiving fixed travelling allowance.**

6.3.2.1. Official / delegate not receiving travel allowance shall utilize council vehicles for their official delegation.

6.3.2.2. Officials / delegates not receiving a fixed travel allowance may only travel and claim using their private vehicles upon prior approval by the Head of Department.

6.3.2.3. If a delegate has to utilise his or her personal motor vehicle, he or she will be reimbursed at the rates determined in terms of this Policy.

6.3.2.4. The distance, to which the reimbursement applies, must be to the shortest distance between the municipality offices and the location where the official business is to be transacted.

6.3.2.5. Officials / delegates shall only be granted a council vehicle if they possess a valid driver's license, the municipality reserves the right to test any official that it contemplates issuing a municipal vehicle to satisfy itself that the person is able to drive and will not endanger his/her own life or damage council property or that of others and expose himself/herself and/or council to various claims and damages.

### **6.3.3. Air Travel**

6.3.3.1. Every attempt shall be made to use the most cost of transport.

6.3.3.2. All air travel for officials and office bearers shall be through the economy class.

6.3.3.3. Air travel at classes higher than economy class can only be considered on condition there is no available alternative or is authorised by the Municipal Manager

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6.3.3.4 Air travel be reserved for long distance of over 300 kilometres <sup>13</sup> or where it is the most cost effective mode of transport.

#### **6.3.4 Rented / Hired Vehicle**

6.3.4.1. Every attempt shall be made to use the cost effective available mode of transport.

6.3.4.2 An instances where car rental becomes necessary, cost effective available car be considered.

6.3.4.3 Car rental must be approved as part of travel package before the trip is embarked on. A representative who rents a vehicle whilst traveling on the business of the municipality without having received prior authorisation will only be reimbursed for the cost of the kilometres travelled using the rented motor vehicle if proof of expenditure can be produced.

6.3.4.5 A chauffer or driver may be rented only with approval of the Municipal Manager.

6.3.4.6 The municipality can reimburse an official / office bearer / delegate for a car rental without prior approval provided the delegate can demonstrate that the vehicle was reasonably and unexpectedly necessitated by circumstances.

6.3.4.7. 9.4 Officials of the municipality must:

- (i) Utilize the municipal fleet, where viable, before incurring costs to hire vehicles.
- (ii) Make use of a shuttle service if the cost of such a service provider is lower than:
  - a) the cost of hiring a vehicle.
  - b) the cost of kilometres claimable by the employee; and
  - c) the cost of parking.

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<sup>13</sup> To and from (return journey).

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- (iii) not hire vehicles from a category higher than Group B; and
- (iv) where a different class of vehicle is required for a particular terrain or to cater for the special needs of an official, seek the written approval of the accounting officer before hiring the vehicle.

#### **6.4. Travel outside South African Boundaries**

6.4.1. The Municipal Council shall through a council resolution determine the travel, subsistence, accommodation and the incidental costs related thereto<sup>14</sup> having regard to merits of each case.

### **7. SPECIAL TRAVELLING PRIVILEGES**

7.1 Death of an official / political office bearer / traditional leader participating in the council / delegate while on official duty away from headquarters.

7.2. Should an official / office bearer die whilst on official duty away from his/her headquarters, the municipality shall be liable for expense limited to the transport of the corpse from one area to the facility closest to the place of residence of the deceased.

### **8. TRANSPORT BETWEEN RESIDENCE AND PLACE OF DUTY**

8.1. Travel between residence and place of work is the responsibility of the employee.

8.2. Normal place of duty is, for the purposes of this provision, the physical place where a person performs his or her everyday duties.

### **9. TRANSPORT OF OFFICIALS / OFFICE BEARERS / DELEGATES TO FUNERALS OF A DECEASED COLLEAGUE**

#### **9.1 Responsibility**

9.1.1 The responsibility to execute this part of Elias Motsoaledi Local Municipality Policy on Official Transport rests with individual Departmental Heads in consultation with the Municipal Manager.

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<sup>14</sup> Travel outside South African boundaries.

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## **9.2 General policy provisions**

9.2.1 As a general rule, Elias Motsoaledi Local Municipality is not responsible to transport officials or official/office bearer and /or their families to funerals of deceased persons.

9.2.2 If viable the Municipal Manager may allocate an official fleet to transport colleagues to a colleague's funeral and/or memorial service if applicable provided that does not impair the provision of municipal services where the deceased official used to work.

9.2.3 Should assistance with transport and time-off for attendance of the funeral and/or memorial service be required, the relevant Departmental Head where the deceased official used to work must be approached.

9.2.4 The Head of Department concerned, in consultation with the Municipal Manager or in his/her absence, the Head: Corporate Services, may approve: -

9.2.4.1 The official attendance of the funeral and/or memorial service of the deceased official if it is in working hours.

## **9.3 Delegation of officials to the funeral and/or memorial service of a deceased colleague**

9.3.1 If an official / traditional leader participating in Council / political office bearer in the service of the Elias Motsoaledi Local Municipality dies and approval of attendance has been granted, delegates can be delegated to attend the funeral.

9.3.2 Only one (1) vehicle may be used and travelling allowances will be paid for one (1) vehicle only.

9.3.2. A subsistence expenses may be paid to the delegates / officials delegated by Elias Motoaledi Local Municipality within the rules provided in this Policy.

## **10. AUTHORISATIONS**

10.1. For purposes of implementing this policy:

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10.1.1. Only the Municipal Manager may authorise any travel or allowances related thereto to be undertaken by Departmental Heads, or payments to be made for persons invited for interviews provided the expenses to be incurred are on the approved budget of the relevant Department.

10.1.2. Only a Departmental Head or his / her duly authorised delegate may authorise any travel or allowances related thereto be undertaken by employees in his / her department, or payments to be made to persons in his / her department invited for interviews, but provided the expenses to be incurred are on the approved budget for the relevant department.

10.1.3. Only the Mayor or his/her delegate assignee, as the case may be, may authorise any travel or allowances related thereto be undertaken by the Municipal Manager, the Speaker, EXCO (Executive Committee) members and traditional leaders participating in the Municipal Council, provided the expenses to be incurred are on the approved budget of the Municipality.

10.1.4. Only the Municipal Manager or his/her delegate assignee, as the case may be, may authorise any travel or allowances related thereto be undertaken by the Mayor or his/her delegate assignee, provided the expenses to be incurred are on the approved budget of the Municipality.

10.1.5. Only the Speaker or his/her delegate assignee, as the case may be, may authorise any travel or allowances related thereto be undertaken by the Chief whip and all the other councillors except for EXCO members, provided the expenses to be incurred are on the approved budget of the Municipality.

10.1.6. Only the Municipal Manager or his/her delegate assignee, as the case may be, may authorise any travel or allowances related thereto be undertaken by the senior managers, provided the expenses to be incurred are on the approved budget of the Municipality.

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10.1.7. Only the relevant Senior Manager (Head of the Department) or his/her delegate assignee, as the case may be, may authorise any travel or allowances related thereto be undertaken by the employees in his/her Department.

10.1.8. An invitation to attend a workshop, meeting or related event is not an automatic authorisation to attend such workshop or event. The required authorisation must still be obtained from the Departmental Head, or Municipal Manager, or EXCO, or Mayor, or Council delegate assignee.

10.1.9. Municipal delegates or representatives to any conference, workshop or meeting are required to arrive on time and attend until the conclusion of such event. If any representative fails to do so, the Departmental Head, or Municipal Manager, or EXCO, or Mayor, or Council, as the case may be, may recover all benefits and disbursements paid to enable such delegate or representative to attend such event, provided that such delegate or representative is afforded the opportunity to submit reasons for not being able to be present from the commencement to conclusion of such event.

## **11. A DOCUMENT TO BE ATTACHED**

11. Having regard to the nature of the official trip undertaken, all of the following document must be attached for authorisation purposes: a copy of the official invitation, agenda, register of attendance, approved trip authorization

## **12. CAPPING OF KILOMETRES FOR SALGBC EMPLOYEES**

12.1. Only the total kilometres travelled by the officials or employees falling within the SALGBC are capped at 2000 per month.

12.2. Only on good cause shown can the Municipal Manager override the capped kilometres or authorise kilometres in excess of 2000 per month on the recommendation of the relevant Head of the Department.

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12.3. Except for the officials or employees falling within the SALGBC, capping of kilometres shall not apply to other categories of the municipal delegates as contemplated and/or defined in Clause 1 of this Policy.

### 13. POLICY REVIEW

13.1. This Policy shall be reviewed as when necessary.

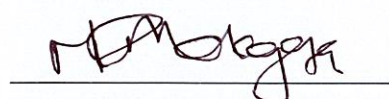
### 14. EFFECTIVE DATE

14.1. The Policy shall come into effect on the date approved by the municipal council. Changes resulting from change in legislation or any mandatory order will have automatic effect.

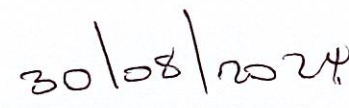
### 15. SHORT TITLE

15.1. This Policy shall be called Subsistence and Travelling Policy of the Elias Motsoaledi Local Municipality.

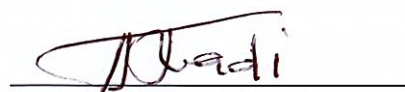
### 16. SIGNATORIES



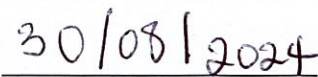
Ms. NR Makgata Pr Tech Eng  
Municipal Manager



Date



The Mayor  
Cllr. TLADI DM



Date