**CHAPTER 3**

**MUNICIPAL ADMINISTRATION**

**3.7 SUBSISTENCE AND TRAVELLING POLICY FOR OFFICIALS AND COUNCILLORS**

**3.7.1 PURPOSE OF SUBSISTENCE AND TRAVELLING POLICY FOR OFFICIALS AND COUNCILLORS**

The main purpose of the Subsistence and Travel Policy is to ensure that subsistence and travelling processes are coordinated in a uniform manner throughout the Municipality for all Councillors and municipal officials.

The purpose of this policy is to provide measures with regard to the reasonable expenditure including incidental expenses that may be claimed by a Councillor or an employee during periods when s/he is away from her/his official headquarters on an official journey (this includes councillors and employees attending training).

This policy also aims at ensuring that all trips undertaken by the councillors/employees are approved before such trips are undertaken and ensure that trip costs are economical and cost effective to the Municipality.

In the implementation of this policy the accounting officer must ensure compliance with section 195(1)(b) of the Constitution and section 62(1)(a) and (d) of the Municipal Finance Management Act (MFMA) No 56 of 2003.

This policy is applicable to employees and all Councillors of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Municipality including Mayoral/Deputy Mayoral Couple in the execution of official duties (as approved by Council or the Municipal Manager or person acting in his/her stead in terms of his/her delegated powers) in respect of official duties performed.

**3.7.2 LEGISLATIVE MANDATE**

Section 67 (1) of the Local Government: Municipal Systems Act, No 32 of 2000 provides that a Municipality, in accordance with applicable law and subject to any applicable collective agreement, must develop and adopt appropriate systems and procedures, consistent with any uniform standards prescribed in terms of section 72 (1)(c ) of the Municipal Systems Act, to ensure fair, efficient, effective and transparent personnel administration, including,

(b) service conditions of staff.

**3.7.3 APPLICATION**

1. **DEFINITIONS**

For the purposes of this policy, the following definitions shall apply:

**Administration Orientated Conferences**

Conferences, congresses, workshops and seminars that relate solely to the responsibilities of the municipality and approved by the Municipal Manager and respective Head of Department or persons acting in their position.

**Council**

The Municipal Council and its representatives in terms of delegated powers.

**Councillor**

A member of the Municipal Council appointed in terms of Section 157 of the Constitution.

**Council recognised municipal professional institutes**

Institutes dedicated to establish and maintain high standards of professionalism among municipal practitioners.

**Daily allowance**

The allowance paid to employees/Councillors by Council for out of pocket expenses incurred in respect of official duties performed.

**Economical**

To use the minimum required; not to be wasteful of time, effort or resources and with the intention to ensure best value for money.

**Headquarters**

Is the city, town, institution or place where the principal duties of an employee/Councillor have to be performed or which may be indicated as his/her location on his/her job description.

**Host**

One who receives or entertains officials/ councillors in an official capacity for purposes of gaining knowledge for Council’s benefit.

**International Travel**

Travelling to any other country outside the boundaries of the Republic of South Africa.

**Incidental costs**

The “Out of pocket” expenses incurred for official purposes.

**Mayoral/Deputy Mayoral couple**

The partner of the Mayor/Deputy Mayor or the nominated delegate.

**Municipal orientated conferences**

Conferences, congresses, workshops and seminars that relate solely to the municipality’s Constitutional responsibilities and approved by a Council resolution.

**Official kilometers**

Kilometers travelled outside the Municipality’s jurisdiction in the performance of official Council duties and each kilometer of official travelled with use of private vehicle in respect of municipal officials.

**Official**

An individual employed by Council including prospective employees, the Municipal Manager and Heads of Departments unless otherwise indicated.

**Practical**

A selection made solely for the purpose of convenience to either party.

**Service provider**

A supplier registered on Council’s official supplier data base in terms of the Supply Chain Management policy.

**Subsistence allowance**

The allowance paid to employees by Council for employee/Councillors in respect of incidental costs incurred in respect of official duties performed locally or internationally.

**Tariff**

The tariff applicable to a vehicle as determined and revised by the Department of Transport.

**Top up**

The difference between approved as per the policy tariff and preference of the Official/Councillor.

1. **PRINCIPLES FOR CONSIDERATION OF TRAVEL APPLICATIONS**

 The following considerations shall apply when planning and motivating for travel:-

The minimum number of representatives, commensurate with the nature, purpose, priority or importance of the visit;

The most economical route;

The most economical and best value for money mode of transport;

Sharing of transport where feasible; and

A reasonable standard of accommodation and meals, in accordance with the maximum allowable rates for domestic accommodation and meals as communicated from time to time by National Treasury through a notice, unless such level is not objectively deemed by the traveller to be conducive to his or her health or safety provided.

1. **RESPONSIBILITIES OF EMPLOYEES AND COUNCILLORS**

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

Employees and councillors who travel on business of the municipality must appreciate, at all times, that they are ambassadors for the municipality, and custodians of the applicable Code of Conduct as approved for in schedule 1 and 2 of the Municipal Systems Act No 32 of 2000, 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.

**PART ONE: POLICY: SUBSISTENCE AND TRAVEL ALLOWANCE POLICY FOR COUNCIL OFFICIALS**

**1. Attendance of Congresses, Conferences, Workshops and Seminars, etc.**

1.1. Subject to the limitations in the budget, the Head of Department (or person acting in his/her stead) be authorised to delegate official(s) to conferences, congresses, workshops, seminars etc. and other Council related functions on Council’s behalf:

1.2. All domestic flights, where the flying time is five hours or less, to be economy class and should the employee up-grade to Business class, the difference (R) will be at his/her own expense;

1.3. In view of paragraph 1.2 above the principle also be adopted in respect of the use of rented vehicles i.e. more economical vehicles be utilised in respect of rented vehicles;

1.4. Amounts budgeted for the attendance of conferences, workshops etc. be controlled and possible exceptions be brought to the notice of Council prior to attending;

1.5. Officials attending conferences in respect of external organisations to which they have been nominated to represent Council, shall submit details pertaining thereto to the Municipal Manager or person acting in his/her stead to provide a formal written report detailing the actual costs of attendance including subsistence and allowances to Council;

1.6. In respect of officials nominated / elected to serve on the Provincial or National Boards / Executive Committees of Council recognised Municipal Professional Institutes;

 1.6.1. the normal subsistence and travel expenditure be paid in respect of official duties as a Provincial or National Board / Executive Committee member, where the institution does not pay for the subsistence and travelling costs;

1.6.2. special paid leave accompanied by approved official leave form, in terms of Council’s approved leave policy, be granted in respect of official duties performed as Provincial or National Board / Executive Committee Member and the authority to grant said leave be delegated to the relevant Head of Department (or person acting in his/her stead);

1.6.3. the principle of limited administrative assistance in respect of Council’s personnel and equipment be accepted; and

* + 1. the election / appointment of officials on the Boards / Executive Committees of their institutes be formally approved by Council via a Council resolution.

1.7. It is the responsibility of the relevant Head of Department or Employee to indicate to the Financial Services Department if the employee did not attend the event for which subsistence and travelling costs have been paid; and

1.8. For the purposes of this policy, and during office hours, the Headquarters should be the designated point of departure; however the most economical and practical arrangements are to be used where possible.

1. **Subsistence and Travel Claims**
	1. All claims to be completed on the official Subsistence and Travel claim form, must be fully completed and authorised by the Head of Section or person acting in his/her stead in terms of his/her delegated powers and thereafter by the Municipal Manager or person acting in his/her stead in terms of his/her delegated powers and to reach the Finance Department (Creditors section) at least two weeks after month end.
	2. The most economical and practical travel arrangements are to be used at all times if more than one person will be travelling to the same destination.

2.3. Employees belonging to the car allowance scheme are to utilise their own private vehicles to perform official duties in/outside the Municipal boundaries except where air travel has been utilised and will be reimbursed (for outside the Municipal jurisdiction area) using the Department of Transport tariffs for engine capacity not exceeding 2500 cc. The following shall also apply:

2.3.1. No utilisation of hired vehicles and Council official vehicles is permitted except where air travel has been utilised.

2.3.2. Where own vehicles cannot be used, own arrangements must be made.

2.3.3. All selected alternatives e.g. hired vehicles will be for the expense of the official and the official will only be reimbursed kms in the same manner as if utilising their own vehicle using the standard distances based on the SARS running costs tariffs for engine capacity 2500 cc.

* + 1. Airline services not available to the point of destination - reimbursement in respect of the use of own transport shall be based on the Department of Transport tariffs for engine capacity not exceeding 2500 cc, subject to the approval of the Municipal Manager (or a person acting in his/her stead).

2..3.5. Airline services available to point of destination - reimbursement in respect of the use of own transport shall be based on the lesser of cost equal to that of the applicable airfare or standard distances based on the Department of Transport tariffs for engine capacity not exceeding 2500 cc, subject to the approval of the Municipal Manager (or person acting in his/her stead).

2.4. In cases where a combination of individuals on the car allowance scheme and not on the car allowance scheme are travelling together on official business in/outside the Municipality jurisdiction, the most economical means of transportation must be utilised at all times without infringing on any business risk for group travelling.

2.5. Employees not on the car allowance scheme must utilise the official council vehicles, public transport or taxi services at all times except for when air travel is required and shall be reimbursed for such costs.

2.6. In cases where employees not on the vehicle scheme and having to make use of their own transport, subject to the non-availability of official council vehicle the following shall apply:

 2.6.1. The maximum number of people allowed per vehicle where more than one person is travelling to the same destination and only one official can claim reimbursive travel allowance.

2.6.2. Where airline services are not available to the point of destination - reimbursement in respect of the use of own transport shall be based on the Department of Transport tariffs for engine capacity not exceeding 2500 cc, subject to the approval of the Municipal Manager (or person acting in his/her stead).

2.6.3. Non-availability of the Council transport must be confirmed in writing by the Fleet Manager and to be included with the S & T claim.

2.6.4. Airline service available to point of destination - reimbursement in respect of the use of own transport shall be based on the lesser of cost equal to that of the applicable airfare or standard distances based on the relevant Department of Transport tariffs for engine capacity not exceeding 2500 cc, subject to the approval of the Municipal Manager (or person acting in his/her stead).

2.7. When travelling to a destination outside the Municipal boundaries to attend workshops, meetings, conferences, seminars, etc subsistence allowance will be paid in terms of the approved tariffs as per the approved Council budget.

2.8 In circumstances where all meals (lunch and supper) are included in the cost of the event, only 25% of the daily allowance in terms of Council approved budget will be paid to the official**.**

2.9. Where workshops, meetings, conferences, seminars, etc lasting one day or less are held at venues less than 300 kilometers from the headquarters commencing at 8:00 AM and later, overnight accommodation for the night preceding or the last night of said workshops, meetings, conferences, seminars, etc may not be utilised as such towns are within easy driving reach.

1. **Incidental costs**

3.1. In addition to the allowances payable in respect of Subsistence and Travelling as contained in the policy, the following ancillary expenses incurred by delegates subject to adequate proof of such expenses by means of receipts, invoices, cash slips, toll slips or any other documents acceptable to the CFO, shall be reimbursed on return by Council;

 3.1.1. Toll fees to be reimbursed on presentation of toll slips; and

 3.1.2. Parking and/or fees incurred in respect of the security of the relevant vehicle.

3.2. Private costs incurred such as alcoholic, room service fees, newspapers, laundry, ironing services etc will be borne by the employee in his/her personal capacity.

**4. Travelling allowances**

**4.1. Air Travel**

4.1.1. In the event of officials having to make use of air travel all air fares shall be paid by Council; except for the following exclusions:

4.1.1.1. All flights not utilised by officials (e.g. missed flights) will be for their own expense and will be deducted from their salary, except for circumstances beyond their control as approved by the Municipal Manager.

4.1.1.2. All ticket purchases must be done in terms of Council’s approved SCM policy and no re-imbursement will be made for privately purchased tickets.

4.1.1.3 Tickets purchased outside the terms of Council’s approved SCM policy may only be re-imbursed upon a strong motivation being provided showing the act was done because of reasons beyond the control of the official concerned.

4.1.2. All officials shall travel economy class where the flying time is five hours or less.

4.1.3 The accounting officer and senior managers reporting directly to the accounting officer shall travel business class for flights exceeding five hours.

4.1.4 Notwithstanding paragraphs 4.1.2 and 4.1.3 above, an official with a disability or medically

certified condition, shall fly business class.

**4.2 Rental Vehicles [Municipalities to consult the Municipal Cost Containment Regulations, 2019]**

4.2.1. The utilisation of any rented vehicles must be approved by the Municipal Manager (or person acting in his/her stead) and the following shall apply:

 **(Refer to Category and Rate guide for hired vehicles)**

 4.2.1.1. Most economical vehicles to be used.

 4.2.1.2 An official must not hire vehicles from category higher than Group B or an equivalent class.

4.2.2. The booking of vehicles to be done in accordance with Council approved SCM policy.

4.2.3. All traffic fines incurred by the employee using the hired vehicle will be borne by the employee in his/her own personal capacity.

4.2.4. All vehicle damages and traffic violations to be reported through appropriate incident reporting document.

4.2.5. All vehicle hire should include comprehensive insurance.

4.2.6 Global positioning system (G.P.S)/navigation system may be included when hiring vehicles.

1. **Accommodation [Municipalities to consult the Municipal Cost Containment Regulations, 2019]**
	1. In circumstances requiring the night to be spent away, the relevant hotel/B&B tariff for bed and breakfast will be paid for by Council, with the exception of the following case-

5.1.1. All unutilised accommodation by officials (e.g. officials not checking in on the scheduled day) will be for the officials own expense and will be deducted from their salary, except for circumstances beyond their control as approved by the Municipal Manager.

* 1. Where officials are required to stay away from home for business purposes, with the approval of the Municipal Manager (or person acting in his/her stead) the following will apply:

 5.2.1. Overnight accommodation may only be booked where the return trip exceeds 500 kilometers.

 5.2.2 Bookings should be done in accordance with Council’s approved SCM policy and the most practical and economical accommodation must be selected.

5.2.3. All officials may only stay in accommodation as determined in terms of tariffs set in the annual adopted budget, subject to availability.

5.2.4. The most practical arrangements be made where a combination of individuals are away at the same time for the same purpose.

**6. International travel**

6.1. International trips should be undertaken in consultation with the Office of the Premier and the national department responsible for international relations and the member of the Executive Council responsible for local government should be advised of the international engagement.

6.2. International trips should be limited to meetings or events that are considered to be critical.

6.3. Officials embarking on an international trip should be limited to those officials directly

 involved in the subject matter related to that meeting or event.

6.4. The purpose of the trip must be approved by a Council resolution and must be of such a nature that:

6.4.1. A discernible and direct benefit to Council will be derived from it; and

6.4.2. Not undertaking the trip will have discernible disadvantages for Council.

6.5. In respect of study and sponsored tours, there must be a clear advantage to be gained by Council and not merely a personal enhancement of the candidates’ own knowledge.

6.6. Any travelling should be conducted, ensuring that the economies of scale are maintained.

6.7. Allowances are payable strictly in terms of the following:

6.7.1. Car rental and all other travelling costs to be paid on proof of documentation;

6.7.2. Sundry essential expenses to be paid on proof of documentation e.g. VISAs, excluding private expenses as defined under 3.2;

6.7.3. The maximum allowance is paid as prescribed in terms of the SARS approved rates for international travel, where Council has to pay for all subsistence costs;

6.7.4. When an official has been invited to a foreign country and the host will be paying for some or all of the subsistence costs, Council will pay a proportion of the cost for the following:

6.7.4.1. 20% of the allowance where the host is paying for the accommodation and all meals;

6.7.4.2. 45% of the allowance where the host is paying for the accommodation and an average of one meal per day;

6.7.4.3. 70% of the allowance where the host is paying for the accommodation only.

6.8. All officials are required to submit a formal written report on their visit to Council within a month of their return or such period as may be reasonable under the circumstances.

6.9. Approval is subject to the consent of the Municipal Council.

**7. Subsistence and allowance for candidates invited to attend interviews**

* 1. Subsistence will only be paid to candidates residing outside municipal jurisdiction area.
	2. The relevant bed and breakfast tariff including VAT for circumstances requiring overnight accommodation and subsistence allowance shall be paid to applicants with whom work interviews have been arranged in terms of Council’s approved budget, limited to the following:

7.2.1. Accommodation must be in accordance to 5.2.2 and 5.2.3.

 7.2.2. Only one overnight accommodation will be paid unless the interview lasts beyond 15h00 or

 is re-scheduled for the following day or further selection processes are scheduled beyond

 15h00 or for the following day.

7.2.3. Accommodation must be arranged by the Municipality in terms of approved SCM Policy.

7.3. In the event of use of own vehicle transport - the allowance in respect of kilometers travelled will be reimbursed using Department of Transport tariffs for engine capacity not exceeding 2500 cc. The following shall also apply:

7.3.1. Hired vehicles, unless pre-arranged by the Municipality as part of recruitment logistics, will be for the individual’s expense and the candidate will only be reimbursed in the same manner as if utilising their own vehicle using the Department of Transport tariffs for engine capacity not exceeding 2500 cc.

7.3.2. Airline services not available to the point of destination - reimbursement in respect of the use of own transport shall be based on the Department of Transport tariffs for engine capacity not exceeding 2500 cc.

7.3.3. Airline service available to point of destination - reimbursement in respect of the use of own transport shall be based on the lesser of cost equal to that of the applicable airfare or Department of Transport tariffs for engine capacity not exceeding 2500 cc.

7.4. In the event of candidates having to make use of air travel all air fares shall be paid for by Council; and the following shall also apply:

7.4.1. All ticket purchases must be done in terms of Council’s approved SCM policy and no re-imbursement will be made for privately purchased tickets. The onus is on HR department to inform the candidates.

 7.4.2. All candidates shall travel economy class, unless the candidate is disabled or has a

 Medically certified condition.

**8. The applicable rates must be reviewed annually during the consideration of the budget.**

8.1. Any deviation from the abovementioned policy must be supported by an approved official deviation in line with Councils SCM Policy.

8.2. Any items/circumstances not covered in this policy must be addressed on its merit and approved by the Municipal Manager.

8.3. No claims will be honoured if submitted 31 days after the return trip.

8.4. Should an official opt to improve the class of any items covered in this policy which is higher than the approved tariffs, the additional amount will be for his/her own expense and will be deducted from his/her salary.

9. **Consequences of breach of policy**

Any person who breaches this policy, and in so doing causes financial and material loss to Council, shall be required to refund the Council or rectify the loss and be liable for disciplinary action.

**PART TWO: POLICY: SUBSISTENCE AND TRAVEL ALLOWANCE POLICY FOR COUNCILLORS**

**1. Attendance of Congresses, Conferences, Workshops and Seminars, etc.**

1.1. Subject to the limitations in the budget, a maximum of two Councillors as nominated by the relevant Portfolio Committee may be delegated to attend administration/municipal orientated conferences, congresses, workshops, seminars etc and other Council related functions on Council’s behalf and each case will be considered on merit by the Municipal Council in terms of the value it adds to Council;

1.2. Amounts budgeted for the attendance of conferences, workshops etc. be controlled by the Accounting Officer and possible exceptions must be brought to the notice of Council prior to attending;

1.3. Attendance at conferences and workshops must be approved via a Council resolution prior to attending conferences in respect of external organisations to which they have been nominated to represent Council, submit details pertaining thereto to the Municipal Manager or person acting in his/her stead to provide a formal written report detailing the actual costs of attendance including subsistence and allowances to Council;

1.4. It is the responsibility of the Corporate Services Department and Councillor(s) to indicate to the Financial Services Department if a councillor did not attend the event for which subsistence and travelling costs have been paid; and

1.5. For the purposes of this policy, the Headquarters during office hours shall be the designated point of departure; however the most economical and practical arrangements are to be used where possible.

**2. Subsistence and Travel Claims**

2.1. All claims to be completed on the official Subsistence and Travel claim form, must be fully completed and authorised by the Head of Corporate Services Department or person acting in his/her stead in terms of his/her delegated powers and by the Municipal Manager or person acting in his/her stead in terms of his/her delegated powers and to reach the Creditors section at least two weeks after travelling.

2.2. The most economical and practical travel arrangements are to be used at all times if more than one person will be travelling to the same destination.

2.3. All travel claims must be paid only for trips approved in terms of Sec 1.1

2.4. Only in exceptional cases of emergency may the Municipal Manager approve such travelling prior to a Council resolution. Ratification thereof must be obtained from Council via a report.

2.5. Councillors receiving a travel allowance as structured as part of their remuneration package are to utilise their own private vehicles to perform official duties in/outside the Municipal boundaries, except where air travel has been utilised, and will be reimbursed (for outside the Municipal jurisdiction area) using standard distances based on the relevant Department of Transport tariffs for engine capacity 2500cc as per the office bearers act (which stipulates in terms of council’s applicable policy). The following shall also apply:

2.5.1. No utilisation of hired vehicles and Council official vehicles is permitted except where air travel has been utilised.

2.5.2. Where own vehicles cannot be used, own arrangements must be made.

2.5.3. All selected alternatives e.g. hired vehicles will be for the expense of the Councillor and the Councillor will only be reimbursed kilometres in the same manner as if utilising their own vehicle using the standard distances based on the Department of Transport tariff for engine capacity 2500 cc.

2.5.4. Airline services not available to the point of destination - reimbursement in respect of the use of own transport shall be based on the Department of Transport tariffs for engine capacity 2500 cc, subject to the approval of the Municipal Manager (or person acting in his/her stead).

2.5.5. Airline service available to point of destination - reimbursement in respect of the use of own transport shall be based on the lesser of cost equal to that of the applicable airfare or standard distances based on the Department of Transport tariffs for engine capacity 2500 cc, subject to the approval of the Municipal Manager (or person acting in his/her stead).

2.6. Councillors not receiving travel allowance as structured as part of their remuneration package, must utilise official council vehicles at all times except for when air travel is required.

2.7. In cases where councillors not receiving travel allowance as structured as part of their remuneration package and having to make use of their own transport, subject to the non-availability of official council vehicle the following shall apply:

 2.7.1. The maximum number of people allowed per vehicle where more than one person is travelling to the same destination and only one councillor can claim reimbursive travel allowance;

2.7.2. Where airline services are not available to the point of destination - reimbursement in respect of the use of own transport shall be based on the Department of Transport, subject to the approval of the Municipal Manager (or person acting in his/her stead);

2.7.3. Non-availability of the Council transport must be confirmed in writing by the Fleet Manager and to be included with the Subsistence and Travel claim;

2.7.4. Airline service available to point of destination - reimbursement in respect of the use of own transport shall be based on the lesser of cost equal to that of the applicable airfare or standard distances based on the relevant applicable Department of Transport, subject to the approval of the Municipal Manager (or person acting in his/her stead).

2.8. When travelling to a destination outside the Municipal boundaries to attend workshops, meetings, conferences, seminars, etc subsistence allowance will be paid in terms of the approved tariffs as per the approved Council budget.

1. **Incidental costs**
	1. In addition to the allowances payable in respect of Subsistence and Travelling as contained in the policy, the following ancillary expenses incurred by a councillor subject to adequate proof of such expenses by means of receipts,invoices, cash slips, toll slips or any other documents acceptable to the CFO, shall be re-imburdsed on return by Council.

 3.1.1. Toll fees to be reimbursed on presentation of toll slips; and

 3.1.2. Parking and/or fees incurred in respect of the security of the relevant vehicle;

3.2. Private costs incurred such as alcoholic, room service fees, newspapers, laundry, ironing services etc will be borne by the councillor in his/her personal capacity.

**4. Travelling allowances**

**4.1. Air Travel**

4.1.1. In the event of councillors having to make use of air travel all air fares shall be paid by Council; except for the following exclusions:

4.1.1.1. All flights not utilised by councillors (e.g. missed flights) will be for their own expense and will be deducted from their salary, except for circumstances beyond their control as approved by the Municipal Manager.

4.1.1.2. All ticket purchases must be done in terms of Council’s approved SCM policy and no re-imbursement will be made for privately purchased tickets.

4.1.1.3 Tickets purchased outside the terms of Council’s approved SCM policy may only be re-imbursed upon a strong motivation being provided showing the act was done because of reasons beyond the control of the councillor concerned.

4.1.2. All councillors shall travel economy class where the flying time is five hours or less. Where the flying time exceeds five hours, Councillors shall travel business class.

4.1.3 A councillor with a disability or a medically certified condition shall travel business class.

**4.2 Rental Vehicles [Municipalities to consult the Municipal Cost Containment Regulations, 2019]**

4.2.1. The utilisation of any rented vehicles must be approved by the Municipal Manager (or person acting in his/her stead) and the following shall apply:

 **(Refer to Category and Rate guide for hired vehicles)**

 4.2.1.1. Most economical vehicles to be used.

 4.2.1.2. A councillor must not hire vehicles from category higher than B or equivalent class.

4.2.2. Category N (mini-bus) or vehicles of similar class to be utilised when group of councillors travelling together, where it is impractical to use category B.

4.2.3. The booking of vehicles to be done in accordance with Councils approved SCM policy.

4.2.4. All traffic fines incurred by the councillor using the hired vehicle will be borne by that councillor in his/her own personal capacity.

4.2.4. All vehicle damages and traffic violations to be reported through appropriate incident reporting document.

4.2.5. All vehicle hire should include comprehensive insurance.

4.2.6. Global positioning system (G.P.S)/navigation system may be included when hiring vehicles.

**5. Accommodation [Municipalities to consult the Municipal Cost Containment Regulations, 2019]**

5.1. In circumstances requiring the night to be spent away, the relevant hotel/B&B tariff for bed and breakfast and dinner if requested in lieu of daily allowance will be paid for by Council, with the exception of the following ;

* + 1. All unutilised accommodation by councillors (e.g. councillors not checking in on the scheduled day) will be for the councillors own expense and will be deducted from their salary, except for circumstances beyond their control as approved by the Municipal Manager.

5.2 Where councillors are required to stay away from home for business purposes, with the approval of the Municipal Manager (or person acting in his/her stead) the following will apply:

 5.2.1. Overnight accommodation may only be booked where the return trip exceeds 500 kilometers

5.2.2. Bookings should be done in accordance with Council’s approved SCM policy and the most practical and economical accommodation must be selected.

5.2.3. All councillors may stay in accommodation as determined in terms of tariffs set in the annual adopted budget, subject to availability.

**6. International travel**

6.1. International trips should be undertaken in consultation with the Office of the Premier and the national department responsible for international relations, and the member of the Executive Council responsible for local government should be advised of the international engagement.

6.2. International trips should be limited to meetings or events that are considered to be critical.

6.3. Councillors embarking on an international trip should be limited to those councillors directly

 involved in the subject matter related to that meeting or event.

6.4. The purpose of the trip must be approved by a Council resolution and must be of such a nature that:

6.4.1. A discernible and direct benefit to Council will be derived from it; and

6.4.2. Not undertaking the trip will have discernible disadvantages for Council.

6.5. In respect of sponsored tours, there must be a clear advantage to be gained by Council and not merely a personal enhancement of the individuals’ own knowledge.

6.6. Allowances are payable strictly in terms of the following:

6.6.1. Car rental and all other travelling costs to be paid on proof of documentation;

6.6.2. Sundry essential expenses to be paid on proof of documentation e.g. VISAs, excluding private expenses as defined under 3.2;

6.6.3. The maximum allowance is paid as prescribed in terms of the SARS approved rates for international travel, where Council has to pay for all subsistence costs;

6.6.4. When a councillor has been invited to a foreign country and the host will be paying for some or all of the subsistence costs, Council will pay a proportion of the cost for the following:

6.6.4.1. 20% of the allowance where the host is paying for the accommodation and all meals;

6.6.4.2. 45% of the allowance where the host is paying for the accommodation and an average of one meal per day; and

6.6.4.3. 70% of the allowance where the host is paying for the accommodation only.

6.7. All other councillors shall travel economy class except when the flight time exceeds five hours or the councillor has a medically certified condition.

6.8. All councillors are required to submit a formal written report on their visit to Council within a month of their return or such period as may be reasonable under the circumstances.

**7. The applicable rates must be reviewed annually during the consideration of the budget.**

7.1. Any deviation from the abovementioned policy must be supported by an approved official deviation in line with Councils SCM Policy.

7.2. Any items/circumstances not covered in this policy must be addressed on its merit and approved by the Municipal Manager.

7.3. No claims will be honoured if submitted 31 days after the return trip.

7.4. Should a Councillor opt to improve the class of any items covered in this policy which is higher than the approved tariffs, the additional amount will be for his/her own expense and will be deducted from his/her salary.

1. **Consequences of breach of policy**

Any person who breaches this policy and in so doing causes financial and material loss to Council shall be required to refund the Council or rectify the loss and be liable for disciplinary action.