

PRINCE ALBERT MUNICIPALITY



TRAVELLING AND SUBSISTENCE POLICY

2025 / 2026

FINAL POLICY

May 2025

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1. OBJECTIVE OF THE POLICY

- 1.1) It is essential that representatives of the Municipality from time-to-time travel to other cities and towns in order to establish and maintain links and relationships with other municipalities, government bodies, and other parties, institutions and organizations operating in the sphere of local government.
- 1.2) It is important for representatives to broaden their knowledge and understanding of and compare local experiences in local government transformation, innovation and change in the rest of the country, and this can only be done effectively through the medium of personal contact with a wide range of local government stakeholders.
- 1.3) In terms of the Income Tax Act (No.58 of 1962) councillors and employees traveling to other destinations for official business purposes or needs be granted an ad-hoc travel and subsistence allowance.
- 1.4) The object of this policy is to enforce the promulgated legislation in terms of ad- hoc travel and subsistence allowances, in order to set uniform guidelines for councillors and officials of Prince Albert Municipality.

2. GENERAL SPECIFICATIONS

- 2.1) The contents of this policy will not be regarded as conditions of employment but as reimbursement for travelling and subsistence expenditure incurred or deemed to be incurred for the attendance of events for official purposes.
- 2.2) Any Councillor must have the approval of the Executive Mayor or his delegate for the attendance of events for which compensation is claimed. Any staff member must have the approval of the Director or his delegate and any Director must have the approval of the Municipal Manager or his delegate for the attendance of events for which compensation is claimed.
- 2.3) **Claims are only payable if sufficient provision is made for it on the budget.**

- 2.4) Any claim must be submitted on the official claim form with the necessary vouchers where specific expenses are claimed.
- 2.5) Any claim containing false information will lead to disciplinary steps being instituted and payments thus made may be recovered from any money payable by the Municipality to the person who submitted the claim.
- 2.6) All efforts should be made to minimize the costs for the Municipality i.e., by travelling together in one vehicle, minimizing overnight stay where possible, etc.
- 2.7) A claim for subsistence and travelling cannot be made at the Municipality as well as another institution for attending the same event. Such action shall lead to disciplinary action.
- 2.8) Sufficient documentation must be attached to the application for the trip e.g., official invitation, agenda or program, itinerary, details of sponsor and amount, etc.
- 2.9) Every representative who travels on the business of the Municipality must comply with this policy in letter and in spirit.
- 2.10) Representatives who travel on the business of the Municipality must appreciate, at all times, that they are ambassadors of the Municipality, that their actions, conduct and statements must be in the best interests of the Municipality, and that they must comply with any specific mandates they have been given.
- 2.11) Consistent with the Municipality's performance monitoring and evaluation objectives, the Municipal Manager will ensure that a database of all representatives and officials travelling is kept.
- 2.12) The policy is further formulated to achieving the following:
 - 2.12.1) To establish a fixed base for travelling and subsistence arrangements for Councillors and employees.
 - 2.12.2) To accommodate the unique travelling and subsistence needs within Prince Albert Municipality.

- 2.12.3) To lay down a policy on the usage of official vehicles as well as private vehicles
 - 2.12.4) To establish a fixed framework for the attendance of official meetings, congresses, seminars and external training sessions outside the jurisdictional area of the Prince Albert Municipality.
 - 2.12.5) To avoid or limit night travelling as far as possible.
- 2.13) Accommodation, flights and vehicle rental arrangements will be based on the most cost-effective option in relation to the proximity of the venue, traffic, availability and other cost factors. Due to impracticality, the stipulations of the Supply Chain Policy may be disregarded in this matter.
- 2.14) This policy must be read with the Cost Containment policy.

3. **LEGAL FRAMEWORK**

This policy is developed and guided by the following:

- 3.1) South African Revenue Services (SARS) Directives and Guidelines
- 3.2) Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- 3.3) South African Local Government Association (SALGA)
- 3.4) Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998)
- 3.5) Income Tax Act, 1962 (Act No. 58 of 1962).
- 3.6) Municipal Finance Management Act (Act 56 of 2003)
- 3.7) Municipal Cost Containment Regulations (2019)

4. **DEFINITIONS**

For the purpose of this policy, except where clearly indicated otherwise, the words and expressions set out below have the following meaning:

Accounting Officer:	The person appointed by the Council as Municipal Manager in terms of section 82 of the Municipal Structures Act, 1998 (Act 117 of 1998) and as defined in the Municipal Finance Management Act, 2003 (Act 56 of 2003), including any person acting in that position or to whom authority is delegated;
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Business travellers:	The travel undertaken for work or business purposes, as opposed to other types of travel, such as for leisure purposes or regularly commuting between one's home and workplace.
Calendar month:	A calendar month is a full month from the first day of the month until the last day of the month.
Council:	The Municipal Council, as referred to in section 157 of the Constitution of the Republic of South Africa, 1996; and section 18 (3) of the Municipal Structures Act, 1998 (Act 117 of 1998).
Councillor:	A member of the Prince Albert Municipal Council.
Courses:	A series of lessons in a particular subject.
Director:	An official appointed by the Council in terms of section 56 of the Municipal Systems Act, 2000 (Act 32 of 2000) to head a Directorate of the Municipality
Exceptional Circumstances:	Events or problems which you did not expect and which stop you being able to perform to the best of your abilities in your studies (For example bereavement, unexpected personal or family problems or illness might be considered as an exceptional circumstances).
Executive Management Team:	Officials appointed in terms of Section 82 of the Local Government Structures Act, 1998 (Act 117 of 1998) (Structures Act) and section 56 of the Local Government Municipal Systems Act, 2000 (Act 32 of 2000).
Executive Mayor:	The Executive Mayor of the Prince Albert Municipality elected in terms of section 55 of Municipal Structures Act, 1998 (Act 117 of 1998).
Holder of public office:	Is any member of a municipal council, a member of a provincial House of Traditional Leaders and a member of the Council of Traditional Leaders.
Incidental cost:	Expenses which are not necessarily incurred in performing the duties of employment whilst away on business (e.g., telephone cost, laundry cost, drinks, tips etc.).
Meals:	Any food / refreshment that an employee is entitled to whilst on official Council business away from the workplace.
Month:	A Period of 28 consecutive days or four weeks

Municipality:	Prince Albert Municipality established in terms of sections 12 and 14 of the Structures Act.
Municipal official:	In relation to a municipality or municipal entity, means: <ol style="list-style-type: none"> 1. An employee of a municipality or municipal entity; 2. A person seconded to a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity; or 3. A person contracted by a municipality or municipal entity otherwise than as an employee.
Occasion:	Any occasion outside the area of jurisdiction of the Council including a meeting, conference, congress, seminar, training course, training program, workshop, discussions or any other occasion to which a person is delegated to by the Council or by the delegated authority.
Official duty:	Approved official council business / activities.
Official transport:	The official transport specifically provided by Council for the use of the Executive Mayor, Councillors and Officials to attend official occasions. Where a person is delegated to attend an occasion on behalf of the Council, spouses are allowed to accompany the person and may travel within the official transport provided.
Partial sponsored trip:	Where a portion of the total cost is sponsored by a donor or third party. (For the purposes of this policy such proportion of the total cost of the trip to be included in the application form).
Person:	A person appointed by the Council and also duly elected and appointed Councillors.
SARS:	South African Revenue Services.
Subsistence allowance:	A subsistence allowance is an amount of money paid by the Municipality to a traveller for expenditure incurred in respect of personal subsistence and incidental costs for example refreshments, snacks, drinks and newspapers but excludes any personal recreation, such as visits to a cinema, theatre or nightclubs or sight-seeing.
Travel Allowance:	A travel allowance is any amount paid to an employee in respect of travelling expenses for business purpose.

Traveller:	Any Councillor or official travelling away from his or her normal place of domicile and employment on the official business of the Prince Albert Municipality.
Weekdays:	Mondays to Fridays as well as single days over weekends on which occasions take place.
Weekends:.	Saturdays and Sundays except when an occasion takes place on a Saturday or a Sunday in which case it shall be deemed as a weekday.

5. ENTITLEMENT TO A SUBSISTENCE AND TRAVEL ALLOWANCE

- 5.1) A representative may claim a daily subsistence allowance as provided in this policy with the understanding that all authorised personal expenses are covered by the subsistence allowance. No further expenses, with the exception of certain business expenses, may be claimed.
- 5.2) The subsistence allowance may be claimed without the representative having to furnish proof of expenses.
- 5.3) Entertainment of external business associates or contacts or clients or potential investors or potential clients falls outside the scope of the subsistence allowance and will not be reimbursed.
- 5.4) A representative of the Municipality may claim his or her subsistence allowance, as provided in this policy, before embarking on any official trip. The subsistence allowance must, in order to facilitate its timeous payment, be submitted as follow:

PAYMENT DATE	SUBMISSION OF TRAVEL CLAIM FORM AND DOCUMENTATION
Wednesdays	On / before 12h00 on the preceding Tuesday
Fridays	On / before 12h00 on the preceding Thursday

- 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. All travel on business of the Municipality must be approved as such before a representative is entitled to a subsistence allowance.
- 5.6) For the purposes of a subsistence allowance, a representative shall mean:
- Executive Mayor (full-time councillor)
 - Deputy Mayor
 - Speaker (full-time councillor)
 - Part-time Councillors
 - Municipal Manager
 - Directors;
 - Any other official specifically authorised to represent the Municipality or its employees on a particular occasion; and
 - Any official who is a member of a recognised professional institution and is granted permission to attend meetings and conferences of such institution.

6. RULES GOVERNING ATTENDANCE OF CONGRESSES, SEMINARS, MEETINGS AND WORKSHOPS BY DELEGATES

6.1) Councillors

6.1.1) The Executive Speaker must take into account the value to be added to Prince Albert Municipality in relation to the total cost of a Councillor attending, taking into account the cost of attendance, being travelling and subsistence, accommodation and registration fees.

6.1.2) Any attendance by Councillors not specifically budgeted for shall be pre-approved by the Speaker.

6.2) Municipal Manager

6.2.1) Attendance by the Municipal Manager of congresses and/or seminars not specifically budgeted for shall be pre-approved by the Executive Mayor.

6.3) Directors and Employees

- 6.3.1) Director and employees as holders of specific positions may attend a congress or seminar.
- 6.3.2) Employees, as far as possible, should be rotated to enhance capacity building on a broader base in the Municipality.
- 6.3.3) Attendance by the Director of congresses and/or seminars not specifically budgeted for shall be pre-approved by the Municipal Manager.
- 6.3.4) Attendance of employees shall be pre-approved by the relevant Director / Manager (within the relevant delegation).
- 6.3.5) A Travel Approval Form (**Annexure A**) must be submitted to the relevant delegated authority for approval

6.4) SALGA, NMU and other Working Groups

- 6.4.1) In cases where Councillors or employees serve on any advisory committee of SALGA or NMU Council, permission is granted to such Councillor or employees to attend such workshops or advisory committee meetings, provided that such delegations are approved by the Executive Speaker (for all Councillors) or Municipal Manager (for all Directors and other employees).
- 6.4.2) Where Institutions pay for the expenditure to attend the occasion, Council will not reimburse the person and the request for attendance must indicate as such.

7. SUBSISTENCE ALLOWANCE

7.1) Daily Allowance (excluding sleep over)

- 7.1.1) An allowance will from time to time be payable if the person is away from his place of work (will only be applied when an employee attends a venue outside

the municipal boundary) but will not stay over-night. The allowance will be determined as follows:

- | | | | |
|----------|------------------------|---|----------|
| 7.1.1.1) | Absence of 0 – 4 hours | - | R 75.00 |
| 7.1.1.2) | Absence of 4 – 8 hours | - | R 120.00 |
| 7.1.1.3) | Absence of > 12 hours: | - | R 150.00 |

7.2) Daily Allowance (in excess of 12 hours away from work, including sleeping over)

- 7.2.1) A daily subsistence allowance of R 160.00 will be paid (inclusive of meals)
- 7.2.2) Food allowance of R 160.00 per day (if no lunch and supper has been provided / included in the accommodation).
- 7.2.3) Only R 90.00 as food allowance will be paid for the last day of the meeting / workshop / seminar, as it is half a day.

7.3) Subsistence and travel allowances for persons invited for interviews

- 7.3.1) Travelling costs will be paid to any candidate invited to attend an interview at the municipality at a fixed rate of R 3,00 per kilometre.
- 7.3.2) No cost will be paid should the candidate travel via air, unless pre-approved by the Municipal Manager.
- 7.3.3) No cost for accommodation will be paid should the candidate require accommodation, unless pre-approved by the Municipal Manager.
- 7.3.4) Travelling cost for experts attending interviews for senior manager and/or any other municipal vacancies, will be paid at the approved AA-rate.

8. ACCOMMODATION AND SUNDRY EXPENSES

8.1) Accommodation paid by municipality

- 8.1.1) The approval of any claim for accommodation expenditure is subject to the availability of the necessary funds on the applicable Operational Budget.
- 8.1.2) Accommodation expenditure will only be paid if a person has to stay overnight when:
 - a) A meeting (outside of a 150km radius) start before 08h30.

- b) A meeting / workshop / congress ends after 15h30 and should any extensive travelling (> 150 km) be undertaken.
- c) the duration of such congress, seminar, course, meeting or workshop is more than one day.

8.1.3) The actual cost of accommodation, for domestic travel, will be expended at a maximum rate of R 1 800.00 per night (inclusive of VAT).

8.1.4) Where such accommodation is available, the rate for a single room will be payable.

8.1.5) If the accommodation costs (including bed and breakfast) exceed the maximum amount in 8.1.3 per night, then the Municipal Manager (in the case of employees) or the Executive Speaker (in the case of Councillors, after informing the Municipal Manager) may approve accommodation at a higher rate, on the condition that it is reasonable based on the availability of suitable accommodation in relation to costs involved. A report must be submitted to the Financial Portfolio Committee when costs exceed the limit.

8.1.6) Any additional costs incurred whilst staying overnight is for the account of the employee or Councillor. Should the amount be included on the invoice to Prince Albert Municipality, the account must be settled at the accommodation.

8.1.7) All employees and councillors must request tax invoices upon checkout, and must be submitted to the Finance Department within five (5) calendar days after attendance. **Failure to comply with this stipulation will result in the VAT that could have been claimed by the Municipality, to be recovered from the relevant person/s that stayed overnight.**

8.1.8) In the event of any trip being cancelled for any reason, it will remain the responsibility of the official/councillor to ensure that all expenses incurred related to the cancelled trip is refunded to council. Any expenditure not recovered for any travel and subsistence and/or accommodation will be recovered from the relevant official/councillors' salary.

- 8.1.9) If the venue of an official meeting requires that a delegate be forced to make use of the only accommodation the total expenses with regard to accommodation will be paid by the Council, after approval by the Municipal Manager.
- 8.1.10) Any official who involves themselves in the destruction/damage to any property, whether it is Hotel property or private establishments rented by the Council he/she will be held accountable for the damages incurred to that property. The expenses in repairing the damaged property, will be deducted from the official's salary to reimburse the proprietor of the property.
- 8.2) Private Accommodation**
- 8.2.1) If a councillor / official stay with a relative or friend, an accommodation allowance of R 700.00 per night may be claimed.
- 8.2.2) No subsistence allowance for food may be claimed when the councillor / official exercise the option to receive the private accommodation allowance.
- 8.3) Toll gate fees**
- 8.3.1) Actual toll gate fees are payable on submission of documentation (within five calendar days of the meeting congress / event) of a claim and proof of payment.
- 8.3.2) Receipts must be submitted within five calendar days of incurring such expense for reimbursement. Failure to submit the receipts will result in the lapse of the claim.
- 8.4) Overnight costs**
- 8.4.1) No overnight costs will not be paid by the Municipality for attendance of seminars, congresses or meetings within the Municipal area.
- 8.4.2) Councillors and officials may not claim private accommodation for any meeting to be held within the Central Karoo District. However, should cost containment

measures prove that accommodation is cheaper than travelling, or safety concerns prevalent, then accommodation may be arranged, for approval by the relevant delegated authority.

8.5) Fuel advances

- 8.5.1) Employees travelling with municipal vehicles may receive a fuel advance to have fuel dispensed during the trip.
- 8.5.2) Receipts for fuel dispensed must be submitted within five calendar days of incurring such expense. Failure to submit the receipts will result in full deduction of the advance from the employee.
- 8.5.3) Any unused advance must be repaid to the municipality within five calendar days of incurring such expense. Any funds not repaid will result in the money being deducted from the employee.

9. ARRANGEMENTS

9.1) Transport

- 9.1.1) The Executive Mayor (for Councillors travelling) and the Municipal Manager (for Directors travelling) and Directors / Managers (duly delegated) (for officials within his/her department) reserves the right to determine, on cost effective grounds, the means of transport when a person is delegated by the Council to attend an occasion.
- 9.1.2) The Executive Mayor and Deputy Mayor who attend the same function shall travel in different vehicles.
- 9.1.3) A person who is delegated to attend an occasion at a centre which is serviced by a recognised and registered airline shall be afforded the opportunity to make use of air transport.

9.2) Travelling Allowance / Expenditure

9.2.1) The approval of any claim for travelling allowances is subject to the availability of the necessary funds on the applicable Operational Budget.

9.2.2) If persons are delegated, nominated or invited to attend any congress, seminar, meeting or workshop outside the Municipal area, the following travelling allowance is payable:

9.2.2.1) If official transport is provided, petrol, oil and other vehicle costs paid by the person whilst using the official vehicle, provided that an instruction (memorandum) from the relevant departmental head is submitted.

9.2.2.2) The Municipal Manager, Section 56 (Director), or an employee with a structured cost to Council contract may only claim for official distances travelled outside the demarcated municipal areas (Leeu-Gamka and Klaarstroom) in respect of approved journeys where they utilize their own private vehicle for official duties. The compensation is payable in accordance with the tariffs prescribed by the National Department of Transport from time to time.

9.2.3) Before any official (not receiving a transport allowance) may use a private vehicle for official purposes, the Director / Manager (within his/her delegated authority) must authorize the utilization of the private vehicle for official purposes.

9.2.4) The Municipality is not liable for any traffic penalties or damages that may be inflicted to or by the employee when using his private vehicle for official purposes.

9.3) Travelling by Air

9.3.1) Delegates to congresses, seminars, courses, meetings or workshops are remunerated for travelling costs at the rate of the most economical normal return air ticket plus hired vehicle.

- 9.3.2) Delegates to congresses, seminars, courses, meetings or workshops which are held at destinations where it is impractical to travel by air can make use of official transport arrangements, provided that the Municipal Manager (for officials) or the Executive Mayor (for Councillors) authorise use of private transport at the prescribed rates.
- 9.3.3) When an economic class ticket is not available, a business class ticket may be used after approval by the Municipal Manager / Executive Mayor, subject to the Supply Chain Management Department submitting substantiating proof that an economic class ticket is not available.
- 9.3.4) Should an employee or Councillor elect to travel business class in the event of an economic class ticket being available, the difference in cost is for the account of the Councillor or employee and will be deducted from his/her salary without notice.
- 9.3.5) Parking fees, tollgate fees and traveling cost (UBER/taxi/train/bus) between airport, accommodation and venue, as well as freight, if necessary, will be paid by the municipality provided that satisfactory written proof and invoices are submitted for costs not directly paid by the Municipality. Claims should be submitted for payment within seven (7) days after travel (with relevant supporting documents). **Any claims submitted after 7 calendar days from incurring the expense will lapse, and therefore not be reimbursed.**
- 9.3.6) Lock-up garages may be utilised at the cost of the Municipality. Pre-approval for such garages must be obtained from the Executive Speaker (for Councillors utilising), Municipal Manager (Directors) and Directors / Managers (officials within the department)
- 9.3.7) Where shuttle services are provided between accommodation establishments and airports, preference should be given to that service.

9.3.8) If travelling by bus, the cost of a return-ticket, may be refunded if the claim (with relevant supporting documents) is submitted within 7 calendar days after travelling.

9.3.9) In the event where a Councillor or official prefers to use a vehicle as opposed to a flight (plane) he/she be accorded a travel allowance for the amount of kilometres travelled, plus subsistence allowance.

9.3.10) For all travel claims submitted, the Google distance calculator should be used to determine the distance travelled.

10. ACCOUNTABILITY

- a) If any Councillor and/or employee is delegated to attend a seminar/meeting/workshop and they have received the necessary allowances, and anything should happen that they are not able to attend, that money shall be paid back immediately to the municipality. If this is not done, the money paid will be deducted from his/her salary and such a person is guilty of misconduct and will be charged accordingly.
- b) Delegates to any workshop, conference, meeting or seminar must ensure that they arrive on time and attend until the conclusion of such event, failing which the Municipal Manager in the case of employees and the Executive Speaker in the case of Councillors must take the necessary steps to recover all or part of the costs incurred by Prince Albert Municipality to afford the delegate the opportunity to attend, provided that such delegate be afforded the opportunity to submit written reasons for not being on time or leaving before conclusion.
- c) Should a Councillor or official not attend a seminar/meeting/workshop or fail to cancel his/her attendance in time, any cancellation fee or cost incurred as a result of the non-attendance or late cancellation will be recouped from the salary of the delegate, provided that such delegate be afforded the opportunity to submit written reasons for not attending or not cancelling.
- d) Should a delegated employee or Councillor misplace an air ticket or bus ticket that has been paid for by Prince Albert Municipality and the ticket cannot be replaced free of charge

as a result of it not yet being used, the said delegate will be responsible for replacing the lost ticket, provided that such delegate be afforded the opportunity to submit written reasons as to why the loss should be paid again for by Prince Albert Municipality.

- e) In the absence of valid reasons, the expenditure will be regarded as fruitless and wasteful expenditure, and will be recovered from the delegate should Prince Albert Municipality have replaced the ticket.

11. VISITS ABROAD

- a) Applications for official trips abroad are handled in terms of the in the absence of the country's currency on the list, the equivalent to US Dollars will be paid.
- b) The daily substance allowance is to cover all meals, transport for private use, telephone calls and other incidental costs which may occur.
- c) Accommodation expenses are not included in the day allowance.
- d) Visits abroad must be pre-approved by Council and all expenditure pertaining to the visit abroad must be approved by the Municipal manager.
- e) Accommodation for international travel must be equivalent to hotel accommodation used by business travellers but in the case of attendance of a conference the conference hotel may be used or the most convenient hotel nearest to the conference venue.
- f) Traveling cost such UBER/taxi/train/bus between the airport, accommodation and venue will be refunded by the Municipality provided if satisfactory written proof and invoices are submitted for costs. Claims should be submitted for payment within seven calendar days after travel.
- g) Council will reimburse the costs of visas for countries to be visited in accordance with the official visit.

12. RENTING OF VEHICLES

- a) Should a delegate of the Municipality have to attend a seminar/congress/meeting and travels by air, train or bus to the destination, a vehicle may be rented from an acknowledged vehicle hire company for official journeys regarding the seminar/congress/meeting, subject to the following conditions:
- (i) Only travellers with a valid South African drivers' licence may rent a vehicle;
 - (ii) Only "B" category vehicles may be rented, unless it is more cost-effective to hire a more expensive vehicle (for example, when the number of representatives involved could justify the hire of a micro-bus).
 - (iii) Car rental must be approved by the relevant authority before the trip.
 - (iv) A representative who rents a vehicle whilst travelling on the business of the Municipality without having received prior authorisation will only be reimbursed for the cost of the vehicle rental if proof of expenditure can be produced and the representative can demonstrate that vehicle rental was reasonably but unexpectedly necessitated by the circumstances.
 - (v) If there are more than four attendees (delegates), two vehicles or a microbus, may be rented. Prior authorisation must be obtained.

13. AUTHORISATION

- a) The acting or delegated municipal official cannot sign for his or her own claim. The approval must be done as per below:

DELEGATED PERSON (ATTENDEE)	APPROVAL BY
Executive Mayor	Speaker
Speaker	(i) Executive Mayor (ii) Deputy Mayor (in absence of Executive Mayor)
Councillors	(i) Speaker (ii) Executive Mayor (in the absence of Speaker)
Municipal Manager	Executive Mayor
Directors	Municipal Manager
Senior Managers and Managers	Municipal Manager or Relevant Director (budget holder)

Officials	Municipal Manager, Relevant Director (budget holder) or line manager
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- b) Authorisation can only be done provided the expenses to be incurred are on the approved budget of the relevant Directorate.
- c) 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 Municipal Manager or Executive Mayor.
- d) Council delegates or representatives to any conference, workshop or meeting must ensure that they arrive on time and attend until the conclusion of such event. If any representative fails to do so, the Executive Mayor or the Municipal manager, as the case may be, may recover all allowances 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.

14. RESPONSIBILITY OF THE DIRECTORS / MANAGERS

The Directors and Managers recognize and accept the responsibility to see to it that recommendations to the Municipal Manager around travel and subsistence arrangements shall comply with the criteria as recommended in the policy.

15. DOCUMENTATION

- a) When applying for travel and subsistence allowances, the prescribed travelling form shall be completed in full. (See attached Annexure A).
- b) The meeting invite / nomination by Council / agenda of the specific meeting / training schedule must be attached to the application. **No claim will be paid without such supporting information.**

16. REVIEW OF POLICY

Adjustments to this policy shall be effected on an annual basis, as part of the budgetary processes.

17. LEGAL REQUIREMENTS

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.

18. SHORT TITLE AND COMMENCEMENT

This policy is called the Municipal Travelling and Subsistence Policy and will commence on 01 July 2025.

19. ANNEXURES

Annexure A - Travelling and Subsistence Claim Form

ANNEXURE A

**TRAVEL AND
SUBSISTENCE
CLAIM FORM**

PRINCE ALBERT MUNICIPALITY
TRAVELLING AND SUBSISTENCE CLAIM FORM
(Employees and Councillors)



NAME OF OFFICIAL / COUNCILLOR			
DETAIL / DESCRIPTION OF EVENT BEING ATTENDED			
LOCATION			
DEPARTURE AND ARRIVAL DETAILS:	DESCRIPTION	DATE	TIME
	Departure:		
	Arrival		
	Duration of absence:		
1. ACCOMMODATION EXPENDITURE – SECTION 8 OF TRAVEL AND SUBSISTENCE POLICY			
Indicate option for accommodation:		Private <input type="checkbox"/> Hotel / Guesthouse <input type="checkbox"/>	
1.1	Private Accommodation (if individual stays with relative or friend) Total nights: _____ X R 700.00 per night		R _____
1.2	Arranged Accommodation Quotations and/or pro-forma invoices to be submitted to the Finance department for payment, upon approval by the relevant Manager or Director.		
1.3	Additional Costs / Reimbursement Invoices and/or documentation to be submitted to the Finance department for payment, upon approval by the relevant Manager or Director.		R _____
2. SUBSISTENCE ALLOWANCE – SECTION 7 OF TRAVEL AND SUBSISTENCE POLICY			
2.1	Subsistence and Food Allowances (Non-sleep-over) 7.1.1.1) Subsistence allowance – Absent for 0 - 4 hours = R 75.00 7.1.1.2) Subsistence allowance – Absent for 4 - 8 hours = R 120.00 7.1.1.3) Subsistence allowance – Absent for > 8 hours = R 150.00		R _____
2.2	Daily Allowance (in excess of 12 hours away from work, including sleeping over) 7.2.1) Subsistence allowance of R 160.00 - _____ days 7.2.2) Food allowance of R 160.00 per day - _____ days 7.2.3) Food allowance of R 90.00 (last day of meeting) - _____ day		R _____
3. TRAVELLING COSTS (PER PRIVATE VEHICLE)			
3.1.1	Scheme type: Perk <input type="checkbox"/> Essential <input type="checkbox"/> No scheme <input type="checkbox"/>		
	Vehicle Details:		

3.1.2	Registration number: _____ Engine capacity: _____			
3.1.3	Distance from: _____ = _____ x 2 = _____ km @ R _____ per km (Applicable AA-rate) = _____ (before tax) - Tax @ _____ %		R _____	
3.2	Parking and Toll Fees Expenses No advance claims, supporting documentation must be attached		R _____	
3.3	Travel Cost per Aeroplane No advance claims, supporting documentation must be attached		R _____	
3.4	Renting / Hire of Motor Vehicle No advance claims, supporting documentation must be attached		R _____	
3.4	Fuel advances To be provided by Delegated Authority		R _____	
TOTAL AMOUNT PAYABLE			R _____	
BUDGET INFORMATION				
	ACCOMMODATION	TRANSPORT COST	DAILY ALLOWANCE	OTHER
Vote to be debited:				
Vote description:				
Available balance:				
SIGNED BY APPLICANT				
Signature:			Date:	
APPROVAL BY MUNICIPAL MANAGER / DIRECTOR / MANAGER				
Name and surname:				
Designation:				
Approval:	APPROVED <input type="checkbox"/>		If "REJECTED", state reasons:	
	REJECTED <input type="checkbox"/>			
Signature:			Date:	