

MBOMBELA LOCAL MUNICIPALITY



APPROVED TRAVELLING AND SUBSISTENCE ALLOWANCE POLICY

REVISED DATE: May 2015

Approved by Council: CR A(3) 27 May 2015

1. PURPOSE

To provide a framework for the payment of travelling, accommodation and subsistence regarding official visits undertaken in the interest of council.

2. SCOPE OF APPLICATION

The policy shall apply to the following:

- All employees who are permanently employed by council
- All Section 56 and 57 managers reporting directly to the Accounting Officer
- All other personnel employed on a contractual basis by council
- All Political Office Bearers and Councillors elected to serve on the council
- All third parties invited to attend interviews for vacant positions at council

3. DEFINITIONS

For the purpose of this policy, the following words will have the meanings as indicated:

- 3.1 "Council" means the Council of Mbombela Local Municipality and "Councillor" means a Councillor elected to serve on the Council.
- 3.2 "Mbombela boundaries" means the area determined by the National Demarcation Board for the Municipal Area known as (MP322) Mbombela.
- 3.3 "General Manager" means any official employed as a section 56 manager such as the Chief Financial Officer or Head of a Department.
- 3.4 "Senior Manager" means any employee employed as a Senior Manager in a Department or any employee employed as Deputy Chief Financial Officer reporting directly to the Head of Department or General Manager.
- 3.5 "Manager" means any employee employed as a Manager in a Department and reporting directly to the Senior Manager.
- 3.6 "Delegate" means any councillor or any official that received permission to attend an official visit as contemplated in section 2 of the policy.
- 3.7 "Official visit" means the attendance of meetings, seminars, workshops, training courses or any other event that a delegate attends in his/her official capacity for which prior approval has been obtained, and includes the attendance of meetings of Institutes by Councillors and/or officials that have been selected to serve on the management structures of the Institute.
- 3.8 "Vehicle allowance scheme" means the vehicle allowance agreement scheme published in Government Gazette 12221 of 22 December 1989 (referred to as the "old scheme") and/or the vehicle allowance agreement reached between the South African Association of Municipal Employees (SAAME) and the Municipal Employers Organization (MEU) on 9 September 1993 (referred to as the "new scheme"), whichever may be applicable.
- 3.9 "Negotiated Travelling Allowance" means:
 - the travelling allowance structured by incumbents employed on a fixed term performance contract such as the Municipal Manager or a Manager directly accountable to the Municipal Manager as part of their "all-inclusive annual remuneration package" in accordance with the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers.

- the travelling allowance structured by incumbents employed on a fixed term contract as a Senior Manager or a Manager as part of their “all-inclusive annual remuneration package”.
- 3.10 “Councillor Travelling Allowance” means the portion of the total remuneration package allocated to a travelling allowance in terms of the regulations issued by the Department responsible for local government.
- 3.11 “Fixed travelling allowance” means the allowance intended for permanently employed Senior Managers and Managers prior to amalgamation; these incumbents receive a monthly travelling allowance in terms of the vehicle allowance scheme as a perquisite; in other words, the allowance is seen as an additional income and a customary right or privilege applicable to previous incumbents in these posts.
- 3.12 “Running travelling allowance” means the allowance negotiated with incumbents not receiving a negotiated or fixed transport allowance and with whom it was agreed upon to daily utilise private transport for the execution of official duties, and to whom a travelling allowance is paid in accordance to the fixed average journey distance per month as determined for the particular post occupied by them. These incumbents do not receive a monthly allowance as a perquisite; in other words, the allowance is not seen as an additional income or a customary right or privilege applicable to incumbents in these posts, but is regarded as an allowance to enable them to perform their duties.
- 3.13 “Fixed average journey distance per month” means the distance in kilometres on which a monthly travelling allowance is based for a particular post.
- 3.14 “Ad hoc travelling allowance” means the allowance payable to any official not receiving either a fixed, running or negotiated travelling allowance, but who are requested to use private transport in the execution of his/her duties

4. **AUTHORIZATION OF OFFICIAL JOURNEYS WITHIN THE BOUNDARIES OF THE REPUBLIC OF SOUTH AFRICA:**

- 4.1 Official visits by officials **within** the Mbombela boundaries will be subject to prior approval of his/her Senior Manager.
- 4.2 Official visits by officials other than managers directly accountable to the Municipal Manager, **outside** the Mbombela boundaries will be subject to prior approval by his/her General Manager.
- 4.3 Official visits **outside** the Mbombela boundaries by a manager directly accountable to the Municipal Manager will be subject to prior approval by the Municipal Manager.
- 4.4 Official visits by the Municipal Manager **within** the boundaries of the Republic of South Africa will be subject to prior approval by the Executive Mayor.
- 4.5 Official visits by any part-time Councillor **outside** the Mbombela boundaries will be subject to prior approval by the Speaker of Council.
- 4.6 Official visits **outside** the municipal boundaries of Mbombela by any full time Councillor (Mayoral Committee / Chief Whip / Speaker) will be subject to prior approval of the Executive Mayor.
- 4.7 Official visits by the Executive Mayor **within** the boundaries of the Republic of South Africa will not be subject to prior approval.

- 4.8 All official **visits** outside the boundaries of the Republic of South Africa will be subject to prior Council approval.
- 4.9 All approval regarding points 4.2 to 4.7 (*where applicable*) must be in writing and the application form attached as Annexure A to this policy, must be utilised.
- 4.10 No approval for travelling may be granted should there not be sufficient provision on the operating budget.

5. RE-IMBURSEMENT OF TRAVELLING COSTS:

5.1 General

5.1.1 The mode of transport to be utilised will be as follows:

5.1.1.1 For journeys outside the boundaries of Mbombela, it will be for the discretion of the person authorising the trip as per section 4 of the policy:

- (i) Air Travel, Motor vehicle or bus

5.1.2 Airfares will be paid at economic class tariffs and will be payable to the Travel Agency making the reservations.

5.1.3 Any exceptional circumstances which cause a deviation to the above must be motivated in writing and approved by the Municipal Manager.

5.1.4 Official kilometres will be regarded to be measured as follows:

- Should an official / Councillor need to leave from / return to their place of residence earlier / later than normal working hours in order to attend an official visit, the official kilometres will be measured from the place of residence.
- Should an official / Councillor need to leave from / return during normal working hours in order to attend an official visit, the official kilometres will be measured from their normal place of work.

5.2 Travelling allowance payable to officials receiving a monthly vehicle allowance:

5.2.1 Officials receiving a **negotiated travelling allowance** will be reimbursed for travelling costs for official journeys undertaken either inside or outside the Mbombela boundaries on the provision that the employee in question exhausted the fixed kilometres prescribed in accordance with:

- the "*Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006*" issued in this regard, payable at a rate according to the tariffs payable for privately owned vehicles as prescribed by the Department of Transport; or
- the terms and agreement of the employment contracts of **other** fixed term contract employees or 500 kilometres should no kilometres be prescribed in the said contracts at a rate according to the tariffs payable for privately owned vehicles as prescribed by the Department of Transport.

Officials receiving a negotiated travelling allowance **must** maintain a monthly log sheet of all kilometres travelled (private & official) in a format acceptable to the South African Revenue Services, similar to the one attached to this policy

as Annexure B and submitted with a completed Travelling and Subsistence Claim Form to the Chief Financial Officer.

- 5.2.2 Officials receiving either a **running travelling allowance** or a **fixed travelling allowance** will be reimbursed for travelling expenses incurred for journeys undertaken **within** the boundaries of Mbombela, on the provision that the employee in question has exhausted the fixed average journey distance per month for the post occupied by him or her. The kilometres travelled in addition to the allowance received by him or her will be paid at the running cost (*fuel and maintenance*) of the vehicle used as determined by the Department of Transport from time to time.

A log sheet in a format acceptable to the South African Revenue Services attached to this policy as **Annexure B**, must be kept of all kilometres travelled both official and private and submitted to the Chief Financial Officer in order to claim for the additional kilometres above the kilometre limit on which the travelling allowance is based on.

- 5.2.3 Any official receiving either a **fixed or a running transport allowance** may claim travelling expenses if he or she has to use his or her privately owned vehicle for journeys **outside** the boundaries of Mbombela Municipality, regardless of the number of kilometres already travelled by an employee within the boundaries of Mbombela Local Municipality. A completed "*Transport and Subsistence Claim Form*" must be submitted to the Chief Financial Officer for payment, example attached as **Annexure C** to the policy.

The allowance payable in terms of 5.2.3 above will be paid at a rate according to the tariffs payable for privately owned vehicles as prescribed by the Department of Transport for private rates which includes fuel, capital, insurance and depreciation.

- 5.3 Ad hoc re-imburement for official kilometres travelled by officials not receiving a vehicle allowance that uses privately owned vehicles for official purposes:

Employees in this category will be re-imbursed at a rate according to the tariffs payable for privately owned vehicles as prescribed by the Department of Transport for private rates including fuel, capital, insurance and depreciation.

For ad-hoc official journeys inside or outside the boundaries of Mbombela a completed Travelling and Subsistence claim form must be submitted to the Chief Financial Officer for payment, attached as **Annexure C** to the policy.

For regular official journeys within the boundaries of Mbombela, a log sheet in a format acceptable to the South African Revenue Services, which is attached to this policy as **Annexure B** must be kept of all kilometres travelled both official and private and submitted with a completed Travelling and Subsistence claim form to the Chief Financial Officer.

- 5.4 Transport costs payable to officials not on the vehicle allowance scheme who do not own a vehicle or do not have access to Council transport:

- 5.4.1 Officials that belong to this category of whom it is expected to officially travel **within** the boundaries of Mbombela Local Municipality may claim the costs of a taxi fare based on the ruling taxi fees as determined by the South African Taxi Association from time to time.

The costs referred to in 5.4.1 above will be reimbursed to the official on the submission of proof of cost and a completed Travelling and Subsistence claim form to the Chief Financial Officer for payment. The claim form is attached as **Annexure C** to the policy.

5.4.2 Officials that belong to this category of whom it is expected to officially travel **outside** the boundaries of Mbombela Local Municipality will be paid an amount equal to the cost of a return bus/minibus ticket of the transport company. The cost incurred will be payable to the Travel Agency making the reservations.

5.5 Transport costs payable to employees operating in one service centre, but who are either temporarily or permanently placed or transferred to another service centre:

5.5.1 Travelling costs will be paid in terms of any individual or collective agreement reached by Corporate Services Department and approved by the Municipal Manager in this regard for a maximum period of six (6) months.

5.5.2 Except for the agreement mentioned in 5.5.1 above, no transport costs will be paid to any official for any costs incurred between his place of residence and his place of work.

5.5.3 No employee working overtime may claim for kilometres travelled with a private vehicle or bus/taxi ticket in respect of the kilometres travelled between their place of residence and normal place of work.

5.5.4 Kilometers travelled by an employee in terms of 5.5.1 above, will not be regarded as kilometers traveled by him as part of his/her fixed average distance kilometers on which the travelling allowance is based on.

5.5.5 These kilometers will be re-imbursed at the rates prescribed by the Department of Transport for private rates including fuel, capital, insurance and depreciation.

5.6 Transport costs payable to Councillors:

5.6.1 Any allowance or travelling costs payable to Councilors will be subject to the regulations pertaining to the remuneration of Councilors as promulgated by the Department responsible for local government in terms of the Public Office Bearers Act, Act 20 of 1998 from time to time, and will be paid according to the tariffs prescribed by the Department of Transport for use of privately owned vehicles.

Councilors must maintain a log sheet in a format acceptable to the South African Revenue Services which is attached to this policy as **Annexure B**, for all kilometers travelled both official and private and must be submitted to the Chief Financial Officer in order to be reimbursed for costs incurred.

5.7 Transport costs payable for Municipal Managers and Managers Directly Accountable to the Municipal Manager – section 56 and section 57 managers

5.7.1 Any allowance or travelling costs payable to Municipal Managers and Managers directly accountable to the Municipal Manager will be subject to the provisions in the Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers and will be paid according to the tariffs prescribed by the Department of Transport for use of privately owned vehicles.

Municipal Managers and Managers directly accountable to Municipal Managers must maintain a log sheet in a format acceptable to the South African Revenue Services which is attached as Annexure B to this policy for all kilometers travelled both official and private and must be submitted to the Chief Financial Officer in order to be reimbursed for costs incurred.

6. SUBSISTENCE:

6.1 Accommodation:

- 6.1.1 Accommodation expenses will be payable when it can reasonably be expected of an employee/Councillor to stay overnight during an official visit.
- 6.1.2 No accommodation will be payable for official visits **within** the Mbombela boundaries, except when the visit is longer than one working day and if it can be reasonably expected of an employee to stay overnight.
- 6.1.3 It will be the prerogative of the employee's General Manager / Municipal Manager / Executive Mayor / Speaker to determine whether or not it is reasonable for an employee to stay overnight.
- 6.1.4 If a delegate is required to stay overnight in a hotel/guest house, bookings in a hotel/guest house with a maximum rating of 4 stars will be allowed. Should the place of accommodation not have a rating a maximum cost of R 1,500.00 per night may be incurred (this amount will escalate annually with the Consumer Price Index -CPI as determined by the Department of Statistics for the month of June each year).
- 6.1.5 Written motivation must be submitted and approved by the Municipal Manager for exceptions to 6.1.4 in extra-ordinary cases prior to the booking of such accommodation.
- 6.1.6 Costs in respect of telephone, laundry, alcoholic beverages and other entertainment shall be for the employee/ councillor's expense and will not be reimbursed.

6.2 Meals

- 6.2.1 If a delegate stays overnight he/she will be entitled to breakfast and supper and the amount can be claimed as follows:
 - included in the accommodation cost if breakfast / supper is supplied at a cost to be paid directly to the hotel/guest house as part of the accommodation;
 - reimbursed as part of the Travelling and Subsistence claim if no cost in this regard was paid to the hotel, by submitting proof of the expense incurred.
- 6.2.2 If a delegate attends to an official visit outside the boundaries of the Municipality, he /she may claim for expenditure incurred for lunch should the host not provide lunch, by submitting proof of the expenditure and the agenda or other written proof indicating that no lunch was provided as part of the Travelling and Subsistence claim.

6.2.3 The following limitations be set regarding meals **if not** part of the set service provided by the hotel/guest house:

- Breakfast : R 100.00
- Lunch : R 200.00
- Supper : R 200.00

6.2.4 The amount in 6.2.3 will increase annually with the same percentage as approved for salary increases.

6.3 Subsistence allowance:

6.3.1 For official journeys **outside** the Mbombela boundaries a subsistence allowance will be payable equal to the rate approved by the South African Revenue Services per night where all costs for accommodation and meals are for the cost of the employer:

- if an employee is away from his or her workplace longer than 6 working hours.
- if an employee is required to stay overnight in hotel.

6.3.2 For official journeys **outside** the Mbombela boundaries a subsistence allowance will be payable equal to the rate approved by the South African Revenue Services per night where costs for accommodation and meals are not funded by the employer:

- If an employee is required to stay overnight and chooses to stay at privately arranged accommodation (e.g. family/friends).

7. **TRAVELLING AND SUBSISTENCE PAYABLE TO OFFICIALS ATTENDING TRAINING COURSES WHERE SUBSISTENCE OVER WEEKENDS IS NOT PROVIDED:**

7.1 If an employee, including **but not limited** to a traffic officer, inspector of licenses, examiner of vehicles, examiner of drivers' licenses, learner horticulturist and fireman, attend a training course at a training institute (e.g. Traffic Training College) exceeding one week where meals are provided during the week, but subsistence over weekends is not provided, then costs towards the provision of subsistence during the week will be paid to the training institution that provides such subsistence and the employee will be compensated for travelling and subsistence costs incurred over weekends according to paragraph 7.3 below;

7.2 If an employee (as per 7.1) attends a training course at a training institution exceeding one week and meals are not provided, an allowance equal to the allowance equal to the rate approved by the South African Revenue Services per night where costs for accommodation and meals will be paid to the employee for the provision of meals and the employee will be compensated for travelling and subsistence costs incurred over weekends according to paragraph 7.3 below;

7.3 Officials referred to in paragraph 7.1 and 7.2 above will be eligible to claim for kilometres travelled from the training institute and home in terms of the tariffs prescribed by the Department of Transport for use of privately owned vehicles or the actual costs incurred for using alternative public transport will be reimbursed provided proof of actual expenses incurred is submitted.

- 7.4 An official Council vehicle may only be used for this purpose with prior approval of the relevant General Manager and Chief Financial Officer.

8. ARRANGEMENTS FOR TRAVELLING ABROAD ON OFFICIAL VISITS

8.1 General

8.1.1 Motivated plans with costed budgets for official journeys abroad shall be submitted to Council for approval at least one (1) month prior to the planned departure after considering the objective of such trip and whether it shall add value to the core business of the Municipality.

8.1.2 In exceptional cases where it can be proven that it was not possible to obtain Council approval one (1) month prior to departure, it be delegated to the Executive Mayor, Municipal Manager and Chief Financial officer to consider the application. The report must serve before the next Council meeting for ratification.

8.1.3 Delegates, up to a maximum of 5 people can be authorised to travel abroad/overseas for any official visit on behalf of Council.

8.1.4 Council will be responsible for the payment of the following costs:

- (i) Visas
- (ii) Airport Tax
- (iii) Vaccinations or tablets if prescribed for the country visited
- (iv) Necessary travelling documents
- (v) Travelling costs abroad e.g. bus, taxi, train, car rental for travelling between the airport, hotel and meeting venue.
- (vi) Travel insurance
- (vii) Accommodation (as per 6.1)
- (viii) Meals (subject to 8.2.2.3)
- (ix) Flights (as per 8.3)
- (x) Daily allowance (as per 8.2)

8.1.5 Other “out of pocket expenditure” may be claimed on return subject to the approval of the Municipal Manager and proof of expenditure incurred, with the exception of the following and any other expenditure that can be regarded as being of a personal nature:

- Cultural Experiences (including but not limited to the following examples: -sightseeing ventures, theatres or other visual/musical experiences),
- Clothing,
- Gifts.

8.1.6 Re-imburement of cell phone expenditure incurred for council related business purposes

Senior management officials and councillors must, when visiting destinations abroad on official business, be available for decision making. These officials and councillors will therefore be entitled to claim the costs incurred for council related business calls made / received upon their return. In order to claim such expenditure the following documentation must be submitted:

- (i) Original/certified copy of cell phone account showing detailed billing for the period

- (ii) All council related business calls must be clearly marked and certified as such.
- (iii) Copy of council resolution authorising the travel abroad
- (iv) All claims in this regard must be authorised by the Municipal Manager or be delegated to the Chief Financial Officer

8.2 Allowance Payable with Respect to visits outside the boundaries of the Republic of South Africa

8.2.1 A daily allowance, calculated from the first day of departure will be paid to Councillors or Officials travelling overseas on official Council business.

8.2.2 The actual daily allowance will be calculated in accordance with the guidelines for foreign visits published by the Department of Public Service and Administration from time to time.

8.2.3 Two different categories of allowances will be paid according to the schedule mentioned in 8.2.1 namely:

8.2.3.1 Head of Department Tariff: Executive Mayor, Speaker, Mayoral Committee, Chief Whip, Municipal Manager and Managers directly accountable to the Municipal Manager (Section 57).

8.2.3.2 Other employee tariff: Ordinary Councillors and other officials.

8.3 International flights

8.3.1 In cases where the flight is more than ten (10) hours single, the trip may be undertaken in business class (no booking may be made in first class).

8.3.2 All other flights will be booked in economical class.

9. CONVEYANCE (CAR RENTAL)

9.1 Should delegates be dependent on conveyance (such as car rental) during their visit, such conveyance costs will be recoverable. (Car rentals must be based upon the most economical rates including full insurance).

9.2 The following categories of vehicles may be rented (detail of each category is attached as Annexure D):

Group	Number of Passengers	Category
Up to category D	Up to 4	All
E	5	All
N	More than 5	All
F or G	n/a	Executive Mayor

10. CLAIMS BY THIRD PARTIES INVITED TO ATTEND INTERVIEWS FOR VACANT POSITIONS AT COUNCIL

10.1 Travel Expenses

10.1.1 Cost regarding travel will be reimbursed based on the following:

- Actual kilometres for distance travelled will be reimbursed at the running cost (*fuel and maintenance*) of the vehicle used as determined by the Department of Transport from time to time
- the bus/taxi fare of the trip (proof of payment must be submitted)
- the cost of airfare in economical class plus car rental for duration of the interviews and / or assessment from Kruger - Mpumalanga International Airport (proof of payment must be submitted)

10.1.2 Cost / kilometres will only be paid from normal place of residence;

10.2 Accommodation and Subsistence

10.2.1 Accommodation and Subsistence will only be payable to individuals who had to travel more than 200 km to attend an interview

10.2.2 The amount payable will include accommodation and food, subject to section 6 of this policy.

10.2.3 The following shall apply:

- Proof of expenditure incurred must be submitted
- Claims shall be limited to the duration of the interview or assessment.

10.3 All claims must be submitted and approved through the Office of the General Manager Corporate Services.

11. GENERAL:

11.1 If circumstances necessitate a delegate to incur additional expenses for which provision is not made in this policy, such as toll fees, parking fees, et cetera, the delegate may claim compensation for such expenses on the submission of documentary proof thereof.

11.2 If more than one delegate attends a specific official occasion, they should, insofar possible, travel with one vehicle and only the owner of the vehicle used will be legible to receive reimbursement for travelling costs in terms of this policy, with the exception of the Executive Mayor. Allowing employees or councillors to travel to the same venue in separate vehicles will be for the discretion of the person authorising the trip as per section 4 of the policy.

11.3 The day allowance as described in paragraph 4.2 is intended for the financing of personal expenses not provided for in this policy, and no documentary proof for the expenditure thereof is required.

11.4 The Municipal Manager, in consultation with the Chief Financial Officer, will be entitled, in any case where a dispute arises, to make a final decision regarding the mode of transport to be used or any other issues regarding hotel accommodation etc.

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- 11.5 All bookings for hotels, flights, car rentals etc. must be made through the travel agency appointed by Council. Exceptional cases will be re-imbursed to the employee after approval by the General Manager.
- 11.6 No bookings may be made without an official order issued by Council – the following documentation shall be attached to the order requisition:
- Quotation from the travel agency
 - Duly authorised “application to travel” form
 - Proof of meeting to be attended
- 11.7 No Travelling and Subsistence claims older than 3 months will be paid, and the cost thereof will be for the relevant official / councillor.

MBOMBELA LOCAL MUNICIPALITY

Application to travel outside the area of jurisdiction of Mbombela Local Municipality



Name: _____ Pay Number: _____
Designation: _____ Department: _____
Sub-Division: _____
Department: _____ /Section: _____

APPLICATION:

Hereby authorization is sought for travelling outside the area of jurisdiction of Mbombela Local Municipality, regarding the following:

Motivation:
.....
.....
.....

Dates: _____

Destination: _____

Number of delegates to attend: _____

Names of delegates:

Mode of transport: Council owned vehicle: Private Vehicle:
Air travel: Estimated Cost: _____

Accommodation required:

Yes	No
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Number of nights: **Estimated cost:** _____

Rental vehicle required:

Yes	No
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Number of days: **Estimated cost:** _____

Vote number: _____ **Budget available:** _____

**** Proof of meeting / congress etc. to be attached.

Applicant _____
Date

The above request is hereby APPROVED / NOT APPROVED

**Executive Mayor / Speaker /
Municipal Manager / General Manager** _____
Date

MBOMBELA LOCAL MUNICIPALITY
MONTHLY LOG SHEET & SUBSISTENCE CLAIM



Name: **Pay Number:**

Designation: **Month:**

Directorate: **Make / Model:**

Sub-Directorate: **Engine Capacity:**

Division / Ward: **Vehicle Registration No:**

Vote number:

A. DISTANCES								
Date	Speedo reading at end of trip	Distances		Time Depart	Time Arrive	No of Passengers	Destination	Purpose of Trip
		Official	Private					
Km reading from previous month								
Totals carried forward to p. 2								

Date	Speedo reading at end of trip	Distances		Time Depart	Time Arrive	No of Passengers	Destination	Purpose of Trip
		Official	Private					

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Totals from p. 1								
Total km. for month								
Less Official km. incl. in travel allow		-						
Total official kilometers claimed								
Tariff per kilometer								
Total km cost to Council								

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B. SUBSISTENCE CLAIM FOR TRAVEL OUTSIDE THE JURISDICTION OF MBOMBELA

Destination	Departure		Returned		Number of Nights	Number of Days	Tariff	Cost
	Date	Time	Date	Time				
Total Subsistence cost to Council								

C. OUT OF POCKET EXPENDITURE CLAIM

Description	Date	Destination & Motivation	Amount
Toll gates:			
Parking:			
Sub-total for Out of Pocket expenditure carried over:			

C. OUT OF POCKET EXPENDITURE CLAIM (continue)

Description	Date	Destination & Motivation	Amount
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Sub-total for Out of Pocket expenditure carried over:			
Other:			
Total Out of Pocket Expenditure Claim			
D. CALCULATION OF CLAIM (SALARY OFFICE)			
Description			Total Amount
A. DISTANCES			
B. SUBSISTENCE CLAIM FOR TRAVEL OUTSIDE THE JURISDICTION OF MBOMBELA			
C. OUT OF POCKET EXPENDITURE CLAIM			
TOTAL CLAIM AMOUNT			
LESS: EMPLOYEE'S TAX PAYABLE			-
AMOUNT DUE			

***** Proof & approval of all official trips outside the area of jurisdiction of Mbombela Local Municipality must be attached.**

****** Receipts for all Out of Pocket expenditure claimed must be attached.**

I hereby certify that the vehicle was necessarily and wholly employed on Municipal service on the official trips as specified and that the

Signature of Applicant

Date

I hereby certify:

- That the official trips were necessary and in public interest;
- That the arrangements made were the most economical in each instance and
- That all trips outside the municipal boundaries are approved.

Signature

Position

Date

I hereby APPROVE / NOT APPROVE payment of the official kilometres and incidental costs as per the financial delegated authority and certify:

- That the official trips were necessary and in public interest;
- That the arrangements made were the most economical in each instance and
- That all trips outside the municipal boundaries are approved.

Signature

Position

Date

Official Use by the Salary Office:			
	Name	Signature	Date
Documentation & authorization verified by:			
Amount payable calculated by:			
Calculations verified by:			
Release of payment authorised by:			
Processed on Venus / Payday:		Verified & authorised on Venus / Payday:	

MBOMBELA LOCAL MUNICIPALITY

AD-HOC TRAVEL CLAIM



Name: Pay number: Designation:
 Sub-Directorate: Division:
 Directorate: Vehicle Registration No:
 Vehicle Make / Model: Engine Capacity:
 Vote number:
 Funds available:

Banking Details:
Branch code:
Account Number:
Cheque / Saving Acc.:

A. SUBSISTENCE CLAIM FOR TRAVEL OUTSIDE THE JURISDICTION OF MBOMBELA								
Destination	Departure		Returned		Number of Nights	Number of Days	Tariff	Amount
	Date	Time	Date	Time				
Total Subsistence cost to Council:								

B. OUT OF POCKET EXPENDITURE CLAIM (Proof must be attached)			
Description	Date	Description / Motivation	Amount
Toll gates:			
Other:			
Total Out of Pocket Expenditure Claim:			

C. OFFICIAL KILOMETRES CLAIMED						
Date	Destination	Odometer reading beginning of trip	Odometer reading end of trip	Official kilometres travelled	Tariff	Amount
Total Out of Pocket Expenditure Claim						

D. CALCULATION OF CLAIM (SALARY OFFICE)	
Description	Total Amount
A. DISTANCES	
B. SUBSISTENCE CLAIM FOR TRAVEL OUTSIDE THE JURISDICTION OF MBOMBELA	
C. OUT OF POCKET EXPENDITURE CLAIM	
TOTAL CLAIM AMOUNT	
LESS: EMPLOYEE'S TAX PAYABLE	-
AMOUNT DUE	

*** Proof & approval of all official trips outside the area of jurisdiction of Mbombela Local Municipality must be attached.

Signature of Applicant _____

_____ Date

Vehicle Groups

GROUP	AIRCON	AUTO	POWER STEERING	CENTRAL LOCKING	AIR BAGS	ABS BRAKES	RADIO	CD PLAYER	APPROX TANK CAPACITY	PASSENGER SEATING	DOORS
P							X	X	46l	4	4/5
M	X		X		X	X	X	X	42l	4	
B	X		X		X	X	X	X	60l	4	4/5
C	X		X	X	X	X	X	X	52l	4	4/5
D	X	X	X	X	X	X	X	X	42l	4	4/5
E	X	X	X	X	X	X	X	X	60l	5	4/5
F	X	X	X	X	X	X	X	X	60l	5	4/5
G	X	X	X	X	X	X	X	X	62l	5	4
I	X		X	X	X	X	X	X	45l	5 with luggage OR 7 with no luggage	5
K	X		X	X	X	X	X	X	60l	5	5
N	X		X	X	X	X	X	X	70l	8	4

