

# MBOMBELA LOCAL MUNICIPALITY



## DRAFT REVISED TRAVELLING AND SUBSISTENCE ALLOWANCE POLICY

REVISED DATE:

March 2012

Approved by Council:

## 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 General Manager and other personnel employed on a contractual basis by council
- All 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 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.
- 3.5 "Manager" means any employee employed as a Manager in a Department or any employee employed as Assistant Chief Financial Officer.
- 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 as 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 of Co-operative Governance and Traditional Affairs.
- 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 transport 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 **outside** the Mbombela boundaries not exceeding 3 days will be subject to prior approval of his/her General Manager; trips exceeding 3 days will be subject to prior approval of the Municipal 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 not subject to prior approval.
- 4.5 Official visits by any part-time Councillor **outside** the Mbombela boundaries will be subject to prior approval by the Speaker.
- 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 and **Speaker** within the boundaries of the Republic of South Africa will not 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 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 not exceeding a 400 km radius, it will be for the discretion of the person authorising the trip as per section 4 of the policy:

- (i) Motor vehicle or bus

5.1.1.2 For journeys outside the boundaries of Mbombela exceeding a 400 km radius, it will be for the discretion of the person authorising the trip as per section 4 of the policy:

- (i) Air travel or motor vehicle
- (ii) Journeys may be undertaken by motor vehicle, in the instance where an employee chooses to travel by motor vehicle, this travelling cost will be reimbursed at the lowest of a flight ticket or the private vehicle cost for an official trip.

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.

For example, an official who occupies a post with a fixed average journey distance of 600 km per month and who travelled 800 kilometres **within** the boundaries of Mbombela in a specific month may only claim 200 additional kilometres. 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 (official and private) and submitted to the Chief Financial Officer in order to claim the additional kilometres.

- 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 (Private rates including fuel, capital, insurance and depreciation).

- 5.3 Ad hoc transport allowance payable to officials not receiving a vehicle allowance that uses privately owned vehicles for official purposes:

A transport allowance to employees in this category will be paid at a rate according to the tariffs payable for privately owned vehicles as prescribed by the Department of Transport (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, example 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, (attached to this policy as Annexure B) must be kept of all kilometres (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, (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. Normal procurement procedures must be followed.

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

5.5.1 Travelling costs will be paid in terms of any individual or collective agreement reached by Corporate Services and approved by the Municipal Manager in this regard.

5.5.2 Except for the agreement mentioned in 5.5.1, 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 as the South African Revenue Services does not regard these kilometres as official and these employees are remunerated at a higher rate for their services rendered as overtime.

5.5.4 Kilometers travelled by an employee in terms of 5.5.1 will not be regarded as kilometers traveled by him as part of his/her fixed average journey distance.

5.5.5 These kilometers will be remunerated at the fixed rate specified in 5.2 and 5.3

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 of Co-operative Governance and Traditional Affairs 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, (attached to this policy as Annexure B) of all kilometers (official and private) and 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 Municipal Managers

Any allowance or travelling costs payable to Councilors 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, (attached to this policy as Annexure B) of all kilometers (official and private) and 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 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 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 3 stars will be allowed. Should the place of accommodation not have a rating a maximum cost of R 1,000.00 per night may be incurred (this amount will escalate annually with the CPI as determined by the Department of Statistics for the month of June the preceding year).

6.1.5 Written motivation must be submitted to 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 All additional costs included in the charge by the place of accommodation (with the exception of meals, as prescribed in 6.2) will be for the cost of the employee / councillor and deducted from his/her salary.

6.2 Meals

6.2.1 If a delegate stays overnight he/she will be entitled to breakfast and supper, the amount can be claimed as follows:

- included in the accommodation cost if breakfast / supper is supplied at a fixed 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 75.00
- Lunch : R 100.00
- 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.

6.2.5 No alcoholic beverages will be reimbursed as part of the expenditure claimed / paid in terms of 6.2.1 or 6.2.3 and the soft drinks will be limited to 2 drinks per meal. Should any alcoholic beverages be included in a claim or invoice it will be recovered from the employee.

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 were 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 were 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 (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, then an allowance equal to



the allowance in 6.3.2 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 receive an amount equivalent to a bus/minibus return ticket with regard to every weekend for the duration of the course, in order to financially assist them with additional travelling and subsistence expenses incurred over weekends;
- 7.4 An official Council vehicle may only be used for this purpose in exceptional circumstances with the prior written permission of the Municipal Manager.

## **8. ARRANGEMENTS FOR TRAVELLING ABROAD ON OFFICIAL VISITS**

### **8.1 General**

8.1.1 The Council shall approve motivated plans with costed budgets for official journeys abroad 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 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)

8.1.4 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.

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

Senior management officials and councillors regarded as permanent 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 Accounting Officer

Should the above documentation not be available the relevant claim will be forfeited. The claim will further be disallowed in its entirety should it be found that other business/private calls were included in the claim.

## 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 HOD Tariff: Executive Mayor, Deputy 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.

8.2.4 The breakdown of the tariffs in 8.2.2 and 8.2.3 is as follow:

- Incidental expenses	15%
- Breakfast	20%
- Lunch	20%
- Dinner	45%

In instances where meals are provided by the municipality, the donor or sponsor or are included in the accommodation, the daily tariffs must be reduced with the percentages as set out above. The percentage of the allowance payable for the overseas trip must be clearly specified.

## 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
M / B or D	3 or less	All
C	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:

- Cost / kilometres will only be paid from normal place of residence;
- If above is within a radius of 400 km from Mbombela Local Municipality or where interview is held – Council will reimburse kilometres only at the running cost (*fuel and maintenance*) of the vehicle used as determined by the Department of Transport from time to time or the bus/taxi fare of the trip (proof of payment must be submitted), no airfares will be re-imbursed;
- If above is exceeds 400 km the cost of airfare in economical class will be reimbursed plus car rental for one day from Kruger - Mpumalanga International Airport (proof of payment must be submitted)

or

kilometres for distance travelled at the running cost (*fuel and maintenance*) of the vehicle used as determined by the Department of Transport from time to time or the bus/taxi fare of the trip (proof of payment must be submitted) to a maximum limit of the cost of a air line ticket.

### 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 a interview

10.2.2 The amount payable will include accommodation and food to a maximum limit of R 1000.00 and limited to 1 day, subject to the following:

- Proof of expenditure incurred
- Claims are limited to one night per interview

10.2.3 The amount will increase annually this amount will escalate annually with the CPI as determined by the Department of Statistics for the month of June the preceding year.

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

## **11. GENERAL:**

11.1 If circumstances necessitates 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 admission of documentary proof thereof, provided that the Municipal Manager / General Manager in the case of an official, or the Executive Mayor / Speaker in the case of a councillor, is of the opinion that such expenditure was justifiable.

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 authoriser of 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.

11.5 All bookings for hotels, flights, car rentals etc. must be made through the service provider appointed by Council.

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 service provider
- Duly authorised "Permission 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.

11.8 All previous policies on travelling and subsistence allowances accepted by Council as well as all previous Council resolutions in this regard will be rescinded from the date of the Council resolution adopting this policy as the Council's only policy on travelling and subsistence allowances for Councillors and officials. This policy can therefore only be amended by a resolution of Council.

# MBOMBELA LOCAL MUNICIPALITY

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



Name: \_\_\_\_\_ Pay Number: \_\_\_\_\_  
Designation: \_\_\_\_\_ Directorate: \_\_\_\_\_  
Sub-Directorate: \_\_\_\_\_ Division / Ward: \_\_\_\_\_

### 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 Number of nights:  Estimated cost: \_\_\_\_\_

Rental vehicle required:  Yes  No 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:
Designation:
Directorate:
Sub-Directorate:
Division / Ward:
Vote number:

Pay Number:
Month:
Make / Model:
Engine Capacity:
Vehicle Registration No:

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

Table with columns: Date, Speedo reading at end of trip, Distances (Official, Private), Time Depart, Time Arrive, No of Passengers, Destination, Purpose of Trip. Includes a 'Totals carried forward to p. 2' row at the bottom.

Mbombela Local Municipality: Travel and Subsistence Policy

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

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

\*\*\* 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.

\_\_\_\_\_  
Senior Manager / Manager / Executive Mayor / Speaker

\_\_\_\_\_  
Date

**I hereby APPROVE / NOT APPROVE payment of the official kilometres and incidental costs 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.

\_\_\_\_\_  
Municipal Manager / General Manager

\_\_\_\_\_  
Date

<b>Official Use by the Salary Office:</b>			
	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: .....  
 Directorate: ..... Division: .....  
 Vehicle Make / Model: ..... Engine Capacity: ..... Vehicle Registration No: .....  
 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	
<b>TOTAL CLAIM AMOUNT</b>	
<b>LESS: EMPLOYEE'S TAX PAYABLE</b>	-
<b>AMOUNT DUE</b>	

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

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.

\_\_\_\_\_  
**Supervisor / Executive Mayor / Speaker**

\_\_\_\_\_  
**Date**

**I hereby APPROVE / NOT APPROVE payment of the official kilometres and incidental costs 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.

\_\_\_\_\_  
**Municipal Manager / General Manager / Senior Manager**

\_\_\_\_\_  
**Date**

<b>Official Use by the Salary Office:</b>			
	<b>Name</b>	<b>Signature</b>	<b>Date</b>
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:	

### 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

DRAFT