

NDLAMBE LOCAL MUNICIPALITY



SUBSISTENCE & TRAVELLING POLICY 2024/2025


1. POLICY

- 1.1 Every representative who travels on the business of the Municipality must comply with this policy in letter and in spirit.
- 1.1.1 Representatives who travel on the business of the Municipality must appreciate, at all times, that they are ambassadors for the municipality, that their action, conduct and statements must be in the best interest of the Municipality and that they must comply with any specific mandates they have been given.
- 1.1.2 Council delegates or representatives to any conference, workshops or meeting must ensure that they arrive on time and attend until the conclusion of such event.

GENERAL

- a) Councillors and staff are divided into three different categories to determine Subsistence and Travel and Car Rental. The categories being the following:
- (i) Mayor/ Speaker/ Municipal Manager
 - (ii) Councillors /Directors/ Deputy Directors/ Assistant Directors
 - (iii) All other officials
- b) When beyond the borders of the Ndlambe Municipality categories (i) to (iii) as mentioned above would be entitled to stay in the following categories of accommodation establishments when officially away on business
- c) National Treasury has established maximum allowable rates for domestic accommodation. When sourcing accommodation for officials, the municipalities should find options that are equal to or lower than the rates in table below, depending on the allowable star grading and the band. Competition and cost effectiveness must remain a key principle.

Table 1: Rates set for Domestic Hotel Accommodation

Voucher Includes	BAND 1	BAND2	BAND3
	Room Only Tourism Levy VAT	Bed & Breakfast Tourism Levy VAT	Dinner, Bed & Breakfast Tourism Levy VAT 2x Soft Drinks at Dinner
Graded Hotel, Boutique Hotel, Lodge or Resort			
	BAND 1	BAND2	BAND3
1 Star	R590	R730	R855
2 Star	R920	R1 050	R1 230
3 Star	R1 120	R1 230	R1 400
4 Star	R1 275	R1 380	R1 550
5 Star	R2 140	R2 250	R2 500
Bed & Breakfast, Country House or Guest House			
	BAND 1	BAND2	BAND3
1 Star	R350	R495	R630

2 Star	R510	R670	R830
3 Star	R920	R1 080	R1 230
4 Star	R1 020	R1 180	R1 330
5 Star	R1 225	R1 385	R1 530
Self-Caterin			
	BAND 1	BAND2	BAND3
1 Star	R590	R•	R•
2 Star	R920	R•	R•
3 Star	R1 120	R•	R•
4 Star	R1 275	R•	R•
5 Star	R1 475	R•	R•
Meals**			
	BAND 1	BAND2	BAND3
Breakfast	R110	R•	R•
Lunch	R160	R160	R160
Dinner	R180	R180	R•
Total	R4500	R340	R160
<p><i>Accommodation costs are assumed to be inclusive of Parking and Wi-Fi (if available), and exclusive of Laundry expenses.</i></p> <p><i>* Including Excluding and Share Facilities. Exclusive facilities offer travellers a sole occupancy unit consisting of one or more bedrooms and self-contained public areas e.g. kitchen, dining area and lounge.</i></p> <p><i>Shared Facilities consisting of one or more bedrooms and self- contained share public areas e.g. kitchen, dining area and lounge.</i></p> <p><i>**Maximum amounts that can be claimed for meals. The claim for the actual amounts must be supported by a receipt.</i></p>			

c) The Municipal Manager may approve accommodation at a higher rate than that listed on the table above, where the extra cost of the accommodation is due to location and the going cost of accommodation is higher than that stated above, subject to the provision of three quotes and detailed motivation.

d) Council will not pay for accommodation for the night after meetings where the meeting (etc) ended earlier than 15h30 and the distance from the meeting (etc) venue is less than 150 kilometres back to place of work.

e) Council will not pay for accommodation for the night prior to a meeting (etc) if the meeting (etc) starts after 08:30am, and the distance from the place of work to the meeting (etc) is less than 150 kilometres

2. SUBSISTENCE ALLOWANCE

a) Within the Republic of South Africa

- ▶ Where a Councillor /Official is actually and necessarily absent from the ordinary place of residence for more than 24 hours and Council is responsible for paying for accommodation:

- R300.00 per overnight stay or each completed period of 24 hours of such absence, plus R60.00 per completed 24 hours
 - OR
 - The actual cost of hotel accommodation (considering paragraph 1.b) to include dinner and lunch, if provided; bed and breakfast, including laundry, plus R60 per night
- ▶ Where a Councilor/Official is actually and necessarily absent from the ordinary place of residence for more than 24 hours and the **host** is paying for both accommodation and meals:
- An additional allowance of R60.00 per completed 24 hours is payable to cover reasonable expenses.
- ▶ When a Councillor/ Official is actually and necessarily absent from the ordinary place of residence for more than 24 hours or as approved by the Municipal Manager if less than 24 hours and the host is paying for accommodation OR meals:
- A R60.00 additional allowance is payable to cover reasonable expenses.
 - The cost of meals if not paid by the host is claimable subject to the above table maximum limits per person
- ▶ Any additional costs, other than approved entertainment as provided in the budget, shall be for the account of the official.

b) Travel outside of the Republic

Where a Councilors/ Official is required to visit a destination outside Africa:

REVISION OF SPECIAL DAILY ALLOWANCES FOR OFFICIAL VISITS ABROAD.

1. Following the revision of special daily allowances in respect of certain countries for official visits abroad in March 2012, the Minister for Public Service and Administration has in terms of section 3(5)(a) of the Public Service Act, 1994, as amended, read with Part V/E. 2(a) of the Public Service Regulations, 2001, determined the implementation with retrospective effect from 01 March 2013 that-
 - 1.1 the special daily allowances for official visits abroad be revised in respect of the identified countries depicted on the attached Annexure A.
2. The Financial Manual for the calculation and the application of the special daily allowances for official visits abroad will be amended in due course.
3. Expenditure in respect of this adjustment must be accommodated within the existing departmental allocations.

SEE ATTACHED ANNEXURE A FOR ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC OF SOUTH AFRICA

c) Calculation of subsistence allowance

- ▶ Allowances shall be calculated in respect of the period from the latest reasonable time as which it would be necessary for the traveler using the authorized form of transport to leave the ordinary place of residence or office in order to be present at the appointed time to the earliest reasonable time on or about which such traveler could, by using such transport, arrive back at the ordinary place of residence or office; provided that where the traveler has made use of a use of a form of transport other than that which has been authorized by the Council and the period taken up in actually and necessarily traveling to and from the appointed venue, by means of such unauthorized form of transport, is less than the period which would have been taken up in so traveling by means of the authorized form of transport, the allowance in respect of subsistence expenses shall be calculated in respect of the period actually and necessarily taken up in traveling by means of such unauthorized form of transport.
- ▶ Allowances payable where an overnight stay in is not allowed shall only be payable where an absence of at least four hours is involved.

3. TRAVELLING EXPENSES

When Councillors/Officials make use of own transport for official traveling, the following rates will be applicable:

- (a) Officials who are driving subsidized vehicles and Councillors who are receiving a traveling allowance will be reimbursed on official trips from the Ndlambe Municipal office to destinations outside Ndlambe Municipal area of jurisdiction. This will be based on the South African Revenue Service Ratings and kilometers base on shortest distance per the distance calculator per google map. Any kilometers travelled in excess Of those kilometers indicated on google map must be motivated on the claim form
- (b) All other Officials using private vehicles after approval has been obtained will be remunerated from their work place and back for kilometers traveled at the prevailing rate per kilometer as fixed by the Minister of Finance from time to time (SARS rate) and kilometers based on shortest distance per the distance calculator per google map. Any kilometers travelled in excess of those kilometers indicated on google map must be motivated on the claim form
- (c) Officials and Councillors notwithstanding the provisions above make use of shuttles services when travelling to Airport if the costs of the shuttle service is less than the travelling allowance plus airport parking cost

Any fuel, damages, service or repairs to personal vehicles occurring during the trip will be the individual's responsibility as these costs are included in the per kilometer costs reimbursement.

4. CAR RENTAL

Car hire should only be used if the cost of car hire is lower than the cost of making use of shuttle and or taxi services

- i. Staff to be encouraged to considering using their own vehicles first, where viable, before considering the hiring of vehicles.
- ii. Staff to make use of shuttle services if the cost of kilometers claimable by the employee (using own vehicles) plus the cost of parking is higher than that of the shuttle service cost.
- iii. Hiring of vehicles for Councillors and officials to be from a category below Group B or equivalent class. Upgrades are permissible if such upgrades are either free or at a lower charge than Group B.
- iv. Officials and Councillors are permitted to accept upgraded group of vehicle if such upgrade is offered for free or at a lower charge than group B
- v. Vehicle travel claims are restricted to the actual distance travelled in excess of the normal distance from the employee's residence to his or her place of work or as may be negotiated using a motor vehicle allowance scheme.
- vi. Credit or Petrol Cards in the name of the municipality are not permitted.
- vii. Vehicles hired by Ndlambe officials are to be used to transport Ndlambe officials only
- viii. Any car hired must be used for official business only

5. AIR TRAVEL BOTH WITHIN AND OUTSIDE THE REPUBLIC OF SOUTH AFRICA

Air Flights - only economy air flights for Councillors and staff to be approved, rates for air flights as negotiated by National Treasury to be utilised as far as possible.

This will not apply if the host pays for air travel.

GENERAL

Where actual amounts/rates are listed during the compilation of the Policy, it must be borne in mind that they are subject to change from time to time based

on decisions made by Council.

All claims for meals where it exceeds the limit per the policy and not entertainment, etc must be accompanied by slips. Failure to produce slips will result in amount being deducted from salaries.

CLAIMS

All claims relating to the above are to be made on the official Ndlambe Municipality Subsistence & Travel claim form as amended from time to time and authorized by the relevant official as per the Ndlambe Municipality Delegation Register.

The Mayor, Municipal Manager and Directors can only claim after trip has been taken. All other councilors and officials are to claim at least three days before trip. All claims must have an attendance register-failure to provide an attendance register will result in the claim not been or money been recovered from salary.

The Assistant Director: Expenditure has been authorised by the Municipal Manager to correct obvious errors and amend the Subsistence and Travel claim forms accordingly.

NDLAMBE MUNICIPALITY

CLAIM FOR TRAVELLING & SUBSISTENCE EXPENSES

NAME OF CLAIMANT : _____

ATTENDING : _____

VENUE & TOWN : _____

Amount: **R** _____ **FUNDS AVAILABLE:** Y/N

Date: _____

AUTHORITY (If Applicable): Council Minute No. _____

MODE OF TRAVEL*: Bus own car Air Taxi Municipal Vehicle
(Mark Applicable)

	R	c
Officials driving subsidised vehicles and Councillors receiving a travelling allowance :		
Kilometres : _____ @ _____ cents per kilometre =		
All other officials using private vehicles :		
Kilometres : _____ @ _____ cents per kilometre =		
Airfare : Single = R _____ Return= R _____ Total =		
Taxi Fare: To= R _____ From= R _____ Total =		
Bus Fare: To= R _____ From= R _____ Total =		
Date of Departure : _____ Time of Departure : _____		
Date of Return : _____ Time of Return : _____		
Number of Days Away: _____ @ R _____ per Day =		
Car Hire (Quotations to be attached) :		
Other Incidental Expenses to be refunded to Claimant : _____		

TOTAL CLAIMED:	R	

CERTIFIED CORRECT:

APPROVED:

COUNCILLOR/ OFFICIAL (Claimant) BUDGET OFFICE

MUNICIPAL MANAGER or

ANNEXURE A

ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE
REPUBLIC OF SOUTH AFRICA

ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC

NOTE: PLEASE ALSO CHECK CIRCULARS ON the dpsa website FOR THE LATEST ADJUSTMENTS BEFORE IMPLEMENTING THE ALLOWANCES IN THE TABLE HEREUNDER

1. When expenditure on accommodation is wholly met from public funds an employee is compensated on the following basis:
 - 1.1. In the case of official visits to the countries listed in the table hereunder:
 - 1.1.1. The reasonable actual expenses in respect of accommodation, dry cleaning and laundering; and
 - 1.1.2. A special daily allowance to compensate for the employee's three meals (breakfast lunch and dinner) and incidental expenses (e.g. reading matter, private telephone calls, soft drinks which do not form part of meals, etc).
 - 1.2. In the case of official visits to the countries not listed in the table hereunder:
 - 1.2.1. The reasonable actual expenses in respect of accommodation, dry cleaning, and laundering;
 - 1.2.2. The reasonable actual costs of three meals; and
 - 1.2.3. A special daily allowance, equal to the special daily allowance for local official visits when actual expenses are claimed, to defray incidental expenses (reading matter, private telephone calls, soft drinks which do not form part of meals, etc). This allowance was determined to be R98.00 per day up to the 31 March 2014 and is revised with effect from 1 April each year.
2. The amounts set out in the table hereunder are maximum amounts. Therefore when accommodation expenditure and related expenses are wholly or partially sponsored by a donor or sponsor, or where part of the meals (e.g. breakfast included in hotel accommodation expenses) is paid by the Employer, the payment of a reduced special daily allowance must be considered.

Due to the above, it is advisable to have a departmental policy on the payment of such reduced amounts. In the formulation of such policy, departments are strongly advised to consider the following breakdown of the special daily allowance to determine the reduced special daily allowance to be paid:

 - 2.1 Incidental expenses (15%)
 - 2.2 Breakfast (20%)
 - 2.3 Lunch (20%)
 - 2.4 Dinner (45%)

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Albania	Euro	88	66
Algeria #	Euro	102	77
Angola	US \$	293	221
Antigua and Barbuda	US \$	200	151
Argentina	US \$	107	80
Armenia	US \$	200	151
Austria	Euro	113	85
Australia	A \$	189	143
Azerbaijani	US \$	132	99
Bahamas	US \$	174	132
Bahrain	B Dinars	33	25
Bangladesh	US \$	72	54
Barbados	US \$	184	139
Belarus	Euro	69	52
Belgium	Euro	130	98
Belize	US \$	138	104
Benin	Euro	81	61
Bolivia #	US \$	64	48
Bosnia-Herzegovina #	Bam	139	105
Botswana	Pula	471	355
Brazil #	Reals	288	217
Brunei	US \$	80	60
Bulgaria	Euro	82	62
Burkina Faso #	FCFA	53 012	39 976
Burundi	Burundian Francy	277 550	209 300
Cambodia	US \$	88	66
Cameroon	Euro	187	141
Canada #	C \$	152	115
Cape Verde Islands	Euro	59	44
Central African Republic	Euro	85	64
Chad	Euro	110	83
Chile	US \$	117	88
China (People's Republic)	Renminbi	854	644
Colombia	US\$	85	64

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Comoros	Euro	114	86
Cook Islands	New Zealand \$	197	148
Cote D'Ivoire #	Euro	87	66
Costa Rica	US \$	93	70
Croatia	Euro	98	74
Cuba #	US \$	112	85
Cyprus #	Euro	107	81
Czech Republic #	Euro	83	63
Democratic Republic of Congo #	US \$	142	107
Denmark #	Danish Kroner	1 183	892
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador	US \$	110	83
Egypt #	US \$	118	89
El Salvador	US \$	85	49
Equatorial Guinea	Euro	118	89
Eritrea #	US \$	117	89
Estonia	Euro	83	63
Ethiopia	US \$	58	44
Fiji	US \$	100	75
Finland	Euro	150	119
France	Euro	142	107
Gabon #	Euro	150	113
The Gambia	Euro	95	71
Georgia	US \$	86	65
Germany #	Euro	109	82
Ghana	US \$	117	88
Greece #	Euro	110	89
Grenada	US \$	137	103
Guatemala	US \$	90	74
Guinea	Euro	71	54
Guinee Bissau	Euro	77	58
Guyana	US \$	107	81
Haiti	US \$	99	75
Honduras	US \$	151	114
Hong Kong	Hong Kong \$	909	685

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Hungary	Euro	79	60
Iceland	ISK	19 525	14 724
India #	Indian Rupee	5 360	4 042
Indonesia	US \$	78	59
Iran	US \$	95	72
Iraq	US \$	114	86
Ireland #	Euro	113	86
Israel #	US \$	161	121
Italy #	Euro	113	85
Jamaica	Us \$	137	104
Japan #	Yen	16 071	12 119
Jordan #	US\$	178	134
Kazakhstan #	US\$	122	92
Kenya	US \$	103	78
Kiribati	Australian\$	212	160
Korea	US \$	165	124
Kuwait (State of) #	Us \$	164	124
Kyrgyzstan	US\$	156	118
Laos	US\$	86	65
Latvia	US\$	137	104
Lebanon	US\$	128	96
Lesotho	RSA Rand	682	514
Liberia #	US\$	129	97
Libya	US\$	102	77
Lithuania	Euro	140	106
Macao	Hong Kong \$	1 087	820
Macedonia (Former Yugoslav)	Euro	91	68
Madagascar	Euro	95	72
Madeira	Euro	264	199
Malawi	Malawi Kwacha	19 726	14 875
Malaysia #	Ringgit	333	251
Maldives	US \$	184	139
Mali #	Euro	165	124
Malta	Euro	120	91

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Marshall Islands	US \$	232	175
Mauritania #	Euro	88	66
Mauritius	US \$	96	72
Mexico #	Mexican Pesos	1 194	901
Moldova	US \$	106	80
Mongolia	US \$	63	48
Montenegro	Euro	156	118
Morocco #	Dirhams	882	665
Mozambique	US \$	101	76
Myanmar	US \$	80	61
Namibia	RSA Rands	759	572
Nauru	Australian \$	253	191
Nepal	US \$	58	43
Netherlands #	Euro	107	81
New Zealand	New Zealand \$	173	131
Nicaragua	US \$	262	197
Niger	Euro	90	67
Nigeria #	US \$	143	108
Niue	New Zealand \$	229	173
Norway	NOK	1 685	1 271
Oman	Rials Omani	63	48
Pakistan #	Pakistani Rupees	5 716	4 310
Palau	US \$	229	173
Palestine	US \$	134	101
Panama	US \$	95	71
Papua New Guinea	Kina	259	195
Paraguay	US \$	57	43
Peru	US \$	121	91
Philippines #	US \$	121	91
Poland #	Euro	88	67
Portugal #	Euro	91	69
Qatar	Qatar Riyals	592	446
Republic of Congo	Euro	135	101
Reunion	Euro	149	113
Romania #	Euro	73	55

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Russia	Euro	155	117
Rwanda	US \$	963	236
Samoa	Tala	145	109
Sao Tome	Euro	465	351
Saudi-Arabia #	Saudi Riyals	85	64
Senegal	Euro	69	52
Serbia	Euro	250	188
Seychelles	Euro	82	62
Sierra Leone	US \$	209	157
Singapore #	Singapore \$	87	65
Slovakia	Euro	87	66
Slovenia	Euro	829	625
Solomon Islands	Solomon Islands \$	104	79
Spain #	Euro	97	73
Sri Lanka	US \$	206	156
St Kitts & Nevis	US \$	195	147
St Lucia	US \$		
St Vincent & the Grenadines	US \$	170	128
Sudan #	US \$	182	137
Suriname	US \$	97	73
Swaziland	RSA Rand	744	561
Sweden #	Swedish Krona	1174	886
Switzerland	S Franc	189	142
Syria	US \$	102	77
Taiwan	New Taiwan \$	3 050	2 300
Tajikistan	US \$	98	74
Tanzania #	US \$	112	84
Thailand #	Baht	4 250	3 205
Togo	Euro	74	54
Tonga	Pa'anga	210	158
Trinidad & Tobago	US \$	194	146
Tunisia #	Tunisian Dinar	148	111
Turkey #	Euro	95	71

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Russia	Euro	155	117
Rwanda	US \$	963	236
Samoa	Tala	145	109
Sao Tome	Euro	465	351
Saudi-Arabia #	Saudi Riyals	85	64
Senegal	Euro	69	52
Serbia	Euro	250	188
Seychelles	Euro	82	62
Sierra Leone	US \$	209	157
Singapore #	Singapore \$	87	65
Slovakia	Euro	87	66
Slovenia	Euro	829	625
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Taiwan	New Taiwan \$	3 050	2 300
Tajikistan	US \$	98	74
Tanzania #	US \$	112	84
Thailand #	Baht	4 250	3 205
Togo	Euro	74	54
Tonga	Pa'anga	210	158
Trinidad & Tobago	US \$	194	146
Tunisia #	Tunisian Dinar	148	111
Turkey #	Euro	95	71

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Turkmenistan	USA \$	114	86
Tuvalu	Australian \$	308	232
Uganda	US \$	79	60
Ukraine #	Euro	114	86
United Arab Emirates #	Dirhams	597	450
United Kingdom	B Pounds	113	85
Uruguay #	US \$	123	93
USA #	US \$	140	106
Uzbekistan	Euro	106	80
Vanuatu	US \$	157	118
Venezuela	US \$	212	160
Vietnam #	US \$	80	60
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe	US \$	109	82

Definition of Symbols

Revised on 1 March 2013



the dpsa

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Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO: ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

REVISION OF SPECIAL DAILY ALLOWANCES FOR OFFICIAL VISITS ABROAD

1. Following the revision of special daily allowances in respect of certain countries for official visits abroad in March 2012, the Minister for Public Service and Administration has in terms of section 3(5)(a) of the Public Service Act, 1994, as amended, read with Part VE, 2(a) of the Public Service Regulations, 2001, determined the implementation with retrospective effect from 01 March 2013 that-
 - 1.1. the special daily allowances for official visits abroad be revised in respect of the identified countries depicted on the attached Annexure.
2. The Financial Manual for the calculation and the application of the special daily allowances for official visits abroad will be amended in due course.
3. Expenditure in respect of this adjustment must be accommodated within the existing departmental budget allocations.

GENERAL DATE :

2013/03/01

Staatsdiens en Administrasie • Ditirelo tsa Puso le Tsamaiso • Ditshebeliso tsa Mmuso le Tsamaiso • uMnyango wemiSebenzi kaHulumeni nokuPhata
Muhasho wa Tshumelo ya Muvuso na Vhuinguli • Kgoro ya Ditirelo tsa Mmuso • Ndzawulo ya Vutirela-Mfumo na Valawuri

Sebe no wulo