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# BEAUFORT WEST MUNICIPALITY

## BUDGET RELATED POLICY NO. 13 TRAVEL AND ACCOMMODATION POLICIES AND PROCEDURES

### DOCUMENT AND VERSION CONTROL

Version: Revision 4

Date: 6 June 2023

#### **Summary:**

This document describes the Travel and Accommodation Policy  
Which will apply from **1 Julie 2023**.

*Copies of this document can be viewed at the offices of the Municipality, all the public libraries in the municipality and the municipal website..*

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## 1. OBJECTIVE

- 1.1 It is crucial that representatives of the Municipality travel to other towns and cities from time to time in order to establish contacts and good relations with other municipalities, government bodies, institutions, organizations and other parties involved in local government, sphere is active,
- 1.2 It is important for representatives to share and compare their understanding, knowledge and experiences in local authorities' transformation, deviations and changes in the rest of the country. This can only be done effectively through the medium of personal contact with a wide range of local government stakeholders,
- 1.3 The purpose of the policy is to regulate the payment of travel and subsistence expenses to staff members and Board members when they are required to undertake a trip that has been approved by the board and means that expenses must be incurred in respect of travel expenses, accommodation, meal, and other expenses to attend a conference, meeting, seminar, training and / or to perform official duties on behalf of the Council.
- 1.4 The policy lays the basis for the payment of travel and subsistence expenses for the purpose of official travel.

## 2. LEGAL REQUIREMENTS

In terms of Section 66 of the Municipal Finance Management Act, Act 56 of 2003, the Chief Financial Officer of the municipality must report to the Council by means of the prescribed format and period, all expenses in respect of staff salaries, allowances and benefits, with the separate disclosure of, *inter alia*, travel, subsistence and expenses in respect of accommodation allowances as paid.

## 3. DEFINITION

- 1.5 For the purpose of the subsistence allowance, the representative will mean:-
  - 1.5.1 Executive Mayor, as may be the case,
  - 1.5.2 Executive Deputy Mayor,
  - 1.5.3 Speaker;
  - 1.5.4 Members of the Executive Mayoral Committee,
  - 1.5.5 Other authorized Councilors who will represent the Municipality at a specific event,
  - 1.5.6 Municipal Manager;

- 1.5.7 Managers of Departments,
  - 1.5.8 Any other authorized official who will represent the Municipality at a specific event,
  - 1.5.9 Any official who is a member of a recognized professional institution / organization and who has received permission to attend the meeting (s) and conference (s) of the organization / institution,
  - 1.5.10 Any other person who has been granted permission to attend meetings, conferences,
  - 1.5.11 Travel and subsistence allowance is an amount of money paid by the Municipality to a representative.
- 1.6 For the purpose of the policy, a general trip will mean a trip undertaken within South Africa, while an international trip will mean a trip to another country other than South Africa,
- 1.7 Ordinary workplace means the town where the employee is stationed / is expected to fulfill his / her obligations.

### **3. RESPONSIBILITY OF REPRESENTATIVE TRAVELING IN THE OFFICIAL CAPACITY OF MUNICIPALITY**

- 3.1 All representatives traveling for business on behalf of the municipality must comply with the requirements of this policy,
- 3.2 All representatives who travel for business on behalf of the municipality must at all times be aware that they are ambassadors of the municipality and ensure that their actions, behavior and comments are in the interest of the municipality and that they fulfill the specific mandate, they submitted represented.
- 3.3 The Municipal Manager will ensure that a database of all representatives and official travel is maintained, in line with the municipality's performance monitoring and objectives.
- 3.4 Delegates and representatives of the board at any conference, workshop or meeting must ensure that they arrive on time and attend the meeting to the end.

### **4. TRAVEL AND ACCOMMODATION ALLOWANCE**

#### **4.1 Purpose**

- 4.1.1 All rides undertaken must contribute to the Council's policy of development, receive or transfer knowledge or the transfer, promotion and administration of the Council's interests,
- 4.1.2 The purpose of the trip is to justify the costs, therefore, all journeys and transport must be motivated medium,



4.1.3 Remuneration of business trips is designed to cover the reasonable costs incurred by the employee as a result of the trip,

4.1.4 Rides must be properly planned to be cost-effective and thus complete rides in the shortest time.

#### 4.2 Approval

4.2.1 All rides must be approved in advance,

4.2.2 Only the Municipal Manger may approve Directors of Departments to undertake a trip and / or travel expenses of individuals invited for interviews,

4.2.3 Only a Director of a Department may approve employees in his / her department to undertake a trip,

4.2.4 Only the Council, Executive Mayor and Executive Deputy Mayor (as the case may be), may grant approval / authorization to the Mayor, Executive Mayor, Speaker and other Councilors or the Municipal Manager to undertake a trip,

4.2.5 If the Executive Mayor and Executive Deputy Mayor approve / authorize their official municipal trips, they must report them to the next Council meeting with the reason for the trip, the expenses incurred as well as the available funds on the post number,

4.2.6 Approval is subject to the availability of funds for expenses incurred and the approved budget in respect of the relevant department / business unit,

4.2.7 An invitation to attend a workshop, meeting or function is not an automatic approval / authorization to attend a so-called workshop, meeting or function. Approval / authorization must still be obtained from the Municipal Manager or Executive Mayor (as the case may be). If a representative fails to comply with the above measures (as may be the case), all grants and funds paid out to the delegate / representative who attended such a function may be recovered, subject to the delegate / representative being given a chance to present the reason for non-attendance to the Council.

4.2.8 In cases where the expenses are paid by the invitee, travel and accommodation expenses will not be paid by the employer,

- 4.2.9 Councilors must adhere to the feedback policy of the council in terms of submitting reports when they represent the Council at official municipal proceedings.

#### 4.3 Nature

- 4.3.1 The following expenses may occur when performing official duties outside the normal workplace:

- 4.3.1.1 Accommodation
- 4.3.1.2 Meals and soft drinks,
- 4.3.1.3 Toll gate fees,
- 4.3.1.4 Travel expenses,
- 4.3.1.5 Bank charges payable in respect of exchange of foreign currency system

- 4.3.2 Accommodation allowance does not cover any personal entertainment such as a visit to a cinema, theater or nightclubs, tours, refreshments, alcoholic beverages, newspapers / magazines or tips.

#### 4.4 Compensation

##### 4.4.1 Accommodation:

4.4.1.1 Representatives who travel for official municipal purposes and where this means that the employee must be away from home for one or more nights, he / she may spend the night in a hotel, motel, guest house or bed and breakfast facility,

4.4.1.2 The actual expenses in respect of accommodation will be paid by the municipality in line with the Cost Containment Policy. Any claims that exceed the aforementioned tariff are subject to a proper motivation to the Municipal Manager for approval;

4.4.1.3 If the Council pays the actual costs of accommodation, a grant in the amount of R50, 00 will be paid in respect of a daily rate for each night spent away from home;

4.4.1.4 Where it is necessary to stay overnight for any official trip / business outside the borders of Beaufort West, a daily allowance amounting to R160.00 per day may be claimed for the first and last day,

4.4.1.5 If the representative stays with friends or family, no accommodation costs may be claimed, while the representative may claim an allowance of R590, 00 per day- the allowance is taxed in terms of SARS PAYE regulations, (plus R160 1<sup>st</sup> day and R160 last day)

4.4.1.6 Payments for overnight accommodation should be arranged by the SCM unit, at least 5 (five) days before the trip undertaken;

4.4.1.7 Request for payment of booking must be submitted at least 3 days before departure to enable the administration to process the payments on time with all necessary documentation of the traveler (claim form, authorization for payment, invoices, invite for meeting, workshop etc.)



4.4.1.8 If the meeting starts before 10:00 on the first day **and** the delegate has to travel 250km and more, the accommodation can already be arranged for the previous evening,

4.4.1.9 Where a performance ends after 16:00 and the delegate has to travel 250km and more on the return journey to his / her home, the accommodation can be arranged for the evening,

4.4.1.10 that in cases where a distance of more than 250km has to be traveled outside the Municipal area of Beaufort West and it is not necessary to spend the night, a daily allowance of R160.00 can be claimed.

#### 4.4.2 Daily rate:

4.4.2.1 Where a distance of less than 250km must be traveled and it is not necessary to stay overnight for any official trip / business outside the borders of Beaufort West (only for longer than 4 hours), no accommodation costs will be paid, but a daily allowance amount to R160.00 per day may be claimed,

4.4.2.2 **SUBSISTENCE ALLOWANCE IF TRAVEL IS FOR A DAY OR PART OF DAY WITH NO OVERNIGHT STAY** (No "out of office" subsistence will be paid to any Councillor or Official on any visits within the boundaries of the BEAUFORT WEST Municipality)

4.4.2.3 An attendance register must be submitted to the administration after attending the meeting, workshop etc.

4.4.2.4 If payment were made to an employee with regards to transport or daily allowances, and the meeting, workshop etc. were cancelled or the employee did not attend, the amounts must be paid immediately back into the Municipalities bank account, or such amount will be deducted from the employees salary.

#### 4.4.4 Transport

4.4.4.1 Representatives must make use of the most economical means of travel,

4.4.4.2 Private vehicles (officials who do not participate in the car scheme) may only be used if their use has been authorized in advance by the employer's Directorate responsible,

4.4.4.3 The applicable AA tariff per kilometer of the engine capacity to a maximum of 3000 of the specified vehicles being traveled may be claimed in respect of the distance traveled.

4.4.4.4 The distance for which the compensation is intended must be the shortest distance between the municipal office or residence of the delegate and the destination where the official function will take place,

4.4.4.5 If possible, delegates should travel up to a maximum of 4 per vehicle in order to save costs,

4.4.4.6 In the case of protocol, the following representatives will not travel together

- \* Executive Mayor and Municipal Manager
- \* Municipal Manager and Director: Financial Services

4.4.4.8 That all municipal officials (except essential users) and directors must use municipal transport at all times when visiting Merweville, Murraysburg and Nelspoort.

#### 4.4.5 Warranty:

4.4.5.1 All claims must be accompanied by supporting documentation, (claim form, authorization of payment, agenda/invite to attend, certified bank account confirmation of claimer, applicable AA tariffs per km, Engine capacity)

4.4.5.2 A representative may receive a daily allowance (R160) as provided in the policy and with the understanding that all authorized personal expenses are covered by the accommodation allowance. No further expenses, with the exception of certain business expenses (see below), may be claimed,

4.4.5.3 Prepayments will only be made to the employee in respect of travel expenses and expenses as determined by 4.4.1.5 and 4.4.2 where no proof is required. The accommodation allowance must be submitted at least 3 days before departure to enable the administration to process payments on time,

4.4.5.4 No allowance will be paid and no representation will be entitled to a residence allowance if the trip is not in the municipal interest.

## 6. RENT

- 6.1 Only "A" or "B" category vehicles may be rented unless it is more cost effective than renting a more durable vehicle (e.g. a situation where the number of representatives justifies renting a minibus);
- 6.2 Vehicle rental must be approved in advance before the trip is undertaken as part of the employee's vehicle package,
- 6.3 A representative who rents a vehicle to travel for official purposes without obtaining the necessary authorization in advance will only be reimbursed for expenses in respect of vehicle rental, subject to the submission of a receipt (s) or invoice (s) and the employee can provide proof that the vehicle rental was a reasonable choice and was necessary in the specific circumstances.

## 7. INSURANCE

- 7.1 Official transport:
  - 7.1.1 Accidents with official vehicles will be investigated;
  - 7.1.2 Disciplinary investigations will be based on the outcome of the investigation.



7.2 Private transport:

7.2.1 Accidents with private vehicles will be covered by the owner of the vehicle's insurance;

7.2.2 The Board is not responsible for the payment of any expenses.

**8. TRANSPORT OF PRIVATE PERSONS**

8.1 The use of official transport to transport private individuals is strictly prohibited.

This Travel and Accommodation Policy was finally considered by the Beaufort West Municipality Council and approved on 6 June 2023

**9. DATE OF APPROVAL AND SIGNITURE**

As approved by the Board at the Board meeting held on 6 JUNE 2023

Signed at B/WEST on the 14 day of JUNE 2023

  
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**Municipal Manager**

