



SUBSISTENCE AND TRAVELLING

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SUBSISTENCE AND TRAVELLING POLICY

TRAVELLING

1. Where more than one delegate travels to the same destination and the Municipal Manager is of the opinion that it is practically possible for the delegates to travel together, only one vehicle be utilized.
2. Where a destination is in excess of 700 kilometres from Dundee, the method of travel by Councillors and Officials, whether it be by road or air, will be that which is the lowest cost to Council. If necessary, where air travel is used motor rental charges for a Class C motor vehicle on hire be paid.
3. Where a delegate prefers to travel in his/her own vehicle irrespective of the fact that there is place for him/her in the vehicle or vehicles transporting other delegates, no travelling allowance be paid to such delegate, save under special circumstances usage of more than one vehicle be allowed at the discretion of the Municipal Manager.
4. Where possible subsidized vehicles be used.
5. Calculation of tariffs for travelling

a. Officials:

i. Officials receiving a fixed monthly travelling allowance

In a given month, the difference between the fixed kilometres allocated to the employee and 850 kilometres may be claimed at the full ownership cost for the employee's vehicle, calculated at the AA tariffs currently applicable in terms of the collective agreement to a maximum purchase price equal to the basic salary of post Level 1, with a maximum tariff of R3,50 per kilometre. For distances in excess of 850 kilometres in a given month, AA running cost indicated in the collective agreement applicable to the vehicle will be paid.

ii. Officials not receiving a fixed monthly travelling allowance:

For the first 850 km per month, the total cost of ownership calculated on the AA tariff may be claimed for the employee's vehicle to a maximum purchase price equal to a Post Level 1 basic annual salary, calculated in terms of the collective agreement, with a maximum tariff of R3,50 per kilometre. Distances travelled in excess of 850

km in a specific month will be reimbursed on the tariff for running cost of the vehicle.

iii. Officials appointed in terms of Section 57 and other contracts:

Travelling to destinations outside the municipal area of Endumeni may be claimed at the applicable tariffs prescribed by the Department of Transport for the use of privately owned vehicles.

b. Councillors

In terms of the determination of upper limits for the remuneration of Councillors, the monthly allowance is deemed to include 500 kilometres for travelling within the boundaries of Endumeni Municipality.

Travelling to destinations outside the area of Endumeni Municipality may be claimed at the applicable tariffs prescribed by the Department of Transport for the use of privately owned vehicles.

SUBSISTENCE

1. Subsistence be paid at R110.00 per person per day in cases where it is not necessary to spend the night away from home.
2. Subsistence per person per day where at the discretion of the Municipal Manager it is necessary to spend the night away from home.
 - a. B & B establishments and Hotels (bed and breakfast) limited to a 3 star or 4 star grading, plus R110.00 per night. Where such suitable accommodation is not available, the Municipal Manager is authorised to approve alternative accommodation at a higher cost.
 - b. Private Accommodation R700.00 per night, all inclusive.
 - c. Dinner to a maximum of R130.00 per night per person.
 - d. Tips be authorized to a maximum of 10% of meal accounts.
 - e. A maximum of R30.00 per day additional to the Hotel bill to cater for sundry expenses such as telephone calls, tea/coffee, internet etc.

3. In cases where Councillors or Officials are required to spend a lengthy period away on a course or Council business, Council reserves the right to determine a compensation package in respect of both travelling and subsistence on a merit basis, which in Council's opinion will be fair and adequate compensation for the expenditure to be incurred by the applicant.

APPLICANTS FOR INTERVIEWS:

Subsistence and travelling will be paid to applicants who attend an interview for a vacant post at the request of Council, on the following basis:

a. TRAVELLING

R1.50 per kilometre payable irrespective of the vehicle cost or engine capacity.

b. SUBSISTENCE

This will be paid on the basis as set out in paragraph 2 above.

GENERAL:

1. The Municipal Manager be authorized to approve of trips where it is deemed to be in the interest of Council and where:
 - a. it is not necessary for an Official or Councillor to spend a night out;
 - b. trips do not necessitate more than three nights being spend away;
 - c. workshops/conference fees for the delegates do not exceed R2 000.00 per person.
2. The Municipal Manager and a relevant delegation be authorized to undertake trips which the Municipal Manager deems necessary for the promotion of development in Endumeni and that these trips subsequently be reported to Council for information.
3. That the Mayor or nominee be authorized to accept invitations to attend official functions in his/her capacity as Mayor and that should he/she deem it necessary, these trips be reported on to a subsequent Council meeting for information.

Reviewed : September 2008.
Implementation : 1 October 2008.