

MAGARENG



MUNICIPALITY

MAGARENG MUNICIPALITY
TRAVELLING AND SUBSISTENCE POLICY
2025/2026

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TRAVELLING AND SUBSISTENCE POLICY

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PART 1: OBJECTIVE

It is essential that representatives of the municipality from time to time travel to other cities and towns in order to establish and maintain links and relationships with other municipalities, government bodies, and other parties, institutions and organisations operating in the sphere of local government. It is important for representatives to broaden their knowledge and understanding of and compare local experiences in local government transformation, innovation and change in the rest of the country, and this can effectively be done only through the medium of personal contact with a wide range of local government stakeholders.

This policy sets out the basis for the payment of a subsistence and travel allowance for the purposes of such official travelling.

PART 2: RESPONSIBILITIES OF REPRESENTATIVES WHO TRAVEL ON BUSINESS OF THE MUNICIPALITY

- Every representative who travels on the business of the municipality must comply with this policy in letter and in spirit.
- Representatives who travel on the business of the municipality must appreciate, at all times, that they are ambassadors for the municipality, that their actions, conduct and statements must be in the best interests of the municipality, and that they must comply with any specific mandates they have been given.

Consistent with the municipality's performance monitoring and evaluation objectives, the municipal manager will ensure that a database of all representatives and official traveling is kept.

PART 3: SUBSISTENCE AND TRAVEL ALLOWANCE

A subsistence and travel allowance is an amount of money paid by the municipality to a representative to cover the following expenses:

- R 260.00 for overnight meals (including reasonable gratuities); the amount will be paid to employees or be included in accommodation bookings.
- R170.00 for daily travelling;
- Supper and Breakfast at the cost of the Municipality;
- Incidentals such as refreshments, snacks, drinks and newspapers; and all business-related travel.

A subsistence allowance does not cover any personal recreation, such as visits to a cinema, theatre or nightclubs, or sightseeing.

PART 4: ENTITLEMENT TO A SUBSISTENCE AND TRAVEL ALLOWANCE

- A representative may claim a daily subsistence allowance as provided in this policy with the understanding that all authorised personal expenses are covered by the subsistence allowance. No further expenses, with the exception of certain business expenses (see below), may be claimed.
- The subsistence allowance may be claimed without the representative having to furnish proof of expenses.
- Entertainment of external business associates or contacts or clients or potential investors or potential clients falls outside the scope of the subsistence allowance and will be separately reimbursed (subject to prior approval where applicable). If a representative of the municipality has an entertainment allowance, this entertainment of external business associates or contacts or other parties must be claimed against the entertainment allowance.

- A representative of the municipality must claim his or her subsistence allowance, as provided in this policy, before embarking on any official trip. The subsistence allowance must, in order to facilitate its timeous payment, be claimed at least three working days before the planned trip.
- No subsistence allowance will be paid, and no representative will be entitled to a subsistence allowance, if the trip or travel is not related to the official business of the municipality. All travel on business of the municipality must be approved as such before a representative is entitled to a subsistence allowance.
- For the purposes of a subsistence allowance, a representative shall mean:
 - mayor,
 - Councillors,
 - municipal manager
 - heads of departments
 - any other official specifically authorised to represent the municipality on a particular occasion
 - any official who is a member of a recognised professional institution and is granted permission to attend meetings and conferences of such institution.
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PART 5: ACCOMMODATION COSTS AND SUBSISTENCE ALLOWANCE

- Representatives who travel on the business of the municipality, where the business unavoidably entails one or more nights to be spent away from home, may stay in three star and up to four star hotels and guesthouses establishment only for Senior Managers and Council.
- The actual cost of accommodation will be borne by the municipality, subject to an acceptable standard accommodation itself in respect of domestic travel. Where such accommodation is available, the rate for a single room will be payable.

- If the cost of accommodation includes, as it often does, the provision of breakfast and supper, a subsistence allowance of R230.00 per day will apply.
- If a representative stays with a relative or friend, no accommodation allowance may be claimed, but the representative may claim a subsistence allowance of R460.00 per day.
- The actual cost of accommodation will be borne by the municipality, subject to a price /rate of three (3) star hotel or higher graded guesthouse and/or an amount not exceeding R1 500.00 subject to SCM policy, four (4) star up to five (5) star graded guesthouses or hotels exceeding R1500 are allowed for Senior Managers, Municipal Manager and council subject to approval . Claims exceeding this rate are subject to proper motivation to the Municipal Manager for authorization.
- The recoverable cost of accommodation for international travel will be determined as per SARS guidelines, this also included the daily allowance for the duration of the trip.
- Where it is not necessary to overnight on any travel on municipal business, no accommodation costs will be paid, but a subsistence allowance of R170.00 per day may be claimed.
- In the case of both domestic and international travel, the day of departure and the day of return each qualify for a subsistence allowance.
- For purposes of this policy, domestic travel shall mean travel within South Africa, and international travel shall mean travel to any country other than South Africa.

PART 6: SUBSISTENCE ALLOWANCE IF TRAVEL IS FOR A DAY OR PART OF A DAY WITH NO OVERNIGHT STAY

If a representative travels on the business of the municipality for a day or part of a day, a subsistence allowance of R170.00 per day or part of a day is payable. No more than R170.00 shall be payable per day, irrespective of the number of trips undertaken.

PART 7: CAR RENTAL AND OTHER TRAVEL COSTS

- Only “B” category vehicles may be rented.
- The hiring of larger vehicles is permitted under the following cases upon approval of the Delegated Authority:
 - (i) Travelers traveling in groups of five (5) or more may hire a larger vehicle than allowed for in Group B;
 - (ii) When extra luggage must be accommodated; or
 - (iii) To cater for the special needs of Travelers.
- When Travelers hire a vehicle for business, the vehicle cannot be used for private purposes.
- Car rental must be approved as part of the travel package before the trip is embarked on. A representative who rents a vehicle whilst travelling on the business of the municipality without having received prior authorisation will only be reimbursed for the cost of the vehicle rental if proof of expenditure can be produced and the representative can demonstrate that vehicle rental was reasonably but unexpectedly necessitated by the circumstances.
- All flights by representatives of the municipality shall be in economy class, unless another class of travel is specifically authorised by the mayor or executive committee, as the case may be.
- For international trips, the municipality makes use of all airlines where the most economical airline is chosen on quotation basis. Consideration may also be applied where the more expensive flight option may be chosen considering the

traveler's ability to arrive refreshed and prepared to conduct business effectively. A motivation as to why this is the most economical option must be included in the travel report

- If a representative has to utilise his or her personal motor vehicle outside the boundaries demarcated for the municipality he or she will be reimbursed at R4.64 per kilometer or any other maximum amount prescribed from time to time by the South African Revenue Service. The distance to which the reimbursement applies, must be the shortest distance between the municipality's offices and the location where the official business is to be transacted. If the total number of kilometers for which such reimbursement is received exceeds 8 000 in any tax year, reimbursement for the excess kilometers over 8 000 must be taxed for PAYE purposes.
- Where possible representatives must travel together, up to a maximum of four in a vehicle, to minimize traveling expenses.

AMENDMENTS TO AIR TICKETS

- Travelers should limit the number of amendments to air tickets.
- If exceptional unforeseen circumstances necessitate a change to a booking and it has cost implications, it must be authorized by the Delegated Authority in writing before the time.
- The costs incurred as a result of amendments requested by a Travelers for his or her convenience or lack of planning will be for the travelers' personal account.
- The costs of amendments as a result of revised business requirements or any other circumstances outside the travelers' control will be incurred by the relevant Line Department.

BAGGAGE ALLOWANCE

- The reimbursement of excess baggage is subject to the traveler obtaining preapproval from the Delegated Authority for exceeding the baggage allowance due to a valid business reason.

**STANDARD KILOMETRES FOR EACH TOWN AND CITY MOST TRAVELLED BY
THE MUNICIPALITY:**

- Travelling allowance will be calculated for each of the following cities/towns as follow and it will be standard irrespective of the route that the person will be taking.

- Warrenton to Kimberley 170km
- Warrenton to Springbok 1700km
- Warrenton to Port Nolloth 2000km
- Warrenton to Kuruman 580km
- Warrenton to Kathu 780km
- Warrenton to Cape Town 2100km
- Warrenton to Johannesburg 1000km
- Warrenton to Upington 1000km
- Warrenton to De Aar 760km
- Warrenton to Durban 1600km
- Warrenton to East London 1600km
- Warrenton to Port-Elizabeth 1600km
- Warrenton to Bloemfontein 460km
- Warrenton to Pretoria 1100km
- For any towns not listed above google maps must be used to calculate distances and an additional 20 km be added.

Note that the municipality will only pay R4.84 (R4.76 currently) per km as prescribed by SARS and where the km travelled exceed 12000km per tax year the amount paid in excess shall be reflected on employees IRP 5 .

**PART 8: SUBSISTENCE AND TRAVEL ALLOWANCES FOR PERSONS INVITED
FOR INTERVIEWS**

No subsistence costs will be paid to any candidate invited for an interview, but traveling costs at R4.84 per kilometer may be paid if the candidate has to travel more than 50km to attend the interview. Only the Municipal Manager and Heads of Departments may authorize payment claims to be made for persons invited for interviews.

PART 9: AUTHORISATION

For purposes of implementing this policy:

- All journeys must be authorized beforehand.
- Only the Municipal Manager and Heads of Departments may authorize any travel to be undertaken by officials, or payments to be made for persons invited for interviews, but provided the expenses to be incurred are on the approved budget of the relevant department.
- Only the mayor, as the case may be, may authorise any travel to be undertaken by the, any councillor, or the municipal manager, but provided the expenses to be incurred are on the approved budget of the municipality.
- The Mayor shall approve his or her own travel on municipal business, provided the expenses to be incurred are on the approved budget of the municipality, and provided further that the Mayor reports to the following council meeting on the nature of and reasons for such travel and the expenses incurred.

An invitation to attend a workshop, meeting or related event is not an automatic authorisation to attend such workshop or event. The required authorisation must still be obtained from the municipal manager or mayor.

Council delegates or representatives to any conference, workshop or meeting must ensure that they arrive on time and attend until the conclusion of such event. If any representative fails to do so, the Mayor or the Municipal Manager, as the case may be, may recover all allowances and disbursements paid to enable such delegate or representative to attend such event, provided that such delegate or representative is afforded the opportunity to submit reasons for not being able to be present from the commencement to conclusion of such event.

MONITORING AND EVALUATION

- Directorates are responsible to ensure consistent monitoring and evaluation of this Policy in order to assess whether appropriate and cost effective travel is being enabled.
- All travel claims must be submitted and approved prior to travel and attendance registers must be provided subsequent to travelling.
- Noncompliance with the above will result in travel claims not being processed for payment or the offsetting of any claims submitted at a later stage and a deduction from payroll.
- All claims must be submitted within 5 days after travel date.

NOTE: PAYMENTS IN TERMS OF TRAVELLING MENTIONED ABOVE MUST BE DONE AS REQUIRED:

- A)** Where an event starts on or before 10:00 on the first day, accommodation may be arranged for the previous night when a delegate has to travel for more than 250km.
- B)** Where an event concludes after 15:00 delegates may arrange for overnight accommodation when a delegate has to travel 250km or more to reach his/her place of residence. Consent from the HOD will be required.
- C)** A meal subsistence allowance is not applicable when a representative claims the amount of R460 when staying with friends or relatives.
- D)** Where possible representatives must travel together to minimize travelling expenses.

NO-SHOWS AND CANCELLATIONS

- If the traveler does not check in at a Hotel or B&B without any prior notification to the Hotel or B&B, any no-show costs charged will be recovered from the traveler.
- It is the travelers' responsibility to provide a valid reason for the no-show and approval must be sought from the Delegated Authority and the Supply Chain Management Office must be informed.

PART 10: LEGAL REQUIREMENTS

In terms of Section 66 of the Municipal Finance Management Act No. 56 of 2003 the accounting officer of the municipality must report to the council, in the form and for the periods prescribed, all expenses relating to staff salaries, allowances and benefits, separately disclosing (inter-alia) travel, subsistence and accommodation allowances paid.

PART 11 : IMPLEMENTATION OF THE POLICY

DATE OF ADOPTION: 29 May 2025

DATE OF IMPLEMENTATION: 01 July 2025

SIGNATURE OF ACTING MUNICIPAL MANAGER: 

DATE: 29 May 2025