



1. DOEL VAN BELEID

Die uitdruklike doel van hierdie Beleid is om voorsiening te maak vir 'n omvattende raamwerk vir die vergoeding van reis- en verblyfkostes aan raadslede ten opsigte van reise vir amptelike doeleindes.

2. TOEPASSINGSBESTEK

Hierdie Beleid sal van toepassing wees op beide voltydse en deeltydse Raadslede in die munisipaliteit.

3. WETLIKE RAAMWERK VIR VASSTELLING VAN TOELAES AAN RAADSLEDE

3.1. Artikel 219(1)(b) van die **Grondwet** vir die Republiek van Suid-Afrika bepaal dat 'n Wet van die Parlement die raamwerk moet daarstel vir die bepaling van bo-perke van salarisse, toelaes en voordele van lede van munisipale rade.

3.2. Die **Wet op die Vergoeding van Publieke Ampsbekleders**, 20 van 1998 gee uitvoering aan Artikel 219(1)(b) van die Grondwet deur 'n raamwerk te voorsien vir die vasstelling van salarisse van Politieke Ampsbekleders, insluitend lede van munisipale rade. Ingevolge Artikels 7(1), 8(5)(a) en 9(5)(a) van laasgenoemde Wet, stel die Minister jaarliks die bo-perke van salarisse, toelaes en voordele van die verskillende lede van munisipale rade met 'n kennisgewing in die Staatskoerant vas wat ondermeer die volgende bepaal:

- Gradering van munisipaliteite vir die vasstelling van vergoedingskale;
- Bo-perke vir jaarlikse totale vergoedingspakkette van voltydse en deeltydse Raadslede;
- Bo-perke van toelaes van voltydse en deeltydse raadslede; en
- Bo-perke vir vergoeding van toelaes met betrekking tot aangestelde Raadslede.

3.3 Die salarisse en toelaes van Raadslede word bepaal by munisipale raadsbesluit in konsultasie met die LUK vir plaaslike regering in die betrokke provinsie, onderhewig aan die bo-perke en bekostigbaarheid vir die munisipaliteit om Raadslede binne die betrokke vlakke van besoldiging soos vasgestel deur die Minister, te betaal.

3.4 Artikel 167 van die **Wet op Munisipale Finansiële Bestuur**, Wet 56 van 2003, bepaal dat Raadslede slegs binne die raamwerk van die Wet op die Vergoeding van Openbare Ampsbekleders en Artikel 219(4) van die Grondwet vergoed mag word. Dit bepaal dat enige betaling buite hierdie raamwerk, hetsy in kontant of andersins, as onreëlmatige uitgawe beskou sal word.

3.5 Die reistoelae word gedefinieer in Artikel 8(1)(b) van die **Inkomstebelasting Wet**, No 58 van 1962, as enige toelae betaal of voorgeskiet ten opsigte van reiskostes vir **besigheidsdoeleindes** wat ingesluit moet word in die belasbare inkomste van enige persoon in enige jaar van belastingaanslag.

4. TOEPASSING VAN REISTOELAES VIR RAADSLEDE

4.1. Alle Raadslede ontvang 'n totale vergoedingspakket van die munisipaliteit wat 'n reistoelae insluit van nie meer nie as 25% van die totale jaarlikse vergoedingspakket wat soos volg toegepas sal word:

4.1.1. 'n Raadslid beskik oor die diskresie en mag besluit om die reistoelae in te sluit in die totale vergoedingspakket;

4.1.2. 'n Raadslid wat besluit om 'n reistoelae as deel van die totale vergoedingspakket te struktureer, moet aan die volgende voorwaardes voldoen:

- Die reistoelae mag nie die bedrag van 25% van die totale vergoedingspakket oorskry nie;
- Ritstate aanvaarbaar vir die Suid-Afrikaanse Inkomstediens (SAID) moet bygehou word waarin private en amptelike kilometers gereis, aangeteken word;
- Die reistoelae moet ingesluit word in die IRP5 van 'n Raadslid vir rekeningkundige doeleindes van SAID en
- By aanslag van inkomstebelasting, moet 'n Raadslid bewys lewer aan SAID van die gebruik van die reistoelae.

4.2. Addisioneel tot die reistoelae voorsien in 4.1 hierbo, mag 'n Raadslid eis vir afstande gereis vanaf die munisipaliteit vir amptelike doeleindes buite die munisipale grense van Kaap Agulhas. Sodanige amptelike afstande sal vergoed word volgens die toepaslike tariewe voorgeskryf deur die Departement van Vervoer.

5. AMPTELIKE REISE VIR BESIGHEIDSDOELEINDES

5.1. Amptelike besigheidsverwante reise is reise wat vir enige doel wat direk in verband staan met die besigheid van die munisipaliteit of taak van 'n raadslid en sluit die reise tussen die woonplek en normale werkplek vir besigheidsdoeleindes uit.

5.2. Ten einde reise vir amptelike besigheidsdoeleindes van Raadslede te bereken, sal die onderstaande bepalinge ingevolge die toepaslike wetgewende raamwerk van toepassing wees:

5.2.1. Voitydse Raadslede aan wie kantore in die munisipale gebied toegeken is, se normale werkplek vir besigheid sal die **munisipale gebied** wees;

5.2.2. Deelydse Proporsionele Verteenwoordigende Raadslede sal soortgelyk die plaaslike munisipale gebied as normale plek vir besigheidsdoeleindes hê, tensy hulle in 'n spesifieke wyk ontplooi is;

5.2.3. Deelydse Proporsionele Raadslede wat na 'n spesifieke wyk ontplooi is, se normale plek van werk vir besigheidsdoeleindes sal die **spesifieke wyk** wees;

5.2.4. Deelydse wyksraadslede se normale plek van werk vir besigheidsdoeleindes sal in hul onderskeie **wyke** wees (wykskantoor of huis); en

5.2.5. Daar word van Raadslede verwag om maandeliks 'n program vir goedkeuring deur die Speaker in te dien waarin die werk wat in die wyk waarvoor hulle verantwoordelik is, uitgevoer moet word, ten einde te kwalifiseer vir reise binne hul wyke.

5.3. Addisioneel tot die bepalinge in 5.1 en 5.2 hierbo, sal die volgende geleenthede kwalifiseer vir betaling van reistoelae:

- Wanneer 'n Raadslid die Raad by 'n amptelike funksie verteenwoordig;
- GOP gemeenskapsvergaderings;
- Gemeenskapsbegrotingsvergaderings;
- Wykskomiteevergaderings;
- Kwartaallike terugvoeringsvergaderings aan die gemeenskap
- Imbizos.

6. KWALIFIKASIE VEREISTES EN KRITERIA VIR VERGOEDING VAN REISKOSTES

Vergoeding vir reis- en verblyfkoses is nie 'n diensvoordeel nie maar is bedoel om realistiese werklike kostes vir reis en verblyf vir amptelike besigheidsdoeleindes te vergoed en is onderhewig aan die bepalinge van alle toepaslike wetgewing en inkomstebelasting voorskrifte (soos van tyd-tot-tyd gewysig).

Die volgende vereistes en kriteria sal toegepas word ingevolge die toepaslike wetgewing, riglyne en delegasies vir die bywoning van kongresse, vergaderings, opleiding ensovoorts voordat enige eise vir vergoeding oorweeg sal word:

6.1. Gebruik van privaat voertuie (eie voertuig)

6.1.1. Raadslede mag alleenlik vergoed word vir reiskostes aangegaan met private vervoer soos bepaal in 4.1 and 4.2 hierbo.

6.2. Gebruik van amptelike vervoer

6.2.1 Die Munisipale Bestuurder of sy gevolmagtigde mag, in buitengewone omstandighede en onderworpe aan die reëls en voorskrifte van tyd-tot-tyd deur die Munisipale Bestuurder uitgereik, die gebruik van amptelike vervoer vir amptelike besigheid van die Raad vooraf goedkeur.

6.2.2 Addisionele brandstof benodig terwyl 'n amptelike voertuig gebruik word, sal terugbetaal word na indiening van die oorspronklike bewyse vir brandstof deur die raadslid aangekoop.

6.3 Lugreise

6.3.1 Alle lugreise moet in ekonomiese klas bespreek word, behalwe in uiters buitengewone omstandighede en alleenlik met vooraf goedkeuring deur die Munisipale Bestuurder ten opsigte van die afwyking van die beleid.

6.3.2 Besprekings vir vlugte moet deur die administrasie hanteer word en sal deur die finansiële departement aan die lugredery of reiskonsultant betaal word na voorlegging van oorspronklike bewyse en dokumentasie.

6.3.3 Indien die afgevaardigde/s sou verkies om van alternatiewe vervoer gebruik te maak in die plek van lugreise, moet 'n skriftelike kostevergelyking van alle relevante kostes met 'n motivering daarvoor aan die Munisipale Bestuurder voorgelê word. Na goedkeuring sal die mees ekonomiese opsie vir die Raad aan die afgevaardigde/s uitbetaal word.

6.4 Parkeerfoeie en veilige parkering

Kostes vir veilige parkering van amptelike of privaat voertuie by die lughawe en/of akkommodasiefasiliteite op amptelike besigheid, sal terugbetaal word aan die afgevaardigde/s op voorlegging van voldoende bewys van die kostes aangegaan.

6.5 Gehuurde vervoer

6.5.1 Gehuurde vervoer wat benodig word tussen die lughawe, akkommodasie fasiliteit en/of vergaderlokale moet sover moontlik vooraf gereël en betaal word. Onvoorsiene werklike kostes sal terugbetaal word by voorlegging van oorspronklike en aanvaarbare bewyse. Afstande gereis vir private gebruik sal vir die rekening van die afgevaardigde/s wees.

6.5.2 As algemene reël vir vervoer gehuur, sal die koste van slegs A-klas voertuie vooraf betaal of terugbetaal word tensy 'n volledig gemotiveerde motivering en kostevergelyking vir die afwyking van die amptelike beleid aan die Munisipale Bestuurder voorgelê word vir oorweging van vooraf goedkeuring vir die gebruik van 'n ander klas voertuig.

6.6 Algemeen

6.6.1 Alle reise vir amptelike besigheid van die munisipaliteit moet vooraf goedgekeur word deur die Speaker (vir raadslede en die Uitvoerende Burgemeester) en deur die Munisipale Bestuurder (vir die Speaker) om vir terugbetaling in aanmerking te kom.

6.6.2 Alle reis eise moet binne die goedgekeurde begroting geakkommodeer word.

6.6.3 Uitgawes verbonde aan reis- en/of verblyfkostes moet deur die Munisipale Bestuurder ingevolge die bepalings van die Plaaslike Regering: Munisipale Finansiële Bestuurswet, Wet 56 van 2003) goedgekeur word.

6.7 'n Terugbetaling aan raadslede mag alleenlik gemaak word aan diegene wat die reistoelae as deel van die totale vergoedingspakket gestruktureer het.

6.8 Geen eis vir reisverwante kostes sal uitbetaal word en geen raadslid is daarop geregtig om vergoed te word vir reiskostes wat nie in verband met amptelike besigheid van die munisipaliteit is nie,

6.9 Enige wanvoorstelling of indiening van ongeldige reiseise sal dissiplinêre aksies tot gevolg hê en daar sal van die oortreder vereis word om onmiddellik die bedrag betaal of oorbetaal teen die prima uitleenkoers plus 1% soos van toepassing deur die raad se bank, terug te betaal.

7. PROSES VIR TERUGBETALING VAN REISKOSTES

7.1. Die voorgeskrewe eisvorm moet volledig voltooi word, goedgekeur word volgens die bepalings van item 6.1 hierbo en binne sewe (7) dae van die aangaan van die kostes, by die gedeleegerde persoon in die Finansiële Departement ingedien word om vir terugbetaling oorweeg te word.

7.2. 'n Eis vir terugtaling van reiskostes moet ondersteun word deur oorspronklike fakture/ dokumentêre bewyse.

7.3. Alle goedgekeurde eise sal terugbetaal word met die eersvolgende salaris betaling.

7.4. Eise vir amptelike besigheid waarvoor private voertuie, onderworpe aan vooraf-goedkeuring, gebruik is, sal vergoed word volgens die kilometer tarief bepaal deur die Departement van Vervoer, soos van tyd-tot-tyd aangepas.

8. VERBLYFSKOSTES

8.1. Verblyf in Suid-Afrika

8.1.1. Algemeen

8.1.1.1. Die voorsiening vir verblyf en dagtoelae in hierdie beleid, is van toepassing op raadslede van wie daar verwag word om amptelike raadsbesigheid buite die munisipale grense van Kaap Agulhas te verrig.

8.1.1.2. Die norm vir die betaling van verblyf deur die raad beperk verblyf tot **driester** fasiliteite. In uitsonderlike gevalle sal, waar dit onprakties of oneffektief is om by die norm te hou, mag die Munisipale Bestuurder genader word met voldoende motivering om goedkeuring vir 'n hoër graad verblyf te oorweeg.

8.1.2. Verblyf in hotelle, gastehuse of soortgelyk

8.1.2.1. Die werklike koste vir bed en ontbyt sal betaal word plus 'n toelae bepaal deur SAID (soos van tyd-tot-tyd aangepas) vir elke 24 uur van afwesigheid of gedeelte daarvan om te vergoed vir toevallige kostes insluitend middagete, aandete, privaat telefoon oproepe, enige drankies, foonkies, wasgoed en droogskoonmaakdienste.

8.1.2.2. Indien aandete by die tarief wat vir die verblyf deur die Raad betaal is, ingesluit is, sal die toelae vir toevallige kostes verminder word tot 'n bedrag bepaal deur SAID (soos gewysig) vir elke 12 uur daarna met 'n minimum van ses (6) ure van afwesigheid.

8.1.3. Privaat verblyf (bv familie en vriende)

Indien 'n afgevaardigde verkies om gebruik te maak van privaat verblyf sal die Raad nie betaal vir die verblyf nie maar sal 'n bedrag soos bepaal deur SAID en van tyd-tot-tyd gewysig, betaal word om voorsiening te maak vir toevallige kostes vir elke 12 uur met 'n minimum van 6 ure van sodanige afwesigheid.

8.1.4 Dagtoelae (na oornag amptelike besigheid)

Wanneer 'n raadslid vir langer as ses (6) ure na amptelike raadsbesigheid waar oornagting plaasgevind het, weg is sal 'n bedrag soos bepaal deur SAID en van tyd-tot-tyd gewysig, betaal word om voorsiening te maak vir toevallige kostes vir elke 12 uur met 'n minimum van 6 ure van afwesigheid van normale plek van verblyf.

8.1.5 Dagtoelae vir afwesigheid waar geen oornagting benodig word nie

8.1.5.1 Indien 'n raadslid amptelike besigheid van die raad buite die munisipale regsgebied van Kaap Agulhas onderneem wat afwesigheid vir 'n tydsduur van minimum ses (6) ure tot gevolg het sonder dat daar oornagting te sprake is, word werklike kostes van 'n ete en/of ander verversings (alkoholiese drankies uitgesluit) teen 'n maksimum bedrag soos deur SAID bepaal en van tyd-tot-tyd aangepas, per geleentheid betaal onderworpe aan die indiending van aanvaarbare oorspronklike dokumentêre bewys van kostes aangegaan.

8.1.5.2 *Alternatiewelik*, sal 'n maksimum bedrag vir dagtoelae (soos van tyd-tot-tyd deur SAID aangepas) per geleentheid vir kostes aangegaan betaal word waar geen stawende bewyse ingedien is nie.

8.1.5.3 Geen betaling van 'n dagtoelae sal gemaak word vir bywoning van 'n geleentheid buite die regsgebied van die munisipaliteit waar die Raad registrasiegeelde betaal het en waar gratis etes bedien word nie.

8.1.5.4 Wanneer raadslede saam reis op amptelike besigheid kan, met die toestemming van die Munisipale Bestuurder, een persoon in die groep die rekening vir etes of verversings van die groep betaal en die werklike koste onderworpe aan 'n maksimum bedrag per persoon (soos van tyd-tot-tyd deur SAID aangepas) betaal word.

8.1.5.5 Betaling van dagtoelae gemeld in 8.1.5.4 sal nie betaal word aan een persoon nie maar wel individueel aan elke kwalifiserende persoon in die groep.

8.2. Reis en verblyf oorsee

Alle reise op amptelike raadsbesigheid oorsee mag slegs gereël word ingevoelge gedelegeerde bevoegdheid onderworpe aan alle voorskrifte en wetgewing in die verband. Toelae vir internasionale reise is van toepassing vanaf vertrek op die internasionale vlug tot aankoms terug in die RSA. Vir binnelandse vlugte wat aansluit by internasionale vlugte is die normale reis en verblyftoelae van toepassing.

8.2.1. Verblyf

8.2.1.1. Werklike koste vir verblyf in 'n hotel, gastehuis of soortgelyk sal betaal word vir bed en ontbyt.

8.2.1.2. 'n Addisionele verblyf toelae per dag (soos van tyd-tot-tyd gewysig deur SAID) sal betaal word vir elke 24 uur (of gedeelte daarvan met 'n minimum van 12 ure) afwesigheid om toevallige kostes vir etes, private oproepe, enige drankies, foonkies, kamerdiens, droogskoonmaakdienste en wasgoed te vergoed.

8.2.2. Kwalifikasievereistes en kriteria vir oorsese reise

Kwalifikasievereistes en kriteria vir oorsese reise is dieselfde as die vir binnelandse vlugte soos omskryf in item 6 hierbo.

8.2.3. Algemeen

Die proses en algemene voorsienings vir vergoeding van reis en verblyf binnelandse reise omskryf in items 6.6 en 6.7 hierbo is ook van toepassing op internasionale reis en verblyf.

Goedgekeur deur die Raad per Raadsbesluit op hierdie dag van 2013 vir implementering met ingang 1 Maart 2013.

UITVOERENDE BURGEMEESTER

MUNISIPALE BESTUURDER



TRAVEL AND SUBSISTENCE POLICY FOR COUNCILLORS IPOLISI YOHAMBO NENDAWO YOKUHLALA REIS EN VERBLYF BELEID VIR RAADSLEDE

1. AIM OF POLICY

The express aim of this Policy is to provide the municipality with a comprehensive travel and subsistence policy framework for councillors for implementation within the municipality.

This policy sets out the basis for the payment of realistic actual travel and subsistence costs for the purpose of official travelling.

2. SCOPE OF APPLICATION

This policy will be applicable to councillors, both full-time and part-time within the municipality.

3. THE LEGISLATIVE FRAMEWORK FOR DETERMINATION OF COUNCILLOR TRAVEL ALLOWANCES

3.1. Section 219(1)(b) of the **Constitution of the Republic** stipulates that an Act of Parliament must establish a framework for determining the upper limits of salaries, allowances or benefits of members of municipal councils.

3.2. The **Remuneration of Public Office Bearers Act**, Act 20 of 1998, gives effect to Section 219(1)(b) of the Constitution by providing a framework for determining salaries of Political Office Bearers, including members of municipal councils. In terms of Sections 7(1), 8(5)(a) and 9(5)(a) of the Remuneration of Public Office Bearers Act, the Minister annually determines the upper limits of the salaries, allowances and benefits of the different members of Municipal Councils by notice in the Government Gazette (hereafter referred to as the "Upper Limits") dealing with:

- Grading of municipalities for purposes of determining the remuneration scales;
- Upper Limits of annual total remuneration packages of full-time and part-time councillors;
- Upper Limits of allowances of full-time and part-time councillors; and
- Upper limits of remuneration or allowances in respect of appointed councillors.

3.3 The salaries and allowances of Councillors are determined by **municipal council resolution** in consultation with the MEC for local government in the province concerned, having regard to the Upper limits and the affordability of the municipality to pay within the different levels of remuneration as determined by the Minister.

3.4 Section 167 of the **Municipal Finance Management Act**, Act 56 of 2003, stipulates that councillors may only be remunerated within the framework of the Remuneration of Public Office Bearers Act and Section 219 (4) of the Constitution. It declares that any payment, whether in cash or kind, made outside this framework would be regarded as an irregular expense.

3.5 The travel allowance is defined in Section 8(1)(b) of the **Income Tax Act**, No 58 of 1962, as any allowance paid or advance given in respect of travelling expenses for **business purposes**, included in the taxable income of any person for any year of tax assessment.

4. APPLICATION OF TRAVEL ALLOWANCES FOR COUNCILLORS

4.1. All Councillors receive a total remuneration package from the municipality that includes a travel allowance of not more than 25% of the annual total remuneration package to be applied as follows:

4.1.1. A councillor has the discretion and may include a travel allowance in the total remuneration package;

4.1.2. A councillor that elected to include a travel allowance within the total remuneration package structure, must meet the following requirements:

- The travel allowance may not exceed an amount up to 25% of the total remuneration package;
- A logbook acceptable to the South African Revenue Service (SARS) must be kept recording the official and private kilometres travelled;
- The travel allowance will be included in the IRP5 of a councillor for purposes of accounting to SARS; and
- On Income Tax Assessment, a councillor must account to SARS for the use of the travel allowance.

4.2. In addition to the travel allowance, as provided for under 4.1 above, a councillor may claim for the official distances travelled from the municipality for official business outside the municipal boundaries of Cape Agulhas Municipality. Such official distances travelled shall be reimbursed in accordance with the applicable tariffs prescribed by the Department of Transport.

5. OFFICIAL BUSINESS TRAVEL

5.1. Official Business related travel is travel for any purpose that directly relates to the business or job of a councillor and excludes travelling between the place of residence and ordinary place of work or business.

5.2. For the purpose of calculating official business travel for Councillors, the following shall be applicable in terms of the applicable legislative framework:

5.2.1. Full-time councillors who are allocated offices at the municipal precinct shall have their ordinary place of business at the **municipal precinct**;

5.2.2. Part-time Proportional Representative Councillors shall similarly have ordinary place of business at the local **municipal precinct**, unless deployed to a specific ward;

5.2.3. Part-time Proportional Representative Councillors deployed to a specific ward shall have their ordinary place of business in that particular **ward**;

5.2.4. Part-time Ward Councillors shall have their ordinary place of business at their respective **wards** (ward office/home); and

5.2.5. Councillors are required to submit a programme monthly for approval by the Speaker depicting the work to be carried out in the wards they are responsible for in order to qualify for travel claims within their wards.

5.3. In addition to the stipulations in 5.1 and 5.2 above, the following events will qualify for payment of travel allowances:

- When a Councillor represents the Council at an official event;
- IDP community meetings;
- Community Budget meetings;
- Ward committee meetings
- Quarterly community feedback meetings; and
- Imbizos.

6. QUALIFICATION REQUIREMENTS AND CRITERIA FOR REIMBURSEMENT OF TRAVEL COSTS

Reimbursement for travel and subsistence is not a service benefit but is intended to recover realistic actual costs for travel on official business and is subject to the stipulations of all applicable legislation, income tax and the Bargaining Council determinations and guidelines (as amended from time-to-time).

The following requirements and criteria will be applied in terms of the applicable legislation, guidelines and delegations for the attendance of conferences, meetings, training etcetera, before any claims will be considered for reimbursement:

6.1. Use of private transport (own vehicle)

6.1.1. Councillors may only be remunerated for travel by means of private transport as stipulated in 4.1 and 4.2 above;

6.2. Use of official transport

6.2.1 The Municipal Manager or his delegate may, in extreme extraordinary circumstances and subject to rules and guidelines issued by the Municipal Manager from time-to-time, pre-authorize the use of official transport for official council business;

6.2.2 Additional fuel required whilst using official transport on authorized official business, will be refunded on submission of the original invoice for fuel purchased by the councillor.

6.3 Travel by air

6.3.1 All travel by air will be in economic class, except in extraordinary circumstances and only with pre-authorization of the deviation from the policy by the Municipal Manager.

6.3.2 Bookings for flights must be arranged by the administration and will be paid by the finance department directly to the airline or travel agency on submission of sufficiently acceptable documentation.

6.3.3 Should the delegate/s prefer to make use of alternative means of transport instead of an air flight, a written cost comparison of all relevant costs must be submitted to the Municipal Manager. After approval the option most beneficial to Council will be paid to the delegate/s.

6.4 Parking fees and safe parking costs

Costs for safe parking of official or private vehicles at the airport and/or accommodation facilities as well as other parking fees on official business, will be refunded to the delegate/s subject to submission of sufficient proof of costs incurred.

6.5 Rented transport

6.5.1 Rented transport required between the airport, accommodation facilities and/ or meeting venues will be refunded on submission of sufficient proof of costs incurred. Distances travelled for private purposes will be for the delegate's own account.

6.5.2 As general rule for transport rented, only costs for A-class vehicles will be pre-paid or refunded unless a full motivation and cost comparison for deviation has been submitted and prior authorization has been obtained from the Municipal Manager.

6.6 General

6.6.1 All travel on business of the municipality must be approved as such by the Speaker (for Councillors and the Executive Mayor) and by the Municipal Manager (for the Speaker) prior to the proposed travel for a Councillor to be entitled to claim for the travel reimbursement;

6.6.2 All travel claims must be accommodated within the provisions of the approved budget;

6.6.3 Expenditure relating to travel and/or subsistence claims must be authorised in terms of the Municipal Financial Management Act, Act 56 of 2003;

6.7 A travel reimbursement for Councillors may only be extended to Councillors that have included the travel allowance within the total remuneration package structure;

- 6.8 No travel claim will be paid, and no councillor will be entitled to the reimbursement, if the travel is not related to the official business of the municipality; and
- 6.9 Any misrepresentation of or submission of an invalid travel claim will result in disciplinary action against the transgressor and immediate refund of the payment/over-payment at prime lending rate plus 1% of Council's financial institution.

7. PROCESS FOR TRAVEL REIMBURSEMENT

- 7.1. The prescribed claim form must be fully completed, authorized as per item 6.1, and submitted within seven (7) days of incurrence to the duly delegated official in the Finance Department to be considered for reimbursement;
- 7.2. A claim for a travel reimbursement must be supported by the original invoices/ documentary proof;
- 7.3. All approved claims will be reimbursed or paid with the next salary payment; and
- 7.4. Claims for official business travel with private vehicles, subject to pre-approval, will be reimbursed in accordance with the kilometre tariff prescribed by the Department of Transport, as amended from time-to-time.

8. SUBSISTENCE

8.1. Accommodation in South Africa

8.1.1. General

- 8.1.1.1. The provision for accommodation and daily allowances provided for in this policy, are applicable to Councillors having to attend official Council business outside Cape Agulhas municipal boundaries.
- 8.1.1.2. The norm for accommodation paid by Council is restricted to **three star** accommodation. In extraordinary circumstances, where it is impractical or ineffective, the Municipal Manager may be approached with acceptable prior motivation to consider authorization for higher graded accommodation.

8.1.2. Accommodation in hotels, guest houses or equivalent

- 8.1.2.1. The actual costs for bed and breakfast will be paid plus an allowance determined by SARS (as amended from time-to-time) for every 24 hours of absence or portion thereof that included accommodation) to compensate for incidental costs including lunch and supper, private telephone calls, any drinks, tips, room service, laundry and dry-cleaning.
- 8.1.2.2. In the event that supper has been included in the tariff paid for the accommodation, the allowance for incidental costs will be reduced to an amount determined by SARS as amended from time-to-time for every twelve (12) hours afterwards, but with a minimum of six (6) hours of absence.

8.1.3. Private accommodation (e.g. family and friends)

In the event that the delegate prefers to make use of private accommodation Council will not pay for the accommodation but an amount determined by SARS, as amended from time-to-time, is payable for incidental costs for every twelve (12) hours afterwards with a minimum of six (6) hours of such absence.

8.1.4. Daily allowance (following overnight official business)

When a councillor is away for a minimum of six (6) hours of absence after official business that included overnight accommodation, an amount determined by SARS, as amended from time-to-time, is payable to cover incidental costs for every twelve (12) hours away from his normal place of residence.

8.1.5 Daily allowance for absence not requiring overnight accommodation

- 8.1.5.1 In the event that a Councillor attends to official Council business outside the boundaries of Cape Agulhas for a period exceeding six (6) hours but less than 12 hours without utilizing overnight accommodation, actual costs of a meal and/or other refreshments (excluding alcoholic beverages)(as amended from time-to-time), is paid per occasion on submission of acceptable documentary proof of costs incurred.
- 8.1.5.2 *Alternatively*, a daily allowance of (as amended by SARS from time-to-time) will be paid per occasion for incidental costs incurred in the event that no documentary proof of expenditure is submitted.
- 8.1.5.3 No payment of a daily allowance will be made for official business attended by Councillors where Council has paid registration fees of an event or where free meals are served.
- 8.1.5.4 When Councillors are travelling together on official business and with permission from the Municipal Manager, one person in the group may settle the bill for meals/refreshments and actual costs subject to a maximum per person (as amended by SARS from time-to-toime).
- 8.1.5.5 Payment of daily allowances mentioned in 8.5.2 will not be paid to one person on behalf of a group as provided for in 8.5.4.

8.2. Travels and accommodation abroad

All travels on official Council business abroad may only be arranged in terms of delegated authority in this regard. Allowances for international travel comes into effect from departure of the international flight and ends on landing back in RSA. For internal flights linked to international flights the normal travel and daily allowances will be applicable.

8.2.1. Accommodation

- 8.2.1.1. Actual costs for accommodation in a hotel, guest house or equivalent will be paid for bed and breakfast.
- 8.2.1.2. An additional accommodation allowance per day (as amended by SARS from time-to-time), will be paid for every 24 hours (or portion thereof with a minimum of 12 hours) absence to cover incidental costs including lunch, supper, private calls, any drinks, tips, room service, dry cleaning and laundry.

8.2.2.Travels abroad

Qualification requirements and criteria for reimbursement of travel costs abroad remains the same as those for internal travel in RSA stipulated in item 6 above.

8.2.3. General

The process and general provisions for reimbursement of travel and accommodation stipulated under items 6.6 and 7 for national travel also apply to international travel and accommodation claims.

Approved by Council by Council Resolution _____ on this _____ day of _____ for implementation with effect from 1 March 2013.

EXECUTIVE MAYOR

MUNICIPAL MANAGER