



co-operative governance  
& traditional affairs

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**MPUMALANGA PROVINCE**  
**REPUBLIC OF SOUTH AFRICA**

## **SUBSISTANCE AND TRAVEL POLICY**

**2018/19**



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## 1. PURPOSE OF THE POLICY

The purpose of this policy is to provide procedures, rules, regulations and guidelines with regard to reasonable expenditure that may be claimed by an employee when he /she is away from headquarters on official business and to ensure ongoing improvement of operational practices

## 2. DEFINITIONS

In this Policy –

**“Incidental expenses”** means the expenditure in respect of tips for waiters or waitress, private telephone calls and liquid refreshments that do not form part of the meals.

**“Daily allowance”** means an allowance for the incidental expenses.

**“Fixed daily allowance”** means an allowance that is compensated to officials for private accommodation and incidental expenses.

**“Travel expenses”** refer to expenses incurred as a result of airplane, bus fare, taxi fare, car hire, railway ticket, private vehicle, subsidized vehicle for official purposes.

**“Subsistence and Travel advance”** is payment of funds to an official prior to going on an approved official trip.

**“The Department”** refers to the Department of Cooperative Governance and Traditional Affairs.

**“Official”** is the employee of this Department

**“Headquarters”** means the place where principal duties of the official are performed

### **3. REGULATORY FRAMEWORK**

- a. The Constitution of South Africa as amended (Act No. 108 of 1996);
- b. The Public Finance Management Act, 1999 (Act No. 1 of 1999);
- c. Remunerative allowance and benefits contained in Public Service coordinating Bargaining Council Resolutions 3 of 1999, 7 of 2000 and 9 of 2001;
- d. Financial Manual as amended;
- e. Treasury Regulations, 2005.
- f. Public Service Act 1994 as Amended (Act No.103 of 1994)
- g. Public Service Regulations

### **4. SCOPE OF APPLICATION**

This policy is applicable to all officials of the Department including the Kings, Traditional Leaders and members of the Provincial House of Traditional Leaders who undertakes local, national and international official trips.

### **5. TRAVEL**

- a) An official qualifies for a travel allowance if he or she travels for official purposes within the Republic of South Africa and internationally.
- b) All officials utilizing private vehicles for business trips must submit request for utilization of the vehicle and it must be submitted to Transport committee for approval by the Head of Department. With the exception of members of Senior Management Services and Middle Management Services.
- c) Maximum of two vehicles for Middle Management Services and Senior Management Services shall be utilized for official purposed per financial year. Any deviation from this provision shall be approved by the Head of Department
- d) In circumstances where no Government vehicle is available an official up to level 10 qualifies for the travel kilometers not exceeding 2000 kilometers per month only if he or she obtain approval from Head of Department to exceed kilometers.
- e) An official utilizing a subsidized vehicle qualifies for re-imbursement of fuel for kilometers not exceeding 2 500 kilometers per month unless authorized to do so by the Head of Department.

- f) Senior Management Members and Middle Management Members using own private vehicles for official trips, may claim maximum of 3000 kilometers per month and the trips must be approved accordingly by the delegated officials.
- g) The mileage rate payable shall depend on the engine capacity of the vehicle used and shall be paid according to tariffs applicable as determined and reviewed by the National Department of Transport.
- h) The mileage shall be calculated in a cost effective manner; by looking at the distance from work station to destination, (except where you are to move from home to a particular destination other than the workplace)
- i) An official shall be re-imbursed for the general public transport expenses incurred in an official trip which must be accompanied by appropriate receipts.
- j) An official shall be re-imbursed for the parking and toll gate expenses incurred in an official trip which must be accompanied by appropriate receipts.
- k) An official shall take responsibility for costs of commuting to work, except in cases where an official work authorized overtime during weekends or holidays
- l) All officials awarded a bursary may be allowed to claim travel and subsistence allowance

## **6. ACCOMMODATION**

- a) When an official is executing his or her duties away from office for more than one (1) day, or when it is not practical to drive back within the same day accommodation may be arranged for him or her in terms of Supply Chain Management policy and processes.
- b) The accommodation must be arranged only by utilizing the registered travel agencies.
- c) An official must obtain approval of the trip and accommodation from his or her responsibility manager or programme manager.
- d) When approving accommodation for officials, responsibility managers must utilize cost effective accommodation that is available and is as near as possible to the place where the official has to conduct his duties.

## **7. LAUNDRY SERVICES**

An official qualifies for laundry services if they are booked for more than five days in hotel for official duties

## **8. SUBSISTENCE ALLOWANCE**

- a) This is a claim for the actual expenses defrayed by an official whilst working outside his or her usual workplace and include the daily allowance as determined by the Department of Public Service and Administration (DPSA) from time to time.
- b) The daily allowance referred to above be payable only if the official has to spend a night away from his or her usual workplace for official purposes and the department pays for accommodation, meals. The daily allowance is calculated at 24 (twenty four) hours from the time of departure to the time of return.
- c) The fixed daily allowance is payable only if the official has to spend a night away from his or her usual workplace for official purposes and arrange his / her own private accommodation or stay in self catering accommodation. The fixed daily allowance is calculated at 24 (twenty four) hours, starting from the time of departure to the time of return as determined by the DPSA annually. The official shall not claim actual expenditure incurred in this regard.

## **9. MEALS**

- a) An official who leaves office before 7:45 am for official purposes is entitled to claim breakfast limited to, R85 and must produce the proof of actual expenditure to qualify as such. This excludes official whom the department have made arrangements for accommodation which includes bed and breakfast.
- b) An official who is absent from his or her usual workplace for official purposes between 10h30 to 16h15 and has traveled more than 50km is entitled to claim lunch for a maximum amount of R130.00 on submission of the actual expenditure receipts. Where official is attending a course or workshop or planning session and lunch is provided such an official is therefore excluded to claim actual expenditure.

- c) An official who is on official duty at headquarter or outside the office on official business at 18h00 may claim dinner limited to R160.00, on submission of the proof of actual expenses incurred. This excludes official whom the department made arrangements for accommodation which includes bed, dinner and breakfast.
- d) An official may not claim four (4) tea/beverages or expenses incurred in respect of tea/beverages for a relative or a friend.
- e) Additional meals, beverages and items such as gratuities (tips), private telephone calls, alcoholic beverages, newspapers, magazines, sweets, movies, etc, will be at the expense of the official and not the Department. The Department will only pay for water, tea, coffee, cooked food, sandwiches, pastry and soft drinks.
- f) Tray charge will be paid when room service is required in respect of a meal being sent to the official's room and is limited to one per day.

## **10. OFFICIAL TRIPS TO FOREIGN COUNTRIES**

- a) All trips to neighboring countries must be approved by the MEC and trips to other foreign countries are recommended by the MEC and approved by the Cabinet.
- b) An official traveling to a foreign country listed on DPSA table and the trip is paid from donor funds or sponsor or public funds a reduced special daily allowance for that particular country being visited and it shall be considered as outlined in the DPSA circular.
- c) An official traveling to a foreign country and the trip is not paid from public funds he or she may claim the following expenses on submission of receipt thereof:
  - i. A special daily allowance for that particular country converted to South African currency.
  - ii. The reasonable actual expenses in respect of accommodation, three meals, dry cleaning, laundering and travelling documents.
- d) An official traveling to a foreign country not listed on the DPSA table he or she may claim the following expenses on submission of receipt thereof: -

- i. A special daily allowance for local visits to defray incidental expenses which do not form part of meals;
- ii. The reasonable actual expenses in respect of accommodation, dry cleaning and laundering; and
- iii. Reasonable costs of three meals.

## **11. SUBSISTENCE AND TRAVEL ADVANCE (ONLY FOR FOREIGN TRIPS)**

- a) An official shall apply for subsistence and travel advance before an official trip is undertaken outside the country.
- b) An application for subsistence and travel advance shall not be processed where all documentation has not been attached to the application or if previous granted advance has not been cleared.
- c) Advances shall be deposited directly to an official's bank account by means of an EFT through the financial system (BAS).
- d) Advances shall be cleared within ten working days on return from official trip and all relevant documentation must be attached including proof of expenditure i.e. invoices and receipts.
- e) All outstanding advances shall be deducted in full from the official salary.

## **12. LIMITATIONS**

- a) No claim for toll fees, parking fees, general public transport will be paid unless the official concerned submits the original toll fee receipts or proof of payment thereof together with his or her claim forms.  
No claim for travel expenses shall be processed where trip authority or invitation or itinerary is not attached.
- b) No claim of any expenses for alcoholic beverages, sweets, cigarettes, newspaper and tips given in gratitude shall be processed
- c) Any costs incurred in the form of traffic fines will be borne by affected official.
- d) No claims for general public transport shall be re-imbursed where appropriate receipts are not attached except in cases where an official travels in a public transport where no receipt is issued.



e) All claims for the month shall be submitted for processing on or before the end of the following month any deviation shall be submitted for the recommendation of the CFO and the approval of the HOD

### **13. GRIEVANCE PROCEDURE**

Any unfair or inconsistent in application of the policy should be dealt with in line with the grievance procedure or dispute resolution procedures.

### **14. REVIEW OF POLICY**

This policy will be reviewed annually or as and when the need arises and it should be in line with legislations and prescripts.

### **15. CONTRAVENTIONS**

Any person who contravenes or fails to comply with any provision of this policy may be subjected to disciplinary action.

**THUS DONE AND APPROVED BY THE ACCOUNTING OFFICER**

**APPROVED/~~NOT APPROVED~~**



**MR TP NYONI**

**HEAD: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

**DATE** 29/03/2018