

THE VENTERSDORP LOCAL MUNICIPALITY



Ventersdorp Local
Municipality

TRAVEL & SUBSISTENCE ALLOWANCE POLICY 2014/2015

THE VENTERSDORP LOCAL MUNICIPALITY:

TRAVEL & SUBSISTENCE ALLOWANCE POLICY

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CHAPTER 1: INTRODUCTORY PROVISIONS

1. DEFINITIONS

In this policy, except where the context otherwise indicates or it is expressly stipulated otherwise, the following words and expressions shall have the respective meanings assigned to them hereunder.

NO.	WORD/EXPRESSION	DEFINITION
“A”		
1.1.	“authorized event”	Means an event which is directly related to the official business of the VLM and for which travel, subsistence and/or other costs will be incurred by a councillor, official and/or employee in order to attend such an event, provided the specific event and the attendance of the councillor, official and/or employee concerned has been pre-approved in accordance with this policy. Authorized events include, but is not limited to, workshops, training courses, official work outside municipal are of the VLM etc.
“C”		
1.2.	“council”	Means the municipal council of the VLM in which the executive and legislative authority of the VLM is vested and which is the decision making body of the VLM, its legal successors and its delegates.
“D”		
1.3.	“director”	Means the respective Directors appointed by the VLM to head, administer and be responsible for his or her respective Directorate and any reference to ‘chief financial officer’ is synonym for the Director: Finance.
1.4.	“directorate”	Means the respective Directorates of the VLM established in terms of council resolution CC 96/2011 and dated 3

		November 2011.
“E”		
1.5.	“employee”	Means a person employed by and in the employment of the VLM either temporarily or permanently, as defined in terms of the provisions of section 1 of the Basic Conditions of Employment Act, Act 75 of 1997.
1.6.	“executive management”	Means senior officials appointed in terms of the provisions of the Systems Act.
1.7.	“mayor”	Means the Mayor of the VLM elected in terms of the provision(s) of the Structures Act.
“M”		
1.8.	“municipal manager”	Means the Municipal Manager of the VLM, appointed in terms of the provisions of section 54A of the Systems Act, and refers to the definition of “accounting officer” as defined in terms of the provisions of section 1 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, and also referred to in section 60 of the same Act, and includes a person acting as an accounting officer, or the person to whom the accounting officer has delegated his/her authority to act.
“P”		
1.9.	“partial subsidy”	Means where a portion of the expenses/cost for the attendance of an authorized event by a councillor, official and/or employee of the VLM is sponsored and paid by a third party.
“S”		
1.10.	“subsistence allowance”	Means an allowance paid by the VLM to a councillor, official and/or employee who is entitled thereto for expenditure incurred in respect of personal subsistence and incidental costs which was not foreseen and which include, but is not limited to, refreshments, snacks, non-alcoholic beverages,

		newspaper, but specifically excludes any personal costs of recreation such as visits to a cinema, theatre, nightclub, sight-seeing etc.
1.11.	“Structures Act”	Means the Local Government: Municipal Structures Act, Act 117 of 1998.
1.12.	“Systems Act”	Means the Local Government: Municipal Systems Act, Act 32 of 2000.
“T”		
1.13.	“this policy”	Means the Travel and Subsistence Allowance Policy of the Ventersdorp Local Municipality as set out and contained herein.
1.14.	“travel allowance”	A travel allowance is any amount paid to an (councillor/official?) employee in respect of travel expenses of a motor-vehicle, boat, train or an aeroplane for business purpose by such (councillor/official?) employee.
“V”		
1.15.	“Ventersdorp Local Municipality” or “VLM”	Means the VENTERSDORP LOCAL MUNICIPALITY a local government and legal entity with full legal capacity as contemplated in terms of the provisions of section 2 of the Systems Act, read with the provisions of Chapter 7 of the Constitution of the Republic of South Africa and sections 12 and 14 of the Structures Act, with its main place of business and the offices of the municipal manager, as envisaged in terms of the provisions of section 115(3) of the Systems Act, ___ Street, VENTERSDORP, NORTH WEST PROVINCE, and includes its successor in title; or a structural person exercising a delegated power or carrying out an instruction in the event of any power being delegated as contemplated in terms of the provisions of section 59 of the Systems Act, or a service provider appointed by the VLM.

2. AIM AND PURPOSE

The aim and purpose of this policy are to establish, implement and enforce a process in terms of which the payment of reasonable travel allowances, subsistence and/or costs for the attendance by councillors, officials and/or employees of the VLM of authorized events which are held outside of the municipal area of the VLM must be done.

3. TITLE AND APPLICATION

This policy is known as the Travel and Subsistence Allowance Policy of the VLM and is applicable to all councillors, officials and employees of the VLM who attend an authorized event in terms of this policy. This policy further applies to the members of the Audit and Performance committee of the VLM who are, for the purpose of this policy, included under the term 'officials'.

4. COMMENCEMENT AND VALIDITY

This policy shall come into full force and effect upon the acceptance hereof by the council of the VLM by resolution.

5. RESPONSIBLE AUTHORITY

The council of the VLM hereby delegates its authority and responsibility for the proper implementation and enforcement of the provisions of this policy to the municipal manager and each and every director of the VLM subject to the provisions of section 6.

CHAPTER 2: AUTHORIZATIONS

6. AUTHORIZATIONS AND CLAIMS

- (1) This policy provides for re-imbusement for travel, subsistence and/or other expenditure and matters connected therewith, which has been or will be

incurred directly by a councillor, official and/or employee of the VLM for his/her attendance of an authorized event, which is expressly not conditions of employment.

- (2) The following authorizations are required in respect of travel, subsistence and/or other costs incurred, or to be incurred, by a councillor, official and/or employee of the VLM for his/her attendance of an authorized event-
 - (a) Councillors: the written consent of the mayor or his/her delegate must be obtained prior to the attendance of an authorized event for which travel, subsistence and/or other compensation is claimed;
 - (b) Officials/Directors: the written consent of the municipal manager or his/her delegate must be obtained prior to the attendance of an authorized event for which travel, subsistence and/or other compensation is claimed; and
 - (c) Employees: the written consent of the relevant director or his/her delegate must be obtained prior to the attendance of an authorized event for which travel, subsistence and/or other compensation is claimed.
- (3) The prescribed claim form of the VLM must be completed in non-erasable ink and submitted to the relevant person referred to in sub-section (2) above whose written consent is obtained by such person signing the fully completed prescribed claim form. Fully completed claim forms duly authorised by the signature of the relevant person must be submitted to the Directorate: Finance for processing and payment in terms of the claim form.
- (4) Claim forms which contain false information will result in disciplinary and/or criminal procedures to be instituted and measures that will be taken against the individual who submitted such false information, and any payment made to such individual in respect of such claim will be recovered directly from the remuneration that such individual receives from the VLM.
- (5) Claims for re-imburement of travel, subsistence and/or other costs may only be paid by the VLM if sufficient provision therefore has been made in terms of the annual budget of the VLM.

- (6) Councillors, officials and/or employees of the VLM must take every reasonable measure in order to minimise/limit the cost to the VLM in respect of the travel, subsistence and/or other costs for the attendance of an authorised event by such councillors, officials and/or employees and any such person will be held personally liable for any unnecessary/exorbitant expenditure incurred.
- (7) All applicable information/documentation must be provided together with the fully completed prescribed claim form of the VLM and must contain at least the following information-
- (a) time, date, location and duration of the authorized event concerned;
 - (b) the official invitation;
 - (c) the agenda/programme of the authorized event;
 - (d) itinerary if applicable; and
 - (e) details and motivation of claims and amounts.
- (8) No travel, subsistence and/or other costs may be paid by the VLM to any councillor, official and/or employee of the VLM if such councillor, official and/or employee did not first obtain the requisite written consent in accordance with this policy.
- (9) Only the true, actual and reasonable travel, subsistence and/or other costs incurred by any councillor, official and/or employee of the VLM may be claimed by such councillor, official and/or employee. Where more than the true, actual and reasonable travel, subsistence and/or other costs have been claimed and paid to a councillor, official and/or employee, such councillor, official and/or employee must return to the VLM such amounts which exceed the true, actual and reasonable costs/expenditure for the authorized event concerned.

CHAPTER 3: TRAVEL ALLOWANCE

7. USE OF VEHICLES

The following provisions apply to the use of motor vehicles for purposes of this policy.

7.1. Use of the VLM's Vehicles:

- (1) Every councillor, official and/or employee of the VLM who must attend an authorized event in terms of this policy by vehicle, must first apply for and use an official council vehicle, if available.
- (2) The travel cost of the official council vehicle must be paid by the VLM and proof of all expenditure in respect of the travel costs incurred must be submitted to the VLM together with any monies provided by the VLM and not used.
- (3) Any monies not returned by a councillor, official and/or employee of the VLM and for which no proof of expenditure is provided, will be deducted from the monthly remuneration of such councillor, official and/or employee and such person will further be subjected to disciplinary proceedings.
- (4) Where the attendance of more than 1 (one) councillor, official and/or employee is required at the same authorized event, only 1 (one) travelling claim will be paid for 4 (four) individuals per vehicle, provided the municipal manager may, in exceptional circumstances, authorize the use of more than 1 (one) vehicle/travelling claim.

7.2. Use of Private Vehicles:

- (1) Private vehicles of a councillor, official and/or employee of the VLM may only be utilized to travel to an authorized event if no official vehicle of the VLM is available for use on the same date/s and time/s upon which it is required.
- (2) Where a travel claim has been submitted to the VLM for a private vehicle, and according to the records an official vehicle was available, no travel claim will be paid to the councillor, official and/or employee concerned and such person may be subject to disciplinary proceedings.

7.3. Use of Rental Vehicles:

- (1) Rental vehicles may only be utilized by councillors, officials and/or employees of the VLM with the prior written consent of the municipal manager and where no official council vehicles were available.
- (2) The written consent of the municipal manager must be applied for by way of a written request, accompanied by a motivation therefore and a copy of the driver's license of the applicant concerned.
- (3) The costs of utilizing rental vehicles are to be borne by the VLM, provided the written consent of the municipal manager has been obtained as provided in sub-sections (1) and (2) above.
- (4) No person may utilize a rental vehicle if such person does not have a driver's license, which license must be valid at the time when it is applied for.
- (5) The categories of rental vehicles which contain the smallest/most cost-effective/economic vehicles, are the only categories which may be authorized by the municipal manager for rent by a councillor, official and/or employee of the VLM, unless-
 - (a) there are more than 4 (four) councillors, officials and/or employees attending the same authorized event and it is more cost-effective to rent a vehicle which can accommodate more than 4 (four) individuals at once, provided the specific prior written consent of the municipal manager has been obtained therefore; and/or
 - (b) a specific or modified vehicle is required which caters for physically impaired individuals, in which case full details of the extent of the impairment must be provided.
- (6) The responsibility and costs of obtaining an international driving permit, if required, is that of, and must be borne by, the individual who requires such license.

7.4. Applicable Rates:

- (1) Councillors, officials and/or employees who receive a fixed travel allowance in respect of his/her employment with the VLM, will only be allowed to claim travel costs incurred for travel to an authorized event in terms of this policy at the applicable rate of the South African Revenue Services (SARS), in force and as amended from time to time or in accordance with their respective contracts of employment with the VLM together with such guidelines issued by the applicable national department, where applicable.
- (2) The applicable cost per kilometre travelled will be paid by the VLM in accordance with the applicable rate of SARS to an official referred to in sub-section (1) above.
- (3) The total travelling distance must be calculated from either the offices of the VLM or the residence of the official concerned to the destination of the authorized event, whichever is the true, actual and reasonable distance travelled in the circumstances.
- (4) Officials and/or employees who do not receive a fixed travel allowance in terms of his/her employment with the VLM, will be reimbursed according to the rate calculator provided by the Automobile Association and utilized by the VLM to calculate the travel and operating costs per kilometre of a specific vehicle.
- (5) Any and all travel, subsistence and/or other claims in terms of this policy will be considered for reimbursement by the VLM subject to the following conditions-
 - (a) the travel, subsistence and/or other costs must be directly related to and incurred due to the attendance of an authorized event;
 - (b) where personal vehicles are used, no official municipal transport is available at the time required; and
 - (c) the use of private transport has been pre-approved in accordance with the levels of authority provided in section 6(2) of this policy.

8. USE OF AIRLINES

- (1) For domestic and/or international travel by any councillor, official and/or employee of the VLM to an authorized event, economy class and the most economical airline must be used, together with the most economical transport required to and from the airport.
- (2) Airports which are located the nearest to the applicable destination of the authorized event must be used.
- (3) Preference must be given to airlines which operate direct flight-routes from O. R. Tambo International Airport to the destination concerned.
- (4) For special trips requiring the use of helicopters or chartered aircrafts, special authorisation by the municipal manager is required.
- (5) Where the economy class of any airline is not available, business class may be authorised in writing by the municipal manager subject to proof being provided for the unavailability of an economy class booking.
- (6) Where any physical and/or medical reason exists why it is not possible for a councillor, official and/or employee of the VLM to travel in the economy class of any airline concerned, a suitable alternative may be authorized in writing by the municipal manager subject to the submission by such councillor, official and/or employee of a letter from a registered medical practitioner detailing the reasons and motivation therefore.
- (7) The municipal manager must report to council at the next possible meeting of the council any approval granted in terms of sub-sections (5) and (6) above.
- (8) Any person who contravenes any part of this section or misuses any part hereof, will be responsible for all costs incurred regarding any travel undertaken in respect of this section and must be subjected to disciplinary proceedings by the VLM.

CHAPTER 4: ACCOMMODATION, SUBSISTENCE AND MEAL ALLOWANCE

9. DOMESTIC TRAVEL, ACCOMMODATION, SUBSISTENCE AND MEAL ALLOWANCE

- (1) When travel to a destination outside the municipal area of the VLM requires a councillor, official and/or employee to be absent from his/her residence for a period which exceeds 24 (twenty four) hours, the following provisions must be complied with in respect of accommodation and/or subsistence claims.
- (2) For purpose of calculating the period referred to in sub-section (1) above, the time of departure from either the residence or office up to the time of arrival back at such residence or office from the destination concerned must be used.

9.1. Accommodation:

- (1) Councillors, officials and/or employees who travel to and from an authorized event and such travel unavoidably requires 1 (one) or more nights-stay away from home, may utilize establishments which provide accommodation such as a hotel, motel, guest-house or bed-and-breakfast establishment, provided the most economic accommodation is utilized after obtaining quotations from at least 3 (three) establishments with a rating of no more than 3 (three) stars.
- (2) The rate for a 'single room' must be utilized by councillors, officials and/or employees of the VLM in circumstances provided in (1) above.
- (3) If no accommodation referred to in (1) above is available, higher rated accommodation may be utilised provided sufficient proof that no such accommodation is available is submitted to the municipal manager and his/her prior written consent is obtained.
- (4) Where accommodation is to be provided by a relative or friend of the councillor, official and/or employee concerned, no accommodation allowance may be claimed, but a subsistence allowance per day as provided for in this policy may be claimed.

- (5) The accommodation should not be more than 20km from the venue where the authorized event concerned is held, unless approved otherwise in writing by the municipal manager.
- (6) When a councillor, official and/or employee of the VLM is executing his/her official duties further than 200km outside the municipal area of the VLM and for a period which exceeds 1 (one) day and it is not practical to drive back the same day, accommodation may be arranged for him/her in terms of the Supply Chain Management Policy and processes of the VLM provided the municipal manager has authorized a request therefore by the councillor, official and/or employee concerned.

9.2. Subsistence Allowance:

- (1) A daily subsistence allowance for the actual expenses incurred by a councillor, official and/or employee whilst attending an authorised event outside his/her usual place of work may be claimed which subsistence allowance covers all authorized personal expenses.
- (2) No further expenses, with the exception of certain business expenses, may be claimed.
- (3) A daily subsistence allowance will only apply where-
 - (a) an authorized event/official business unavoidably entails 1 (one) or more nights to be spent away from the residence of a councillor, official and/or employee of the VLM; or
 - (b) a period which exceeds 8 (eight) hours is required for attending an authorized event, but without spending a night away from the residence of the councillor, official and/or employee concerned, then and in that case 40% (per cent) of the daily subsistence amount is allowed as per this policy; or
 - (c) the authorized event exceeds a distance of 200km from the municipal area of the VLM and the event itself does not continue for more than 1 (one) day.

- (4) All councillors, officials and/or employees must obtain written approval for a subsistence allowance, as provided for in this policy, prior to leaving for an authorized event.
- (5) No subsistence allowance will be paid to any councillor, official or employee if any travel is undertaken which is not directly related to an authorized event and any or all travel undertaken in terms of this policy must be pre-approved before a councillor, official and/or employee will be entitled to claim a subsistence allowance.
- (6) The subsistence allowance applicable to councillors, officials and/or employees of the VLM is R100.00 (one hundred) per day in respect of domestic travel.
- (7) Where special circumstances arise which necessitate a deviation from the above restrictions, the pre-approval of the municipal manager must be obtained upon written application to him/her which application must fully motivate the reasons therefore.
- (8) Proof of all purchases must be kept by the councillor, official and/or employee concerned and must be provided to the VLM. A failure to provide such documentation will result in the VLM deducting all subsistence allowances provided from the monthly remuneration of the councillor, official and/or employee concerned.
- (9) All unspent subsistence allowances must be returned to the VLM, failing which all amounts for which proof of expenditure cannot be provided will be deducted from the monthly remuneration of the councillor, official and/or employee concerned.
- (10) Only the items which may be purchased with the subsistence allowance in terms of this policy are authorized to be purchased with a subsistence allowance and any other items purchased are for the personal account of the councillor, official and/or employee concerned. The amount of any unauthorized purchases from a subsistence allowance will be deducted from the monthly remuneration of the councillor, official and/or employee concerned.

9.3. Meal Allowance:

The VLM will pay for all meals of councillors, officials and/or employees of the VLM when such person/s attend an authorized event or where the following provisions apply-

- (1) A councillor, official and/or employee who leaves his/her office or residence before 7am to attend an authorized event or for official purposes is entitled to claim breakfast which does not exceed R75.00 (seventy five), including non-alcoholic beverages, and must produce the proof of actual expenditure to qualify as such. This excludes accommodation arrangements which include bed and breakfast.
- (2) A councillor, official and/or employee who is absent from his/her workplace for official purposes between 10h30 and 16h00 and who has travelled more than 50km outside of the municipal area of the VLM, is entitled to claim lunch for a maximum amount of R100.00 (one hundred), including non-alcoholic beverages, on submission of the actual expenditure receipts. Where official is attending an authorized event and lunch is provided, no meal allowance may be claimed.
- (3) A councillor, official and/or employee who attends an authorized event or is on official duty at 19h00 may claim dinner limited to a maximum amount of R100.00 (one hundred), including non-alcoholic beverages, on submission of the proof of actual expenses incurred. This excludes accommodation which includes bed, dinner and breakfast.
- (4) Meal allowance claims may not exceed more than 3 (three) meals per day and no claims or expenses incurred for a relative or a friend may be made. All meals are limited to the amounts set out in this section.
- (5) Claims for meals for official entertainment of guests by full-time councillors and executive management are to be dealt with as claims against the relevant "entertainment allowance" provision of the relevant cost centre/budget.
- (6) Any misuse by any person in respect of meal allowances as provided in this policy will result in the VLM deducting any and all meal allowance claims of such person from his/her monthly remuneration received from the VLM.

10. INTERNATIONAL TRAVEL, SUBSISTENCE AND RELATED COSTS

- (1) When a councillor, official and/or employee of the VLM is required to travel outside the boundaries of the Republic of South Africa in respect of a special authorized event, the true and genuine expenses actually incurred in respect of accommodation, transport, subsistence and meal allowance and other costs will be payable by the VLM.
- (2) The precise itinerary must be approved by council prior to the travel referred to in (1) above being undertaken.
- (3) Meals, transport and other incidental costs will be paid by the VLM and proof of all such expenditure must be returned to the VLM by the councillor, official and/or employee concerned.
- (4) The daily subsistence allowance provided for international travel must cover and be in accordance with SARS Subsistence Allowance - Foreign Travel, *"LIST OF DAILY MAXIMUM AMOUNT PER COUNTRY WHICH IS DEEMED TO BE EXPENDED"*, as amended from time to time.

11. PARTIAL SUBSIDY

- (1) Travel, subsistence and/or other costs for domestic and/or international travel to and from authorised events shall be regarded as partially subsidised when the whole/partial cost thereof is borne by a person/entity other than the VLM.
- (2) Any subsidised portion of the total cost of the travel, subsistence and/or other costs must be declared by the councillor, official and/or employee of the VLM in the application to the VLM for authorizing the event concerned.
- (3) Travel, subsistence and/or other costs payable by the VLM will be the difference between the amount which the councillor, official and/or employee of the VLM is entitled to in terms of this policy less the monetary amount of the partial subsidy.

CHAPTER 5: GENERAL PROVISIONS

12. MISCELLANEOUS EXPENSES

- (1) Miscellaneous and unforeseen expenses incurred by a councillor, official and/or employee of the VLM when attending an authorized event in terms of this policy may be claimed from the VLM, provided the Assistant Director: Expenditure approved such claim after the original proof/receipt of all such expenditure has been provided. Miscellaneous expenses may include, but is not limited to, parking/bus fares, toll fees, taxi fare etc.
- (2) No claims in terms of this policy may be paid to any councillor, official and/or employee out of petty cash.
- (3) No reimbursement of any kind whatsoever will be paid to any councillor, official and/or employee of the VLM for commuting to and from work and any and all expenses incurred in so commuting is for the personal account of each councillor, official and/or employee respectively.
- (4) Any and all traffic fines received by a councillor, official and/or employee in performing any duty in terms of this policy, is for the personal account of the councillor, official and/or employee concerned.

13. INSURANCE

- (1) The VLM must ensure that the applicable and required insurance cover is in place in respect of any councillor, official and/or employee of the VLM who attends an authorized event on behalf of the VLM in terms of this policy.
- (2) The insurance cover referred to in sub-section (1) above must be valid for the entire duration of the authorized event including the travel to and from such authorized event.

14. EMPLOYMENT APPLICANTS

Each and every advertisement for, or other means of inviting the submission of applications for employment by the VLM, must expressly state that any and all travel,

subsistence and/or other costs incurred by any person who submits an application for employment to the VLM and/or who are invited for 1 (one) or more interviews, must be borne by such person and the VLM will not reimburse any person in respect thereof, except where otherwise expressly stipulated.

15. COUNCIL DELEGATES

- (1) Councillors, officials and/or employees of the VLM who attend an authorized event must ensure that they arrive on time and attend until the conclusion of thereof event.
- (2) If any councillor, official and/or employee fails to do so, the mayor, the municipal manager or director as the case may be, may recover all allowances and disbursements paid to enable such person to attend the authorized event, provided that such delegate or traveller is afforded the opportunity to submit written reasons for not being able to be present from the commencement to conclusion of the event.

16. GENERAL PROVISIONS

- (1) Accommodation, flights and vehicle rental arrangements will be based on the most cost effective option in relation to the proximity of the venue, traffic, availability and other cost factors. Due to impracticality, the stipulations of the Supply Chain Policy may be disregarded in this matter.
- (2) In the event of payments made by officials for travelling and accommodation, refunds will only be made on condition that the expense was pre-approved in accordance with the stipulations of this policy and that all aspects of this policy have been complied with.
- (3) No councillor, official and/or employee of the VLM may claim any travel, subsistence and/or other costs for any travel, subsistence and/or other costs incurred where a more economical method was available to such person.
- (4) Any and all wasted costs in respect of travel, subsistence and/or other costs must be recovered by the VLM from such person.

17. TRUE, ACTUAL AND REASONABLE EXPENSES

- (1) The true, actual and reasonable travel, subsistence and/or other costs in respect of the specific method/mode of travel, the distance travelled, the reason for which the travel was undertaken and the subsistence and/or other costs incurred must be provided by the councillor, official and/or employee concerned.
- (2) Any misrepresentation made or claimed by a councillor, official and/or employee which do not reflect the true, actual and reasonable method/mode, vehicle, distance, reason, subsistence and/or other costs incurred, is an offence and punishable in terms of section 20 of this policy.

18. AUTHORITY

Any deviation from this policy for whatsoever reason must be authorized in writing by the municipal manager, prior to such deviation taking place.

19. TRAVEL AND SUBSISTENCE ALLOWANCE CLAIM FORM

- (1) The prescribed Travel and Subsistence Allowance claim form, as prescribed by Chief Financial Officer of the VLM must be used with regard to travel and subsistence allowance applications.
- (2) Any councillor, official and/or employee who contravene this policy or any portion thereof will be personally liable for any and all costs incurred by such councillor, official and/or employee and may be subject to disciplinary action by the VLM.

20. OFFENCES AND PENALTIES

Any person who contravenes any part of this policy which results in any costs incurred by the VLM in respect of any matter provided for in this policy, will be personally liable for all such costs incurred and such person must be subjected to

disciplinary proceedings by the VLM in accordance with the Disciplinary Policy of the VLM.