

28. CORPORATE AND SHARED SERVICES DEPARTMENT
TRAVEL AND SUBSISTENCE ALLOWANCE POLICY

(From Council: 31 July 2008, the Portfolio Committee: Corporate and Shared Services; 11 February 2010, the Mayoral Committee: 3 and 4 March 2010, Council: 25 March 2010, Mayoral Committees: 25 August 2010 and 20 October 2010 17 November 2010 and Mayoral Committees: 2 February 2011 and 2 March 2011)

1. PURPOSE

The purpose of the report is to obtain approval for the revised Travel and Subsistence Allowance and the facilitation of travel and accommodation through an in-house Tshwane Travel Desk.

2. STRATEGIC OBJECTIVE

To ensure good governance, financial viability and optimal from formation with the capacity to execute its mandate.

3. INTRODUCTION AND BACKGROUND

The current policy on travel and Subsistence Allowance was approved by Council on 24 February 2005. On the 31 July 2008, Council considered a report on the revised Travel and Subsistence Policy and resolved that the report be referred back for refinement and be re-submitted to the council for further consideration.

Subsequent to this resolution, considered to establish a travel desk in-house managed that would be operated through the Shared Services Division. These considerations were triggered by amongst others, the Financial Turnaround Strategy and the economies of scale. Council further resolved on the 25 March 2010 that the proposed Travel and Subsistence Allowance Policy take cognisance of the previous Council resolutions and also obtain and use the guidelines formulated by International Relations in this regard.

Since October 2010 Mayco has asked for specific changes pertaining to the finances which ultimately made it apparent that actuals should be removed from the policy. The attached policy has been re-written to address key policy matters and remove procedural and budgeting matters from the policy.

4. POLICY DISCUSSION

The refined policy was primarily informed by the institutional arrangements as far as it relates to Elected Political Office Bearers, the level of authority within the administrative components of the City and the practical experiences and challenges encountered through travelling by Political Office Bearers and Officials on business engagements.

5. IN-HOUSE TRAVEL DESK DISCUSSION

The City will negotiate and pay fares at a direct cost as opposed to paying for administrative costs and commission charged by Travel Agencies. The establishment of an in-house travel desk will amongst others provide for the following:

- Travel management will become more cost effective;
- The City will be able to compare costs with all service providers and choose the most cost effective option;
- Bookings will be on-line thus providing for an immediate response to Political Office Bearers/officials.
- Ever changing Council schedules will not have adverse cost on behalf of the City;
- Savings can be estimated from 10% to 20% by making use of online facilities without third party costs incurred;
- Variety of business benefits will be applicable to Council if the service is procured directly with the service providers; and
- Corporate accounts will be negotiated directly with service providers.

The implementation cost for an electronic booking system will cost the City less than R1 000 for system configuration and customization. (Galileo) the system will be operated by personnel currently in the employment of the City saves for the fact that these employees need to be trained and accredited as travel advisors. The required training will be between 2 to 4 weeks. Sufficient budget exists for this transition. A specialist will be contracted for a period not exceeding 6 months to transfer skills and knowledge.

All third party agreements with travel agencies have expired and no agreements are in place.

5.1 PAYMENT OPTIONS FOR THE TRAVEL DESK

While the transaction costs will be affordable, it is critical that the CoT plan for various payment options to ensure efficient payment system with third parties, particularly for flights arrangements.

The Chief Financial Officer will need to enter into a service level agreement with the City's bankers to apply for a credit card facility for all flights payments transaction. All other travel arrangements Accommodation and Vehicle rental will follow the normal payment process of Council.

5.2 REVISED TRAVEL RATES

SERVICE	Rate 2005	2008	2011
Domestic accommodation for Officials	R650.00	R790.00	3 star and 5 star hotel rated in terms of the SA/International norms from Director level to all lower levels and for Executive Director Levels and above respectively.
Domestic accommodation for Political Office Bearers and Councillors	R900.00	R1090.00	5 star and 3 Star hotels rated in terms of the SA/International norms for Political Office Bearers and Counsellors respectively.
Domestic private stay	R150.00	R190.00	Annual amounts to be determined by Finance based on Government relevant Policies and approved by MayCo.
Domestic daily allowance	R120.00	R150.00	Annual amounts to be determined by Finance based on Government relevant Policies and approved by MayCo.
International accommodation for Officials	US\$200.00	US\$250.00	3 star and 5 star hotel rated in terms of the SA/International norms from Director level to all lower levels and for Executive Director Levels and above respectively.
International accommodation for Political Office Bearers and Councillors	US\$200.00	US\$250.00	5 star hotels rated in terms of the SA/International norms.
International subsistence	US\$140.00	US\$170.00	To be determined by Finance on an annual basis guided -by Government Policy which determines differentiated subsistence rates for individual countries and determined and adjusted on an ongoing basis according to a data base supplied principally by the national Department of International Relations.

*Please note: Officials travelling with Councillors and/or Senior Directors, will be afforded the same privileges as the Councillor.

Departments will have to ensure that all expenditures regarding travel and subsistence do not exceed the approved budget for the year in question.

6. COMMENTS OF THE SHAREHOLDER DEPARTMENTS

6.1 COMMENTS OF THE OFFICE OF THE EXECUTIVE MAYOR

6.1.1 INTERGOVERNMENTAL RELATIONS AND PROTOCOL

The complexity and multidimensional nature of international relations can never be over emphasised. Most cities globally maintain international relations to some degree with especially large cities. There is an increasing competition by cities for investments and markets. Cities devote increasing efforts and resources to marketing themselves as world cities and providing attractive environment for investment and tourism amongst others, and building networks and partnerships. The City of Tshwane cannot escape this reality and it is in her best interest to pay constant attention to this growing trend.

This policy document, it is believed, will allow for a co-ordinated approach and synergy but more importantly for the City to operate in an integrated manner in implementing its international programme in terms of inward and outward missions; including certainty on travelling allowances and decent accommodation for delegations.

The City of Tshwane has a unique, strategic opportunity which you do not find in any municipality in the country. The city has concentration of top five largest diplomatic communities in the world. It is against this background that this policy becomes significant so that we are able to cope with international standard to serve our most strategic stakeholder with dignity they deserve and we are able to interact with our diplomatic stakeholder locally and international in an organised way.

As a third sphere of government, the City of Tshwane's international relations approaches cannot be divorced from the national government's as pronounced by the President and the Ministry of DIRCO.

The degree and quality of international co-operation has a direct bearing amongst others, on the City's economic, social, scientific and technological development.

While patterns in the creation of partnerships have focused on the developed world, today this is shifting to the regions of the world particularly to emerging markets. It is the City's objective to sharpen its engagements with these regions. The focus is therefore to strengthen ties with the African continent, building stronger relations with Latin America and Asia. Cities and local authorities in the developing countries have similar developmental challenges and experiences that require working together.

At the same time, the City will continue to consolidate her relations with the developed North which is the traditional market. Therefore; this draft policy becomes strategic; particularly when it implemented in a manner which is sustainable and mutually reinforcing.

We therefore recommend that this policy be line with international standards and rates so that our employees do not find themselves frustrated in a foreign land.

6.2 COMMENTS OF THE CHIEF FINANCIAL OFFICER

The purpose of the report is to obtain approval for the revised Travel and Subsistence Allowance Policy and the facilitation of travel and accommodation through an in-house Tshwane travel desk.

In principle thereof, the contents and recommendations of the report are supported by this department. The establishment of an in-house travel desk will provide cost benefits for the City of Tshwane as the savings are estimated at between 10% to 20%.

It is recommended that recommendation 5 be amended as follows: "5. That the Accounting Officer or his/her designated official be authorized to enter into service level agreement in facilitating the payment requirements for flights bookings".

The Acting Executive Director: Treasury Office indicated that the payment option via Credit card can be done as the Bank developed a TRAVEL LODGE CARD that was developed for this purpose. Controls were put in place by the Bank that the card can only be used on the Galileo system to prevent misuse.

The question however arises whether the subsistence allowance for foreign visits should not be brought into line Government Policy which determines differentiated subsistence rates for individual countries. These rates are determined and adjusted on an ongoing basis according to a data base supplied principally by the national Department of International Relations.

6.3 COMMENTS OF THE STRATEGIC EXECUTIVE DIRECTOR: CORPORATE AND SHARED SERVICES

6.3.1 LEGAL SERVICES

In terms of section 4 of the local government: Municipal Systems act, 32 of 2000, the Council of a municipality has the right to amongst others exercise the municipality's executive and a legislative authority and within the municipality financial capacity and having regard all practical consideration to use the resources of the municipality in the best interest of the community.

The Council has already approved the Corporate System of Delegation and it's hereby confirmed that the proposed policy does not pose any contradiction and is therefore aligned. It is clear from the contents that the full time political office bearers and officials through the City Manager have been entrusted with statutory obligations in executing their roles and responsibilities.

This necessitates that fulltime political office bearers, Councillors and officials travel from time to time nationally and internationally on behalf of the City of Tshwane with a view to advancing progressive realization of the approved Five-year program.

In light thereof, the contents and recommendations of the report has been scrutinised for legal corrections and are found to be in order and therefore supported.

7. IMPLICATIONS

7.1 HUMAN RESOURCES

The travel and subsistence policy will have no adverse effect to Political Office Bearer/officials, save for redeployment of Political Office Bearer/officials currently not yet being placed to be redeployed and trained in the application of the travel system (galelio).

7.2 FINANCES

The implication of the policy will be executed in terms of the approved budget process and within the allocated funds as per the relevant cost centre. This will also be done in term of delegated authority.

7.3 CONSTITUTIONAL AND LEGAL FACTORS

The revised policy does not contradict any of the previous policy but serve to revoke all previous resolutions relating to travel and subsistence policy. The report further complies with section 4 of the local government: Municipal Systems Act, 32 of 2000, which indicates the right of the municipality within all practical consideration to use the resources of the municipality in the best interest of the community.

7.4 COMMUNICATION

The contents of the report and resolution emanating from Council will be communicated and implemented by as approved. The international guidelines as attached in the addendum are in line with the current strategy on international relations.

8. CONCLUSION

The City has embarked on a financial turnaround strategy with a view that systems and operating process must be effective and efficient, this report intends to address both the financial turnaround as well as system efficiency by introducing a travel desk to facilitate operational requirements of the City. Procuring directly with service providers will thus ensure the City does not pay more for goods, but exercise options available in the market and pay only for services rendered or acquired.

IT WAS RECOMMENDED (TO THE MAYORAL COMMITTEE: 3 AND 4 MARCH 2010):

That it be recommended to the Council:

1. That the City of Tshwane National and International Travel and Subsistence Allowance Policy be approved;
2. That all national travelling and accommodation be facilitated in-house by the Shared Services Travel Desk;
3. That all rates as proposed in the report be revised based on the inflation rate;

4. That all international travel arrangements be facilitated through travel agencies up to June 2011; and
5. That the Accounting Officer or his/her designated official be authorized to enter into service level agreement in facilitating the payment requirements for flight bookings.

During the discussion of the report by the Mayoral Committee on 3 and 4 March 2010, it was resolved that the following recommendation be added:

(Unaltered)

“That only the Executive Mayor be delegated to approve all international trips to be undertaken by the City Manager and Heads of Departments.”

IT WAS RESOLVED (BY THE MAYORAL COMMITTEE: 3 AND 4 MARCH 2010):

That it be recommended to the Council:

1. That the City of Tshwane National and International Travel and Subsistence Allowance Policy be approved;
2. That all national travelling and accommodation be facilitated in-house by the Shared Services Travel Desk;
3. That all rates as proposed in the report be revised based on the inflation rate;
4. That all international travel arrangements be facilitated through travel agencies up to June 2011;
5. That the Accounting Officer or his/her designated official be authorized to enter into service level agreement in facilitating the payment requirements for flight bookings; and
6. That only the Executive Mayor be delegated to approve all international trips to be undertaken by the City Manager and Heads of Departments.

IT WAS RECOMMENDED (TO THE COUNCIL: 25 MARCH 2010):

1. That the City of Tshwane National and International Travel and Subsistence Allowance Policy be approved;
2. That all national travelling and accommodation be facilitated in-house by the Shared Services Travel Desk;
3. That all rates as proposed in the report be revised based on the inflation rate;
4. That all international travel arrangements be facilitated through travel agencies up to June 2011;

5. That the Accounting Officer or his/her designated official be authorized to enter into service level agreement in facilitating the payment requirements for flight bookings; and
6. That only the Executive Mayor be delegated to approve all international trips to be undertaken by the City Manager and Heads of Departments.

During consideration of this item by Council on 25 March 2010, Cllr J de Goede expressed various concerns regarding the proposed Travel and Subsistence Allowance Policy and thereafter requested that this report be referred back to enable the Corporate and Shared Services Department to revisit earlier Council resolutions in this regard and also obtain and use the guidelines formulated by International Relations in this regard.

The proposal by Cllr de Goede was supported by Cllr PJ van der Westhuizen (ACA), Cllr RD Botha (CDP), Cllr RW Dinkelmann (ACDP) and the Chief Whip of the Council. Hereafter, it was resolved as set out below:

IT WAS RESOLVED (BY THE COUNCIL: 25 MARCH 2010):

That this report be referred back to the Corporate and Shared Services Department to enable the said Department to revisit earlier Council resolutions pertaining to Travel and Subsistence allowance and also to obtain and use the guidelines formulated by the International Relations in this regard.

IT WAS RECOMMENDED (TO THE MAYORAL COMMITTEE: 25 AUGUST 2010):

That it be recommended to Council:

1. That the CoT National and International Travel and Subsistence allowance Policy be approved;
2. That all national travelling and accommodation be facilitated in-house through shared services travel desk;
3. That all rates as proposed in the report be revised based on the inflation rate;
4. That all international travel arrangements be facilitated through travel agencies up to June 2011; and
5. That the Chief Financial Officer be authorized to enter into a service level agreement in facilitating the payment requirements for flights bookings through a travel lodge card.

IT WAS RESOLVED (BY THE MAYORAL COMMITTEE: 25 AUGUST 2010):

That the report be held in abeyance to afford the Executive Mayor an opportunity to confer with the Speaker and the Chief Whip of Council on the matter.

IT WAS RECOMMENDED (TO THE MAYORAL COMMITTEE: 20 OCTOBER 2010):

That it be recommended to Council:

1. That the CoT National and International travel and subsistence allowance Policy be approved;
2. That all national travelling and accommodation be facilitated in-house through shared services travel desk;
3. That all rates as proposed in the report be revised based on the inflation rate;
4. All international travel arrangements be facilitated through travel agencies up to June 2011; and
5. That CFO be authorized to enter into a service level agreement in facilitating the payment requirements for flights bookings through a travel lodge card.

During the discussion of the report, it was agreed:

- **That if the report is compliant with issues as raised in Council, it be resubmitted to Council.**

In light of the above, it was:

IT WAS RESOLVED (BY THE MAYORAL COMMITTEE: 20 OCTOBER 2010):

That if the report is compliant with issues as raised in Council, it be resubmitted to Council.

IT WAS RECOMMENDED (TO THE MAYORAL COMMITTEE: 17 NOVEMBER 2010):

That it be recommended to Council:

1. That the CoT National and International travel and subsistence allowance Policy be approved;
2. That all national travelling and accommodation be facilitated in-house through a shared services travel desk;
3. That all rates as proposed in the report be revised based on the inflation rate;
4. That all international travel arrangements be facilitated through travel agencies up to June 2011; and
5. That CFO be authorized to enter into a service level agreement in facilitating the payment requirements for flight bookings through a travel lodge card.

During the discussion of the report, it was decided that the report be approved subject to the inclusion of an additional recommendation that states that when officials accompany politicians on official trips, they be granted the same travel privileges as the politician.

In light of the above, it was:

IT WAS RESOLVED (BY THE MAYORAL COMMITTEE: 17 NOVEMBER 2010):

1. That the CoT National and International travel and subsistence allowance Policy be approved;
2. That all national travelling and accommodation be facilitated in-house through a shared services travel desk;
3. That all rates as proposed in the report be revised based on the inflation rate;
4. That all international travel arrangements be facilitated through travel agencies up to June 2011;
5. That CFO be authorized to enter into a service level agreement in facilitating the payment requirements for flight bookings through a travel lodge card; and
6. That when officials accompany politicians on official trips, they be granted the same travel privileges as the politician.

IT WAS RECOMMENDED (TO THE MAYORAL COMMITTEE: 2 FEBRUARY 2011):

1. That the CoT National and International travel and subsistence allowance Policy be approved;
2. That all national travelling and accommodation be facilitated in-house through shared services travel desk;
3. That all rates as proposed in the report be revised based on the inflation rate;
4. That all international travel arrangements be facilitated through travel agencies up to June 2011; and
5. That CFO be authorized to enter into a service level agreement in facilitating the payment requirements for flights bookings through a travel lodge card.

During the discussion of the report, the following inputs were made:

- That all accommodation be graded and that no amounts should be utilised;
- That cognisance be taken that private stay cannot be graded but amounts would have to be used;
- That the policy should take cognisance of and make provision for the accommodation of international guests invited to the City for, among others, exploring investment opportunities;

- That the Travel Desk be made into a fully fledged Desk to procure all travel services;
- That the policy does not clarify what would happen after the mandate provided to the Travel Desk to arrange international trips has expired in June 2011; and
- That Top Management be accommodated in 4 star hotels.

In light of the above it was

IT WAS RESOLVED (BY THE MAYORAL COMMITTEE: 2 FEBRUARY 2011):

1. That the report be referred back to the Corporate and Shared Services Department to consider all inputs made;
2. That the Strategic Executive Directors for Corporate and Shared Services and for Economic Development consult on the matter to enrich the report; and
3. That the amended report be submitted to the Special Mayoral Committee meeting scheduled for 8 February 2011.

The Mayoral Committee on 2 March 2011 recommended to Council as set out below:

IT WAS RECOMMENDED (TO THE COUNCIL: 31 MARCH 2011):

1. That the CoT National and International travel and subsistence allowance Policy be approved;
2. That all national travelling and accommodation be facilitated in-house through shared services travel desk ;
3. That all rates as proposed in the report be revised as per table 1;
4. That all international travel arrangements be facilitated through travel agencies up to June 2011;
5. That CFO be authorized to enter into a service level agreement in facilitating the payment requirements for flights bookings through a travel lodge card;
6. That Finance Department submits a daily allowance schedule per individual country for approval by the Mayoral Committee soon after approval of this policy by Council; and
7. That the daily allowance schedule be reviewed annually and submitted to the Mayoral Committee for approval.

During consideration of this item by Council on 31 March 2011, Cllr J de Goede with reference to recommendation 3 of the report mentioned that in his opinion the said recommendation as contained in the report was in contradiction to the contents of the report and requested an explanation in this regard. He also indicated that there was reference to a table 1 in the report and such table in his view is not attached in the report.

Hereafter the following Councillors participated in a debate:

Dr FJC Beyers
PJ van der Westhuizen
RT Mashego (Chief Whip of Council)
RD Botha

Subsequently, Cllr J Jansen, seconded by J de Goede proposed the following amendment:

(Unaltered)

“That recommendation 3 be removed. And be replaced by scales of Dept of International Relations be applied.”

The Executive Mayor, in response to Cllr de Goede explained that such information was indeed in the report referring him to a certain page in the report. Cllr de Goede acknowledged the explanation, however, maintained that recommendation 3 in his opinion was contradictory to the contents of the report.

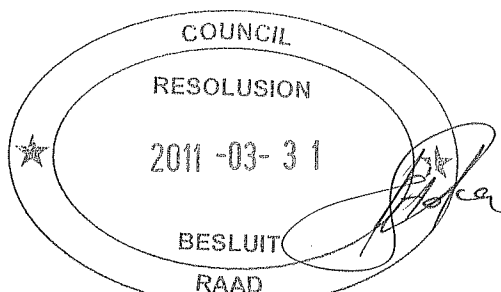
Hereafter, it was resolved as set out below:

ANNEXURE:

A: TRAVEL, ACCOMMODATION AND SUBSISTENCE POLICY

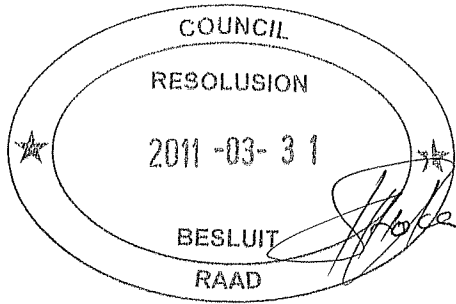
RESOLVED:

1. That the CoT National and International travel and subsistence allowance Policy be approved;
2. That all national travelling and accommodation be facilitated in-house through shared services travel desk ;
3. That all rates as proposed in the report be revised as per table 1;
4. That all international travel arrangements be facilitated through travel agencies up to June 2011;
5. That CFO be authorized to enter into a service level agreement in facilitating the payment requirements for flights bookings through a travel lodge card;
6. That Finance Department submits a daily allowance schedule per individual country for approval by the Mayoral Committee soon after approval of this policy by Council; and
7. That the daily allowance schedule be reviewed annually and submitted to the Mayoral Committee for approval.



(Remarks:

1. At the Council meeting of 31 March 2011, Cllr K Meyer on behalf of the DA requested that their dissenting vote on this report be registered.
2. Cllr Dr FJC Beyers (FF+) and Cllr PJ van der Westhuizen (ACA) on behalf of their respective political parties requested that their vote against the approval of this report be registered.)



TRAVEL, ACCOMMODATION AND SUBSISTENCE POLICY

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1. PURPOSE

This policy aims to regulate the business travel, accommodation and subsistence allowance of the City of Tshwane's councillors and Officials. It covers domestic and international travel.

2. SCOPE

This policy applies to all Councillors and Officials. Independent parties doing CoT business or travelling on business approved by CoT will be regulated on a case by case basis but not exceeding the limits of this Policy.

This policy should be read in conjunction with legislations governing CoT's Financial Management, its ethic and norms.

Deviation from any aspect of this Policy shall be approved by the City Manager.

3. OBJECTIVES

To ensure that any person having to travel on behalf of the CoT shall not be economically disadvantaged, hence the CoT will pay for, or reimburse travel costs incurred on its official duties.

To strengthen internal controls in respect of subsistence, travel and related costs.

To reduce the overall cost of business travel for the CoT.

To ensure that the responsibility for the authorisation of travel and expense claims is implemented according to the delegation of authority.

4. PRINCIPLES

All national trips, flight bookings, car rentals and hotel accommodation will be arranged through the in-house travel desk.

Political office bearers and officials travelling on business shall not be placed at a financial disadvantage.

Regarding the Councillors and the City Manager the CoT shall place at their disposal adequate resources for the fulfilment of their official duties whilst travelling, these shall be commensurate with their responsibilities, pressures and the status of their engagements whilst travelling on behalf of the CoT. The list of resources will include but not limited to access to business centre facilities, meeting rooms, *liability to entertain official guests and any other resource that is directly related to their duties.*

The CoT will endeavour to enter into agreements with service providers (hotels, Airlines, car rental agencies, travel agencies, etc) using its purchasing power to get better rates and thereby reduce the CoT's overall travel costs.

5. INTERNAL CONTROLS/PROCEDURES

Councillors and Officials required to undertake business travel shall make use of the CoT's Shared Services Service Desk for all travel arrangements and settling of accounts. Copies of the hotel and car rental invoices must be kept as proof and handed in with the reconciliation of invoices.

Any Councillor or official undertaking business travel must complete Travel Authorisation Forms and obtain the necessary approvals, in line with the delegation of authority.

Travel by any Councillor and Officials without the necessary approvals will be regarded as unauthorised expenditure and shall be recovered immediately from the salary of the councillors and Officials appropriate steps will be taken to remedy the situation.

Emergency and unforeseen business travel must be approved by the *City Manager, in line with the delegation of authority.*

Unforeseen expenses may be covered by the Councillors and Officials and claimed back with supporting documentation. Such claims must be approved, in line with the delegation of authority...

Contravention of this travel policy and procedures will be dealt with according to the relevant structural arrangements.

6. DOMESTIC TRAVEL

Maximum expenditure for Councillors and Officials other than the travelling for business nationally, including meals and car park will be capped at a rate determined by Finance and approved by the Mayoral Committee on an annual basis.

During approved business trips Councillors and Officials who sleep/put up overnight with relatives or friends instead of a hotel may claim at a rate determined by the Finance Department on an annual basis and approved by the Mayoral Committee on an annual basis. This is all inclusive (Domestic only and must be with prior approval).

Heads of Departments may limit particular costs such as meals as part of cost management.

Councillors and Top Management (Executive Director Level upwards) may travel Business Class.

Domestic travel for the Executive Mayor shall be approved by the Chief Whip.

Domestic travel for the City Manager shall be approved by the Executive Mayor.

Domestic travel for the Members of the Mayoral Committee (MMC's) shall be approved by the Executive Mayor and Chief Whip, in line with the delegation of authority.

7. ACCOMMODATION

Accommodation will be approved as follows:

- Full time Office Bearers (EM, Speaker and Chief Whip) may stay in five star Hotel
- Counsellors and Top Management may stay in four Star Hotels.
- Directors and levels below may stay in 3 stars

Officials and councillors travelling with full time office bearers will enjoy the same accommodation as office bearers.

Domestic journeys and accommodation must be approved by City Manager.

Alternatively, accommodation at the establishments such as private guest houses or self catering apartments may be booked, provided the cost doesn't exceed the rate per night of any of the hotels with whom the COT has negotiated preferential rates.

Political Office Bearers, Counsellors and Officials may not incur charges on hotel accounts for items such as laundry, movie hire and ancillary services such as purchases of medicines from hotel pharmacies, gift shops etc.

If a Political Office Bearer, Counsellor and Official, having requested or made a booking at a hotel or guest house, fails to take up the accommodation and it is charged as a "no show fee"; the cost will be deemed as private expenditure and will be for the Political Office Bearer, Counsellor or Official's own account unless the expense is authorised and/or where the "no show" was as a result of the circumstances created by the employer.

8. INTERNATIONAL TRAVEL

Travel for the Executive Mayor shall be approved by the Chief Whip.

Travel for the Members of the Mayoral Committee (MMC's) shall be approved by the Executive Mayor and Chief Whip, in line with the delegation of authority.

Travel for councillors shall be approved by the Chief Whip.

Travel for the City Manager shall be approved by the Executive Mayor.

The following flight bookings shall apply

- Full time Office Bearers – First/Business Class
- Councillors – Business Class
- Top Management - Business Class
- Others- Economic Class

9. CAR HIRE

The following will be applicable during vehicle rentals;

- Full time Political Office Bearers- Top Class (E)
- Councillors- D Class
- Top Management - D Class
- Other Officials- Class B

Where possible, Political Office Bearers, Counsellors and Officials should make use of the duty drivers, alternatively the shuttle service may be utilised at the airports and costs may be recovered.

Where the travel requirements of a group can only be satisfied by a microbus or similar vehicle, authorisation must be given for the requirements of this nature, appropriate comment reflecting the special requirements must be made on the Travel Request.

Where the terrain to be travelled is particularly difficult and can only be negotiated by a four (4) wheel drive vehicle then this requirement is to be authorised.

All hired vehicles must be insured with super cover or top up cover for theft, damage, collision and personal injury. Excess costs and responsibility thereof will be determined in line with the Car hire's policy on insurance.

If a Political Office Bearer, Counsellor or Official incurs traffic fines whilst hiring a vehicle and the cost of administering the fine is charged by the car hire company, the value of this charge will be regarded as being for the travellers own cost, and must be refunded by way of a cheque or the traveller can request that it be processed as a salary debit.

10. USE OF HOTEL TELEPHONE – DOMESTIC TRAVEL

Political Office Bearers, Counsellor and /or Official who does not receive a cell phone allowance and is away overnight on official travel may make one telephone call per night to their spouse/partner. The duration of the call must be reasonable and will be capped at a maximum cost of R15.00. per night.

11. DAILY ALLOWANCE FOR INTERNATIONAL TRAVEL AND ACCOMMODATION

Finance will issue a directive on an annual basis which determines differentiated subsistence rates for individual countries. These rates will be determined and adjusted on an ongoing basis according to an acceptable standard of living in a particular country.

The daily expenses are to cover for the following:-

- Meals for the day (lunch, supper)
- Private telephone calls
- Tips for waiters
- Transport for private use
- Newspapers

If breakfast forms part of the tariff for accommodation and hence have no additional cost implications, it will not be recovered from the daily allowance.

If any other additional costs occur and the data base supplied principally by the National Department of International Relations does not cover them, the Political Office Bearer, Counsellor or Official may claim additional actual expenses with the submission of the relevant proof of receipts.

12. SPONSORED TRAVEL, ACCOMODATION AND ALLOWANCE

Sponsorship for all travel should be approved in line with the delegated authority as follows:

Ideally, sponsorships should cover all related expenses for the trip.

Authorization should be obtained for all other expenses prior to undertaking the trip. Authorization will be based on availability of funds.

Funds to be covered by CoT will be determined in terms of allocations for fully funded CoT travel as stated in this policy.

Should the Sponsor partially cover the expenses, the CoT will only approve funds to bring all expenses on par with the CoT business travel.

Should the sponsorship exceed the CoT travel allowances - where the Sponsor might use their own internal policy to determine the sponsorship or the CoT staff could be travelling with the sponsor. The CoT staff should therefore not be put in a situation where they are disadvantaged in comparison with other people travelling with them as they need to maintain the image of the Co.

13. AIRPORT PARKING

Political Office Bearers, Counsellors and Officials who park their vehicles at the airport may claim the actual expenses. Copies of proof must be handed in. Approval for executive parking to be obtained prior to departure.

14. MONITORING

Internal Auditors will be responsible for ensuring compliance to this policy, while Corporate and Shared Services ensures daily adherence in terms of the procedure followed to approve travel. To that end, no travel will be processed if it does not comply with the policy.

15. DEVIATION

Deviation to the national and international travel and subsistence allowance policy should be limited to exceptional circumstances and authority to deviate should be obtained from the City Manager.