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SUBSISTENCE AND TRAVELLING POLICY

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1. DEFINITIONS AND ACRONYMS

1.1 Statutory and Regulatory

This Procedure applies to the following meanings and interpretations:

#	TERM	DESCRIPTION
1.1	Ad hoc travelling allowance	Is the allowance payable to any official not receiving either a fixed, running or negotiated travelling allowance, but who are requested to use private transport in the execution of his/her duties.
1.2	Allowance to a holder of a public office	is any allowance granted to the holder of a public office to cover expenditure incurred by him or her in connection with such office.
1.3	Council	means the municipal council of Thulamela Local Municipality.
1.4	Councilor Travelling Allowance	The portion of the total remuneration package allocated to a travelling allowance in terms of the regulations issued by the Department of Co-operative Governance and Traditional Affairs
1.5	Delegate	means any councilor of FTLM that received permission to attend official municipal business.
1.6	Fixed Travelling Allowance	Is the allowance intended for permanently employed Senior Managers and Managers; these incumbents receive a monthly travelling allowance in terms of the vehicle allowance scheme as a perquisite; in other words, the allowance is seen as an additional income and a customary right or privilege applicable to incumbents in these posts.
1.7	Fixed average journey distance per month	Means the distance in kilometers on which a monthly travelling allowance is based for a particular post. It starts running from 650km per month (minimum) to 1200km per month (maximum).
1.8	Meals	Any food/refreshment that an employee is entitled to whilst on official municipal business away from the workplace.
1.9	Municipal boundaries	means the area within 15 - kilometre radius from the normal place of work.
1.10	Official	An employee of a municipality or municipal entity or a person seconded to a municipality or entity to work as a member of staff e.g. Municipal Manager, Head of Department, Executive Director etc
1.11	Official Municipal Business	means approved events, meetings, seminars, congresses, workshops, training courses, or any other municipal arranged event that a delegate attends in his / her official capacity and includes the attendance of meetings of institutes as approved by council.
1.12	Out of Pocket Expense	expenses incurred by councilors in their official capacity which have not been paid for by the municipality
1.13	Running Travelling Allowance	Is the allowance received by incumbents who do not receive a monthly allowance as a prerequisite; in other words, the allowance is not seen as an additional income or a customary right or privilege applicable to incumbents in these posts, but is regarded as an allowance to enable them to perform their duties from time to time, and is paid every time the incumbent has claimed after travelling and utilizing his/ her car for business purposes.

#	TERM	DESCRIPTION
1.14	Subsistence Allowance	Is any daily allowance paid by the municipality to the delegate (official or councilor or political office bearer deemed to cover cost for accommodation, meals or any incidentals costs where the employee is, by reason of the duties of his or her office or employment, obliged to spend at least one night away from his or her usual place of residence in the Republic. The cost to be paid excludes personal recreation.
1.15	Travel domestic	Travelling within the borders the South Africa.
1.16	Travel international	Travelling to any country outside South Africa

1.2 ACRONYMS

#	TERM	DESCRIPTION
2.1	CFO	Chief Financial Officer
2.2	MM	Municipal Manager
2.3	SARS	South African Revenue Service
2.4	TLM	Thulamela Local Municipality

2. POLICY STATEMENT

- 2.1 This policy on subsistence and travel is purely meant to intentionally guide the municipality to reimburse employees and councilors for actual or reasonable living and travelling costs necessarily incurred while performing official municipal business from their normal place of work. The municipality commits to maintain proper, efficient and effective subsistence and travelling management controls through the policy directive contained herein. The policy is not intended to entertain, compensate the councilor or official for any discomfort and enriching an official or councilor.

3. PREAMBLE

- 3.1 Thulamela Local Municipality as organ of state has a responsibility to encourage effective benchmarking and learning from other institutions in and outside South Africa for the benefit of the municipality. This creates opportunities to network and interact which can be done only through the medium of personal contact with a wide range of stakeholders.
- 3.2 As a result, most of the duties and programmes relating to business of the Thulamela Local Municipality require extensive travelling by officials and councilors. It is important that representatives of the Municipality travelling to various destinations mandated to establish and maintain links and relationships with various stakeholders for work-related purposes be fairly and equitably reimbursed for cost incurred.

4. PURPOSE

- 4.1 The purpose of this policy is to create a regulated, reasonable and effective guideline that will enable officials or political office bearers/ councilors in pursuit of municipal interests required to attend business related matters outside their normal place of work. The policy therefore provides guidance in covering reasonable expenses by paying travelling and subsistence allowance within approved stipulations.

5. OBJECTIVES

The objective of this policy is to:

- 5.1 To provide a uniform guideline for regulating and managing travelling of officials and councilors.

- 5.2 To explicitly define accommodation types, travelling classes in accordance with grade or levels of municipal representatives for official trips undertaken.
- 5.3 To provide a guideline or set out the general rules on the financial aspect in relation to travelling and accommodation payment of expenses incurred by municipal representatives on business related activities.
- 5.4 To provide the municipality with a comprehensive travel and out of pocket expenses policy framework for implementation within the municipality.
- 5.5 To ensure compliance with legislation such Municipal Finance Management Act 56 of 2003 and SARS PAYE General guideline.

6. SCOPE

- 6.1 This policy will be applicable to all municipal officials and political office bearers within the municipality as mandated by nature of their duties. In the event of any inconsistencies, this policy and any national and local Government related legislation and or collective Agreement will be applicable.

7. GUIDING PRINCIPLES

- 7.1 Application for travelling must be approved by the delegated authority prior to the trip being undertaken, all relevant steps should be in line with this policy.
- 7.2 Delegates who travel on the business of the municipality must appreciate at all times that they are ambassadors for the municipality and they must comply with any specific mandates they have been given.
- 7.3 No pool vehicle will be made available to officials who receive car allowance for execution of their official duties except where required for emergency operational activities.
- 7.4 Employees who receive car allowance are responsible for cost such as maintenance, insurance, licencing and registration of their private vehicle.
- 7.5 The choice and type of the vehicle to be used by an employee who received car allowance should comply with the purpose and requirement for the execution of employee or political bearer's official duties.

- 7.6 To qualify for a car allowance, the employee or office bearer should be in possession of a valid driver's licence.
- 7.7 Employees or political office bearers categorised under people living with physical disabilities but qualify for a travelling allowance by nature of their job or position will qualify for a car allowance.
- 7.8 Official journeys must be undertaken only for *bona fide* official purposes, be cost effective and there must be confirmation that funds are available for the journey.
- 7.9 A delegate must submit his or her travel and subsistence claim within 60 days from the date of the trip, failing which written motivation approved by the Municipal Manager (MM) condoning the claim shall be required in the case of MM approved by the Mayor or his or her delegate or by a person with authority.
- 7.10 A vehicle registered to a participant to a car allowance of council should be available every time when needed to carry out official duties, if the vehicle is not available due to minor or major mechanical reasons, it should not be a period exceeding a month. Should the problem exceed a month, the employee must make alternative arrangements excluding pool vehicle to perform his or her duties. Failure to meet the alternative transport within six months, the beneficiary shall be withdrawn from receiving travelling allowance.
- 7.11 Any other exceptions which is not indicated above shall be dealt with on merit.

8. TRAVELLING

8.1 RESPONSIBILITIES OF REPRESENTATIVES WHO TRAVEL ON BUSINESS OF THE MUNICIPALITY

8.1.1 Must appreciate, at all times, that they are ambassadors for the Municipality, that their actions, conduct and statements must be in the best interests of the Municipality, and that they must comply with any specific mandates they have been given;

8.1.2 Must be consistent with the Municipality's performance monitoring and evaluation objectives;

8.2 ENTITLEMENT TO SUBSISTENCE ALLOWANCE AND TRAVELLING REIMBURSEMENT

- 8.2.1 When a representative is away from his/her normal workplace, outside of the Municipal jurisdiction a subsistence allowance will be paid. This tariff is in accordance with the guidelines from South African Revenue Services (SARS), and shall be adjusted from time to time as SARS effect changes.
- 8.2.2 The representative must furnish proof of expense in the form of attendance registers
- 8.2.3 Entertainment of external business associates or contacts or clients or potential investors or potential clients falls outside the scope of the subsistence allowance and will be separately reimbursed (subject to prior approval). If a representative of the Municipality has an entertainment allowance, this entertainment of external business associates or contacts or other parties must be claimed against the entertainment allowance.
- 8.2.4 A representative of the Municipality shall claim his or her subsistence allowance, as provided in this policy, before embarking on any official international or overseas trip. The subsistence allowance must, in order to facilitate its timeout payment, be claimed at least five working days before the planned trip.
- 8.2.5 No subsistence allowance shall be paid, and no representative will be entitled to a subsistence allowance, if the trip or travel is not related to the official business of the Municipality. All travel on business of the Municipality must be approved as such before a representative is entitled to a subsistence allowance.

8.3 OVERNIGHT STAY

- 8.3.1 When staying overnight all reasonable direct expenses incurred relating to the accommodation will be payable in respect of domestic travel. If the cost of accommodation does not include dinner or breakfast it will be paid separately upon submission of proof of such expenditure on return to the office.
- 8.3.2 If the distance related to an official journey exceed 500km, and outside the municipal jurisdiction, a delegate shall stay overnight subject to the approval of Municipal Manager or A delegate will be given an amount based on SARS guidelines per day when he or she stays overnight elsewhere without having

to produce a proof of expenditure.

8.4 ACCOMMODATION COSTS AND SUBSISTENCE ALLOWANCE

- 8.4.1 Representatives who travel on the business of the Municipality, where the business entails one or more nights to be spent away from home, shall stay in a standard accommodation that the municipality shall provide. The actual cost of accommodation will be borne by the Municipality in compliance with the Supply Chain Management Policy and Cost containment policy of the municipality.
- 8.4.2 No official must be accommodated in a lodge or hotel located more than 15km away from the meeting or event unless there is no accommodation around that specific area.
- 8.4.3 If the cost of accommodation includes, as it often does, the provision of breakfast, a subsistence allowance shall be adjusted accordingly per day in respect of domestic travel. Where breakfast is excluded the subsistence allowance will also be adjusted accordingly per day.
- 8.4.4 If the Municipality did not arrange accommodation for the representative, the official can provide his / her own accommodation. The representative shall claim the applicable subsistence allowance per day, in accordance with the latest SARS PAYE guideline.
- 8.4.5 If a Municipal representative arranges accommodation, it must be done with approval from the Accounting Officer;
- 8.4.6 Should an official or councillor elect to make use of his/her private accommodation he or she should be compensated at a rate of R300 per day without submission of any proof of payment.
- 8.4.7 In the case of both domestic and international travel, the day of departure and the day of return each qualify for a subsistence allowance.

9. INTERNATIONAL TRAVEL

A subsistence allowance per day shall be payable for international travel. The day of departure and the day of return each qualify for a subsistence allowance. The recoverable cost of accommodation, and subsistence allowance, for international travel will be approved

by the Municipal Manager.

9.1 ARRANGEMENTS FOR TRAVELLING ABROAD ON OFFICIAL VISITS

9.1.1 The motivation plans with costed budgets for official journeys abroad shall be submitted to Council for approval at least one (1) month prior to the planned departure after establishing if such trips will have a tangible and clear benefit to the local community and performance of essential service delivery provision. In exceptional cases where it can be proven that it was not possible to obtain Council approval one (1) month prior to departure, it be delegated to the Executive Mayor, Municipal Manager and Chief Financial Officer to consider the application. The report must serve before the next Council meeting for ratification.

9.1.2 Up to a maximum of 3 delegates can be authorised to travel abroad/ overseas for any official visit on behalf of Council, unless otherwise approved in advance by Council, having due regard to the cost containment measures.

9.1.3 The cost containment measures must limit international travel to meetings or events that are considered critical. The number of officials or political office bearers attending such meetings or events must be limited to not more than 3 delegates directly involved in the subject matter related to such meetings or events.

9.2 THE MUNICIPALITY WILL BE RESPONSIBLE FOR THE PAYMENT OF THE FOLLOWING COSTS:

9.2.1 Visas

9.2.2 Airport Tax

9.2.3 Vaccinations or tablets if prescribed for the country visited

9.2.4 Necessary travelling documents

9.2.5 Travelling costs abroad e.g. bus, taxi, train, car rental for travelling between the airport, hotel and meeting venue.

9.2.6 Travel insurance

9.2.7 Accommodation

9.2.8 Meals Flights

9.2.9 Daily allowance

9.2.10 Other “out of pocket expenditure” may be claimed on return subject to the approval of the Municipal Manager and proof of expenditure incurred, with the exception of the following and any other expenditure that can be regarded as being of a personal nature:

9.2.1.10.1 Cultural Experiences (including but not limited to the following examples: - sightseeing ventures, theatres or other visual/musical experiences).

9.2.1.10.2 Clothing.

9.2.1.10.3 Gifts.

9.2.11 Re-imbursement of cell phone expenditure incurred for council related business purposes.

9.2.12 The senior management officials and councillors must, when visiting destinations abroad on official business, be available for municipal duties. These officials and councillors will therefore be entitled to claim the costs incurred for council related business calls made or received upon their return. In order to claim such expenditure, the following documentation must be submitted:

9.2.12.1 Original/certified copy of cell phone account showing detailed billing for the period

9.2.12.2 All council related business calls must be clearly marked and certified as such.

9.2.12.3 Copy of council resolution authorising the travel abroad

9.2.12.4 All claims in this regard must be approved by the Municipal Manager or Chief Financial Officer or delegated official.

9.3 CAR RENTAL AND OTHER TRAVEL COSTS

9.3.1 Only "A" or "B" category vehicles shall be rented, unless it is more cost effective to hire a more expensive vehicle (for example, when the number of representatives involved could justify the hire of a micro-bus).

9.3.2 A representative who rents a vehicle whilst travelling on the business of the Municipality without having received prior authorisation will only be reimbursed for the cost of the vehicle rental if proof of expenditure can be produced and the representative can demonstrate that vehicle rental was reasonably but unexpectedly necessitated by the circumstances.

9.3.3 All flights by representatives of the Municipality shall be in economy class, unless another class of travel is specifically authorised by the Municipal Manager or his / her duly authorised delegate as the case shall be.

9.4 SUBSISTENCE AND TRAVEL ALLOWANCES FOR PERSONS INVITED FOR INTERVIEWS

9.4.1 Only actual kilometres travelled by applicants will be paid as per the Department of Transport tariffs. Only applicants outside the jurisdiction of Thulamela Municipality will be reimbursed.

9.4.2 Cost for accommodation will not be covered by the municipality.

9.5 TOLLGATE FEES AND PARKING

9.5.1 The actual cost and parking incurred while on official trip shall be reimbursed only upon submission of proof of expenditure.

9.6 TARIFFS

9.6.1 The tariffs shall be determined in accordance with the Department of Transport Tariffs directives that is issued on monthly basis.

9.7 SUBSISTENCE AND PAYMENT OF CLAIMS.

9.7.1 For an official claim to be considered for payment, Official documentations recommended by Senior manager and Approved by the accounting officer must be provided.

- 9.7.2 The Corporate Services Department shall publish and distribute forms to be used in claiming expenses under this policy.
- 9.7.3 Claims must be submitted not later than 60 working days, (excluding weekends and Public Holidays) from the date of the trip, claims received after that date shall be forfeited unless approved by the Municipal Manager.
- 9.7.4 In the event that an employee was granted permission to attend a function, meeting or training at the cost of the municipality but could not attend and no valid reason provided cost incurred by the municipality shall be recovered from the employee's salary.
- 9.7.5 Under no circumstances no official will be allowed to claim for travelling without a private owned vehicle.
- 9.7.6 In case such an official is compelled to travel, a Municipality will arrange a pool vehicle.
- 9.7.7 In an event two or more employees are using the same vehicle to travel, only the owner of the vehicle authorised to travel, will be eligible to claim the travel expenses.
- 9.7.8 Under no circumstances will the other passengers be reimbursed for the travel.

10 TRAVELLING COSTS

10.1 COUNCILLORS AND OFFICIALS:

All travelling costs to be reimbursed in accordance with approved council resolution in this and this is clarified as follows:

10.1.1 COUNCILLORS

Councilors attending to official functions may only claim if the application forms to attend were approved by the speaker of the mayo, actual kilometer travelled are determined in terms of paragraph 5 a(ii) and 9 (a)(ii) of Remunerative of Public Bearers Act, 1998 (Act No. 20 of 1998) which states that in addition to the allowance travelled maybe claimed in accordance with a council's applicable policy, and not exceeding per applicable tariffs prescribed by the Department of Transport for the use of privately owned vehicles.

10.1.2 OFFICIALS WHO QUALIFY AUTOMATICALLY AND SECTION 57 MANAGERS

Where official training courses, workshops, meetings, etc, outside the jurisdiction of the Municipality are attended after the application is approved by the head of the department, Chief Financial Officer (CFO) and the municipal manager, reimbursement may be made in accordance with Department of Transport tariffs

10.1.3 OTHER OFFICIALS WHO HAVE APPLIED FOR THE TRAVELLING ALLOWANCE

Other post level which qualifies to participate in the scheme due to the nature and the requirement to perform council duties and therefore have been allocated fixed kilometers per month and they travelled within the jurisdiction of Thulamela Municipality they may claim for business kilometer travelled in excess of allocated kilometers. Log books for officials that claim excess kilometers for official purpose must be approved everyday by their supervisor, on weekly basics by senior manager and by Municipal Manager on monthly basics. Excess kilometers may be claimed using the Department of Transport tariffs. The excess is limited 1500 kilometer per month.

10.1.4 OFFICIALS NOT HAVING TRAVELLING ALLOWANCE

10.1.4.1 Other officials who do not qualify for travelling allowance by their nature of work dictates the use of his/her own transport, logbooks of officials for both private and official trips undertaken must be approved everyday by their supervisor, senior manager on weekly basis and Municipal manager on monthly basis. Official can only use privately owned car following approval by Senior Manager corporate services. The maximum official kilometer to be travelled should not be in excess of 1500 kilometers per month. The department of transport tariffs may be used for reimbursement from the first official kilometer travelled. The nature of the task to be undertaken should be in such a way that it could not be postponed until the municipal vehicle's is available.

10.1.4.2 Claims must be submitted on or before the 10th of every month to be considered for payment on that month, if the 10th is on Saturday or Sunday the closing date will be the Monday of the subsequent week.

10.1.4.3 Claims older than two months will not be valid for payment.

10.1.5 MEMBERS OF THE AUDIT COMMITTEE AND TRADITIONAL LEADERS

Members of audit committee will be reimbursed in accordance with the approved audit chapter. The reimbursement of Traditional Leaders will be for the actual kilometers travelled in accordance with the Department of Transport tariffs.

10.1.6 TRAVELLING CLAIMS FOR EXTERNAL CANDIDATES ATTENDING INTERVIEWS:

That the actual kilometers travelled if a person is from outside of Thulamela Jurisdiction, may be reimbursed in accordance with department of Transport tariffs.

11 SUBSISTENCE

11.1 Amounts deemed to be expended:

11.1.1 Section 8 (I)(C) prescribes that the employee shall be deemed to have actually expended a certain amount (daily expenses in respect of meals and/or incidental cost) where the employee is absent from his or her usual place of residence.

11.1.2 Where the accommodation to which the allowance or advanced relates is in the Republic and amount equal to the following is deemed to be expended for each day or part of a day in the period during which the employee is absent from his or her usual place residence.

11.1.3 Only incidental costs — refer to the rates for each tax year published by SARS

11.1.4 Meals and incidental cost — refer to the rates for each tax year published by SARS.

11.1.5 Where the accommodation to which the allowance or advanced relates is outside the Republic, an amount is deemed to be expended for each day ion

the period during which an employee or councilor is absent from his/her usual place of residents will be paid as follows:

POSITION	AMOUNT
Mayor and Speaker	\$ 321
Chief whip	\$292
Exco Members	\$266
Ordinary councilors	\$242
Municipal manager and section 57 employees	\$220
Middle managers and other employees	\$200

11.1.6 Should an official or a councilor elect to make use of own his/her private accommodation he/she be compensated at R 300 per day without submission of any proof of payment in this regard

12 PAYMENT FOR ACCOMMODATION

12.1 That payment of accommodation shall be made directly to the hotel/ lodge/guest house (with the expectation to hotels that only accept cash/ and not accept orders) instead of paying the allowance to officials or councillors a cashed cash is prepared, cashed and deposited immediately to the account of hotel/ lodge/guest house.

HOTEL STANDARD

12.2 A maximum hotel standard of 4-star grade apply to all employees and Councilors of the Municipality, except for the Municipal Manager and the Mayor who may exercise a different choice not exceeding 5-star grade.

RATES SET FOR MEAL CLAIMS

12.3 The rates for meal claims shall apply to employees, Councilors, Municipal Manager, and the Mayor in relation with the updated cost containment policy.

SUBMISSION OF INVOICES

- 12.4 If accommodation was paid for, and original tax invoice/s or invoice/s must be attached to the subsistence travelled claim form and submit to expenditure section. Failure to attach an invoice/s will result in forfeiting the claim.

13 LEGISLATIVE AND REGULATORY FRAMEWORK

- 13.1 Constitution of the Republic of South Africa Act of 1996
- 13.2 The Remuneration of Public Office Bearers Act, Act 20 of 1998
- 13.3 Government Gazette on Determination of Upper Limits of Salaries, Allowances and benefits of different Members of Municipal Councils as published from time to time by the Minister of COGTA
- 13.4 Local Government: Municipal Systems Act, Act 32 of 2000
- 13.5 Local Government: Municipal Finance Management Act 56 of 2003
- 13.6 Local Government: Municipal Structures Act, Act no. 117 of 1998.
- 13.7 Local Government Regulations on appointment and conditions of Employment of Senior Management.
- 13.8 Basic Conditions of Employment Act No. 75 of 1997.
- 13.9 Income Tax Act, No 58 of 1962
- 13.10 Treasury regulations.
- 13.11 South African Revenue Services Act, Act No. 34 of 1997.
- 13.12 South African Local Government Bargaining Council (SALGBC) Collective Agreement

14 STAKEHOLDER ENGAGEMENT (if applicable)

- 14.1 All the relevant stakeholders internal I will be consulted through the development and implementation of this policy.

15 IMPLEMENTATION: ROLES AND RESPONSIBILITIES

- 15.1 Only the Municipal Manager may authorize any travel to be undertaken by Heads of Departments.
- 15.2 Heads of Departments shall authorize travelling trips for Heads of Divisions/Managers and staff in their respective departments.
- 15.3 Managers/Heads of Divisions may authorize travelling for the staff members falling within their divisions.
- 15.4 Only the Mayor shall authorize business trips for the Municipal Manager.
- 15.5 Travel by the Mayor shall be authorized by the Municipal Manager on the recommendation of the Speaker.
- 15.6 Travel by the Speaker shall be authorized by the Municipal Manager on the recommendation of the Mayor.
- 15.7 Travel by the Executive Committee members shall be authorized by the Municipal Manager on the recommendation of the Mayor.
- 15.8 Travel by other councilors/traditional leaders shall be authorized by the Municipal Manager on the recommendation of the Speaker.

16 MONITORING AND EVALUATION

- 16.1 On a continuous basis this policy will be accessed to determine its relevance and effectiveness and to assess whether it has achieved the intended objectives.

17 CONCLUSION

- 17.1 In conclusion, the Subsistence and Travelling policy outlines critical matters raised in the purpose and the objectives. The provisions in the policy contents highlights the need for municipality to adhere to the key issues narrated which will address challenges encountered and lead to effective and efficient implementation of the policy.
- 17.2 The Municipality commits to make resources available, monitor and evaluate the effectiveness of the policy, thus encouraging all relevant stakeholders to familiarise

themselves with the policy and take necessary actions to fully participate and ensure compliance of the policy.

18 REVISION DATE

18.1 The policy will be reviewed every 3 years or as and when the need arises.

19 ANNEXURES

19.1 Business process map.

19.2 Standard operating procedure.