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Department:
Human Settlements, Public Safety & Liaison (Public Safety Branch)
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

TRAVELLING AND SUBSISTANCE POLICY

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POLICY NO: S & T /04/2011
POLICY NAME: DEPARTMENTAL POLICY ON THE S & T
DATE IMPLEMENTATION: 01 APRIL 2011
DATE OF REVIEW: 31 MARCH 2012

TERMINOLOGY / DEFINITIONS

Travel and subsistence claim: Means compensation payments to Departmental officials for expenses they incur while they are away on official duty from their normal place of work.

Special daily allowance: Allowances granted to compensate for unforeseen and incidental expenses when actual expenses are claimed for officials who are out for more than 24 hours.

Fixed daily allowance: Allowance paid in instances when actual expenses are not claimed. This normally occur when employees have arranged their own private accommodation.

Transfer: Means the geographical relocation of an employee and his/her household from the old to the new headquarters within the borders of the Republic of South Africa or to/from and in a foreign country.

Transfer at State Expense: Means the transfer of an employee and (excluding an employee who is transferred without break in service, in terms of section 15(1) of the Public Service Act , 1994 (as amended) from one headquarters to another in Republic of South Africa or a foreign country, whereby the Department requests the employee to relocate. If an employee is transferred at his/her own request, no expenses incurred in this way may be covered from state funds and any approved absence from duty as a result of such a transfer, must be covered by the granting of vacation leave.

New Headquarters: Means when a person and his/her household move beyond a 60 kilometres (60 km) radius from area where she/he resided before accepting a new employment offer, to a residential area at the new place of work.

Employee: Means a person appointed in terms of the Public Service Act, 1994, as amended, and who fall within the registered scope of the Public Service Co-ordinating Bargaining Council, including those appointed in the Senior Management Service.

Interim Accommodation: Means furnished accommodation which is temporarily occupied whilst permanent accommodation is being sought or until permanent accommodation, which has already been obtained, becomes vacant and available for occupation.

Furnished Accommodation: Means a hotel or boarding room, caravan, a rented furnished private house or official quarters furnished with the basic and essential furniture other than by the employee herself/himself.

Accommodation Expenditure: Means the expenditure in respect lodging/letting, meals and parking, but excludes laundry and alcoholic beverages as well as incidental expenses such as tips, room service, private telephone calls and any liquid refreshments which do not form part of meals.

Retire: Means retirement in terms of Section 16 (1)(a), and 16 (6)(a) as well as discharges as stipulated in Section 17 (2) (a), (b), (c), (d) and (i) of the Public Service Act, 1994.

Month: Means a period extending from the first to the last day, both days inclusive, of any one of the twelve (12) months of the year.

1. PURPOSE OF THE POLICY

- 1.1. To provide for the circumstances under which claims can be lodged for accommodation, subsistence and travelling.
- 1.2. To provide for the amounts that can be claimed and other incidental matters.
- 1.3. To set out conditions and authorizations required for travelling.
- 1.4. To encourage a culture of saving costs.

2. SCOPE

This policy is applicable to all employees representative so designated by the Department.

3. SUBSISTENCE AND TRAVELLING ALLOWANCE (NATIONAL DESTINATIONS / DOMESTIC)

3.1. Calculations of periods of absence

Domestic

- 3.1.1 The period of absence from official's work place should be calculated as from the time the official leaves his/her home or place of work, whichever is the latest, until the time he/she arrives back at his/her home or place of work, whichever is the earliest. For example in cases where an employee signs a pool car out on a Friday for an official Sunday trip in preparation for a meeting, workshop, etc. scheduled to take place early on Monday morning OR cases where an official attends an official engagement on a Friday night that ends too late for him/her to can drive back home the same night, and as a result of that is forced to spend the night and return to his/her official working place on Saturday morning.
- 3.1.2 The period may not exceed six calendar months. In exceptional cases the HOD may in writing approve extension of said period.
- 3.1.3 An employee on official journey outside the republic to the countries not listed should be compensated on the following basis:

The reasonable actual expenses in respect of accommodation, dry cleaning and laundering and special daily allowances to compensate the employee for the three meals (breakfast, lunch and dinner) and a special daily allowance, equal to the special daily allowance for local visits when actual expenses are claimed, to defray incidental expenses (e.g reading matters, soft drinks which do not form part of the meals etc.) This allowance will be as determined by National Treasury.

3.2. Foreign S & T

- 3.2.1 Officials will claim for expected costs by means of S & T advance request.
- 3.2.2 After travelling abroad, an official must submit the S & T claim within seven working days after returning from trip. The advance amount paid will be reconciled to the actual expenditure incurred, to determine the balance payable or refundable.

- 3.2.3 An employee may claim a daily allowance, as specified in the DPSA financial manual for the specific country.
- 3.2.4 An employee on foreign trips can be booked on economic class except MEC who can be booked on business class, and if car rental is required it should be arranged.
- 3.2.5 All the cost for VISAS and immunization required will pay by department.

3.3. Exchange rate

- 3.3.1 Exchange rate conversions, where applicable, will be based on the exchange rate applicable on date of departure; alternatively the exchange rate will be calculated according to the proof of expenditure as appearing on the receipt or invoice

3.4. Compensation during period of Leave

- 3.4.1. If an official is required to perform official duty while on leave or outside of working hours of any nature away from his/her headquarters (except sick leave), then he/she may with the written request and approval of the relevant Programme Managers be compensated for any subsistence and travel necessarily incurred.

3.5. Serious Illness or death whilst on an official trip.

- 3.5.1. If an official on a official trip falls ill and cannot return to his/her home, reasonable expenses for subsistence and travel can be claimed on condition that the claim is supported by a medical certificate for the period.
- 3.5.2. In cases where the official needs to be hospitalized on an official trip and can, for whatever reason, not be transferred to a hospital in his/her headquarter area, then the employer (Department) reimburse him/her for incidental costs incurred, NOT hospitalization costs.
- 3.5.3. In cases of serious illness which warrants hospitalization of an employee on an official away from his/her normal place of work, the Department will compensate the family (spouse, minor children and other dependants) for reasonable costs incurred on travel and accommodation to visit or join him/her for a limited period as approved by the Accounting Officer of the Department.
- 3.5.4. If an employee on official duty away from his/her normal place of work returns home because of spouse, parent or dependent child becomes seriously ill or dies, the Department will pay reasonable actual costs incurred for the employee's travel and accommodation, e.g. where two or more officials went to carry out official duties off their work place in one vehicle (pool or subsidized) and one has to come back home before the anticipated time has elapsed because of family emergencies.

3.6. Compensation of periods 24 hours or longer (excluding camping staff)

When an employee undertakes an official journey for 24 hours or longer, he/she may claim allowances for each day or part of the day during his/her stay in accordance with the Circular on "Annual Revision of Subsistence and Camping Allowance" issued by the Department of Public Service and Administration, which is subject to change to change on annual basis, as per National Treasury.

3.6.1. Actual Expenditure

- 3.6.1.1. Reasonable unavoidable actual expenditure incurred on accommodation and meals will be reimbursed if satisfactorily supported by documentary proof plus the special daily allowance in accordance with **DPSA on "Annual Revision of Subsistence and Camping Allowance"**.
- 3.6.1.2. UNDER NO CIRCUMSTANCES will an official be allowed to claim for alcoholic beverages, cigarettes, magazines, gratuity, porter fees or private telephone calls.
- 3.6.1.3. Departmental officials should refrain from using hotel telephones for the department will not settle such claims.
- 3.6.1.4. What constitutes an acceptable valid supporting document (e.g. receipt, invoices, etc)?
- Name of the supplier of goods or service.
 - The relevant date relating to the official trip.
 - The quantity and type of items should be reasonable.
 - The total cost of the items should be legible and may not exceed the set limit.
 - No duplicate commodities on same document.
 - Handwritten slips should have a company stamp (with address and contact numbers) and it should be signed.
 - The document should be original and legible.
 - Invitation to a meetings and workshops (indicating prior approval by the relevant Manager) as well as agendas should be attached to substantiate the claim.
 - Prior approval before actual trip is taken by Programme Manager or HOD.
- 3.6.1.5. In cases where the Department has paid for accommodation and meals for officials, claims for actual expenditure on unnecessary items (e.g. snacks, drinks etc) will not be accepted even if expenditure does not exceed limit set, because such officials are entitled to the daily allowance meant to cover incidental costs.
- 3.6.1.6. If a receipt is lost or destroyed, employee should obtain a duplicate copy when feasible and must be certified. Copy of invoice or receipt can be e-mailed no faxed documents will be accepted. Copy of receipts is accepted due to the fact that original receipts they become invisible, so it advisable to make copy of receipts.

3.7. Overnight Hotel Accommodation

3.7.1. Commercial Accommodation

- 3.7.1.1. Hotel rates for bookings for officials at all levels should be reasonable.
- 3.7.1.2. All the booking for accommodation will be done through pro quote system of supply chain management, and the lowest quotation will be selected.
- 3.7.1.3. No preferred suppliers will be used, all suppliers will be selected through pro quote system.
- 3.7.1.4. Where an official meeting has been arranged at a specific venue (e.g. Lodge / Hotel) by the Coordinating Team e.g. Provincial Department of Public Safety, accommodation arrangements may be at that hotel or they should at least take into consideration logistics, e.g. transportation costs to and from the venue where the meeting or workshop will be held.
- 3.7.1.5. If an official is away on official duty from the place of work/headquarters for a period exceeding 8 hours but not more than 24 hours, he may make a claim, supported by documentary proof or receipt, not exceeding the set limits. The rates are determined by the Department of Public Service and Administration. These rates are reviewed annually and currently stand as follows:-
 - 3.7.1.6. **Breakfast:** If the official leaves his/her home before **6:00** and returns after **11:00 - R65.00**
 - 3.7.1.7. **Lunch:** If the official leaves his/her home or place of work before **08:00** and returns after **16:00 – R90,00**
 - 3.7.1.8. **Dinner:** If the official leaves his/her home or place of work before **14:00** and returns after **20:00 – R120,00**
- 3.7.1.9. When employee makes arrangements to spend a night away from his/her official workplace to undertake an official trip, he/she should ensure that the official order organized for the stay includes the necessary meals, tourism levy and parking fees. If meals have not been included in the official order, the above rates may not be exceeded and proof of actual expenditure must be submitted.

3.7.2. Private Accommodation

- 3.7.2.1. Officials, who for some reason cannot arrange an official government order or advance to perform duties away from their headquarters, can opt for private accommodation once approval has been sought.
- 3.7.2.2. Reimbursement for private accommodation and meals should be done in accordance with DPISA's "Annual Revision of Subsistence and Camping Allowances" which is currently **R 303. 00** per person per night.
- 3.7.2.3. If officials claim the standard rate for own accommodation and meals, currently **R 303.00**, then they may not claim any other expenditure incurred with or without receipts.
- 3.7.2.4. The total kilometers traveled between the place where the official meeting or workshop and that of private accommodation, may under normal circumstances not exceed 10 km from the course, workshop or meeting venue, else the relevant Programme Manager's discretion must be applied.

3.7.3. Travelling

- 3.5.3.1** Air Flights: All officials to use Economic Class except the MEC or officials traveling with MEC and must for official purposes sit with him/her. Air travel to be approved by the Head of the Department or delegated officer prior to booking.
- 3.5.3.2** Motor Transport: SMS members and above to use their private official vehicles. Other officials to use subsidized vehicles or pool vehicle if not allocated subsidized vehicle.
- 3.5.3.3** Car Hire: For destinations which cannot be reasonably undertaken by motor transport, SMS members limited to a maximum of 1800 cc, other staff members up to the maximum of 1400 cc, while the HoD and the MEC are limited to reasonable luxury sedans (BMW, Mercedes Benz, etc) up to 2000 cc. An official may be allowed to a rented vehicle if he does not have a subsidized vehicle and there are no pool vehicles available to cater for that.
- 3.5.3.4** Parking Fee: Actual Costs.
- 3.5.3.5** Toll Gate Fee: Actual Costs.
- 3.5.3.6** Taxi/Bus Fare: Actual Costs.

3.8. Applicants invited to interviews:

- a) Persons invited to interviews shall be reimbursed according to the tariffs per kilometer, if they utilize own transport (Vehicle).
- b) Where public transport is used the Department shall incur the costs of such transport.

3.9. THE SUBSISTENCE AND TRAVELLING ADVANCE

3.9.1 Procedures

- 3.9.1.1 Advances for all staff members shall be recommended by the appropriate Programme Manager and approved by the Head of Department or the Chief Financial Officer.
- 3.9.1.2 Advances are only granted to employees when it is not possible to make direct payment to the service provider.
- 3.9.1.3 That all employees requesting advances should comply with the requirements of Supply Chain Management for that service, to the extent that the HoD or the CFO deems appropriate.
- 3.9.1.4 Advances will only be considered once the previous advance has been cleared and reconciled.
- 3.9.1.5 The amount advanced to the employee shall be limited to cover actual expenditure & reasonable unforeseen expenses.
- 3.9.1.6 Advance applications must be submitted seven days prior to the date of departure.
- 3.9.1.7 S & T claims or receipts must be submitted within fifteen days after the trip to set off the advance taken.
- 3.9.1.8 No advances shall be processed without supporting documents or approval of the Head of Department or Chief Financial Officer.
- 3.9.1.9 Claims not submitted within fifteen days after the trip will result in the advance amount being deducted in the next salary run to set off the advance taken.

3.9.1.10 Head Office shall process all Subsistence and Travelling advances.

3.9.1.11 The part of the advance which was not used shall be paid back immediately on return to the Departmental Cashiers.

3.10. Amendment to air travel arrangements

- 3.15.1 In case of changes in flights, the employee who made the booking is to liaise with the travel service provider and make the necessary arrangements, with the proviso that such changes are confirmed on an amendment/cancellation memo. Additional costs will be responsibility of the affected employee if the changes were unreasonable.
- 3.15.2 Cancellation of Travel: The travel documentation being either a voucher or air ticket is to be returned by the employee who made the booking to the travel service provider who will cancel the booking. If payment had been made and an invoice had already been submitted to Department, refund will be processed. In the event of cancellation fees being levied, the travel service provider is to invoice Department accordingly Payment of cancellation fees will be processed by Department and to be deducted from the affected employee's salary.
- 3.15.3 Purchasing air tickets timeously to avoid late charges: It is responsibility of employee who made booking to purchase air tickets timeously because all the late charges will be recorded as fruitless and wastefully expenditure and responsible employee will be held liable for the charges..

3.11. Claim process flow

- a) Claimant will complete and signs the S & T claim form and attach all relevant supporting documents on completion of official duties away from Head Quarters.
- b) Claim form to be certified correct by supervisor and approved by programme manager.
- c) Complete claim form to be submitted to Salary section for processing
- d) Claim form to be recorded and stamped with received date stamp.
- e) A salary section official to ensure claim form is complete, compliant and correct.
- f) Ensure certification of correctness signed by relevant authority.
- g) Claim to be captured on PERSAL system.
- h) Approval done by supervisor on PERSAL system.
- i) After approval claim to be returned to PERSAL Capturer for filling.

3.12. Responsibilities/ duties of officials

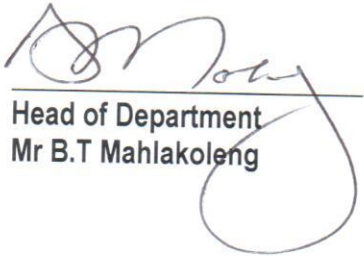
- a) Ensure that all trips are pre-approved
- b) Ensure that the completed s & t claim form is approved as required by this policy
- c) All supporting documents (invitation to meeting, workshop, receipts etc.) are attached to claim form before submission to salary section.
- d) Every official is responsible for submitting claim form to salary section for processing within 15 days after completion of official duties away from headquarters.
- e) In case where a private vehicle is utilized approved motivation by HO must be attached.
- f) In case where a private accommodation is sought motivation signed by programme manager must be attached.
- g) In case where you sign on an acting capacity, acting letter must be attached.

3.13. Consequences of breach of policy

Any person who breaches this policy and in so doing causes financial and material loss to the Department shall be required to refund the Department or rectify the loss and be liable for disciplinary action.

3.14. Review of policy

This policy shall take effect on the 1st April 2012 and be reviewed as and when required.


Head of Department
Mr B.T Mahlakoeng

Date