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### CERTIFIED COUNCIL RESOLUTION

The Council at its Special Council Meeting held on the 30<sup>th</sup> May 2022 under:

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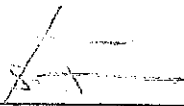
SC 02/05/22	FINAL MTREF BUDGET AND INTEGRATED DEVELOPMENT PLAN FINANCIAL YEAR 2022/2023 – 2024/2025
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#### RESOLVED AS FOLLOWS:

1. Council approved the Final Budget/Integrated Development Plan as well as the final Medium-Term Revenue and Expenditure (MTREF) Budget for 2022/2023-2024/2025 financial year.
2. Council approved the following budget related policies which were considered in the preparation of the final budget/IDP and are tabled together with the budget/IDP as follows:
  - 2.1. Water and Sanitation Tariff policy
  - 2.2. Indigent policy
  - 2.3. Free Basic Water Policy
  - 2.4. Credit control and debt collection policy
  - 2.5. Investment and cash management policy
  - 2.6. Asset management policy
  - 2.7. Funding and reserves policy
  - 2.8. Supply chain management policy
  - 2.9. Virement policy
  - 2.10. Budget policy
  - 2.11. Blacklisting policy
  - 2.12. Petty cash policy
  - 2.13. Acting policy
  - 2.14. Cost Containment policy
  - 2.15. Secondment policy
  - 2.16. Overtime policy
  - 2.17. Relocation policy
  - 2.18. Service Standards
  - 2.19. Political Support staff policy
  - 2.20. Recruitment Selection and appointment policy
  - 2.21. Subsistence and Travelling allowance policy
  - 2.22. Individual Performance Management and Development System policy

- 2.23. Subsidized Motor Transport Scheme policy
- 2.24. Bursary Policy
3. Council resolved that a workshop on policies be arranged for Councillors.

  
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CERTIFIED AS TRUE RESOLUTION  
COUNCIL SECRETARY  
TSOANE A

03/06/2012  
/DATE



**SEKHUKHUNE**  
District Municipality

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## SEKHUKHUNE DISTRICT MUNICIPALITY

# FINAL SUBSISTENCE AND TRAVELLING ALLOWANCE POLICY 2022/2023

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## 1. Introduction

The human resource of Sekhukhune District Municipality utilises both official and private vehicles as work facilities to perform their official duties. This therefore necessitate the development of a policy as a guidelines to use these resources within the parameters of the law. The accommodation expenditures when travelling also needs to be done within the limit of the law, hence the development of the Subsistence and Travelling Allowance Policy.

### 1.1. Definitions

In the context of this policy, the following words shall have the meaning assigned to them hereunder, namely:

#### 1.1.1. Official

- (a). The staff member of the Sekhukhune District Municipality (SDM)

#### 1.1.2. Special Daily Allowance

- (a). Allowance granted to compensate for incidental expenses where actual expenditure is claimed

#### 1.1.3. Incidental Expenditure

- (a). Expenditure in respect of tips for table and room service, reading material, private telephone calls and non-alcoholic beverages payable in circumstances where actual expenses are not claimed


#### 1.1.4. Fixed Daily subsistence Allowance

- (a). Daily substance allowances payable in circumstances where actual expenses are not claimed.

#### 1.1.5. Official Traveller

- (a). Any officer employed by the SDM, council member , and any consultant, facilitator, interviewee who travels on the invitation of the Municipality.

#### 1.1.6. Accommodation Expenditure



- (a). Expenditure in respect of lodging and meals, including non-alcoholic beverages.

#### 1.1.7. Valuable

- (a). Any asset or personal property of the official.

#### 1.1.8. Domestic Air Travel

- (a). Travelling by aeroplane within the borders of the Republic of South Africa (RSA).

#### 1.1.9. International Travel

- (a). Travelling outside the borders of RSA

#### 1.1.10. Municipality

- (a) Sekhukhune District Municipality (SDM).

### 1.2 Purpose and Scope

- 1.2.2 To establish clearly defined guidelines for travel and accommodation arrangements for the SDM in order to exercise and maintain control over travel and accommodation expenses and maximize travel service.

- 1.2.3 This policy applies to all officials of the SDM and members of the Council.

### 1.3 Legislative Mandate

The following statute provide for this policy:

- 1.3.2 Municipal Structures Act, 1998
- 1.3.3 Municipal Systems Act, 2000
- 1.3.4 Conditional of Employment Agreement, 1994
- 1.3.5 Municipal cost Containment Regulation, 2019
- 1.3.6 Municipal Finance Management Act

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## **2 Travel and Accommodation**

### **2.1 Travel and subsistence**

- 2.1.1** An accounting officer may approve the purchase of economy class tickets for all officials or political office bearers where the flying time for flights is five hours or less; and may only approve the purchase of business class tickets for officials, political office bearers and persons reporting directly to the accounting officer for flights exceeding five hours.
- 2.1.2** In the case of the accounting officer, the mayor may approve the purchase of economy class tickets where the flying time is five hours or less and business class tickets for flights exceeding five hours.
- 2.1.3** Notwithstanding sub-regulation (2.1.1) or (2.1.2), an accounting officer, or the mayor in the case of an accounting officer, may approve the purchase of business class tickets for an official or a political office bearer with a disability or a medically certified condition.
- 2.1.4** The cost containment policy 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 those officials or political office bearers directly involved in the subject matter related to such meetings or events.
- 2.1.5** An accounting officer, or the mayor in the case of the accounting officer, may approve accommodation costs that exceeded an amount as determined from time to time by the National Treasury through a notice only-
- a. during peak holiday period; or
  - b. when major local or international events are hosted in a particular geographical area that results in an abnormal increase in the number of local / or international guests in that particular geographical area.
- 2.1.6.** An official or a political office bearer of a municipality or municipal entity must-
- a. utilise the municipal fleet, where viable, before incurring costs to hire vehicles;
  - b. make use of available public transport or a shuttle service if the cost of such a service is lower than-
    - i. the cost of hiring a vehicle;
    - ii. The cost of kilometres claimable by the official or political office bearer; and
    - iii. The cost of parking.
  - c. not hire vehicles from a category higher than Group B or an equivalent class;
  - d. where a different class of vehicle is required for a particular terrain or to cater for the special needs of an official, seek the written approval of the accounting officer before hiring the vehicle.

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- 2.1.7. A municipality or a municipal entity must utilise the negotiated rates for flights and accommodation as communicated from time to time by the National Treasury through a notice or any other available cheaper flight and accommodation.

### **3. Domestic accommodation**

- 3.1. An accounting officer must ensure that costs incurred for domestic accommodation and meals are in accordance with the maximum allowable rates for domestic accommodation and meals as communicated from time to time by the National Treasury through a notice.

- 3.2 Overnight accommodation may only be booked where the return trip exceeds 500 kilometres.

### **4. Credit cards**

- 4.1 An accounting officer must ensure that no credit card or debit card linked to a bank account of a municipality or a municipal entity is issued to any official or political office, including members of the board of directors of municipal entities.

- 4.2 Where officials or political office bearers incur expenditure in relation to official municipal activities, such officials or political officer bearers must use their personal credit cards or cash or arrangements made by the municipality or municipal entity, and request reimbursement in accordance with the written approved policy and processes.

### **5. Sponsorships, events and catering**

- 5.1 A municipality or municipal entity may not incur catering expenses for meetings which are only attended by persons in the employ of the municipality or municipal entity, unless the prior written approval of the accounting officer is obtained.

- 5.2 An accounting officer may incur catering expenses for the hosting of meetings, conferences, workshops, courses, forums, recruitment interviews, and proceedings of council that exceed five hours.

- 5.3 Entertainment allowances of qualifying officials may not exceed two thousand rand per person per financial year, unless approved otherwise by the accounting officer.

- 5.4 A municipality or municipal entity recovers the cost from the sale of such beverages.

- 5.4 An accounting officer must ensure that social events, team building exercises, year-end functions, sporting events and budgets vote dinners are not financed from municipality or municipal entity or by any suppliers or sponsors.

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- 5.4 A municipality or municipal entity may not incur expenditure on corporate branded items like clothing or goods for personal use of officials, other than uniforms, office supplies and tools of trade unless costs related thereto are recovered from affected officials or is an integral part of the business model.
- 5.5 An accounting officer may incur expenditure not exceeding the limits for petty cash usage to host farewell functions in recognition of officials who retire after serving the municipality or municipal entity for ten or more years or retire on grounds of ill health.

## **6 Communication**

- 6.1 A municipality or municipal entity may, as far as possible, advertise municipal related events on its website instead of advertising in magazines or newspapers.
- 6.2 An accounting officer must ensure that allowances to officials for private calls and data costs are limited to an amount as determined by the accounting officer in the cost containment policy of the municipality or municipal entity.
- 6.3 Newspaper and other related publications for the use of officials must be discontinued on expiry of existing contracts or supply orders, unless required for professional purposes and where unavailable in electronic format.
- 6.4 A municipality or municipal entity may participate in the transversal term arranged by the National Treasury for the acquisition of mobile communication service.

## **7 Conferences, meetings and study tours**

- 7.1 An accounting officer must manage applications to attend conferences and events hosted by professional bodies or non-governmental institutions held within or outside the borders of South Africa taking into account their merits and benefits, and costs and alternatives.
- 7.2 When considering applications the following must be taken into account;
- a, The official or political office bearer's role and responsibilities and the anticipated benefits of the event or conference.
  - b, Whether the conference or event addresses the relevant concerns of the institution
  - c, The appropriate number of officials or political office bearers, not exceeding three, attending the conference or event
  - d, The availability of funds to meet expenses related to the conference or event.
- 7.3 The accounting officer may consider appropriate benchmark costs with other professional bodies or regulatory bodies prior to granting approval for an official to attend a conference or event within or outside the borders of South Africa.

- 7.4 The benchmark costs referred to in sub-section 7.3 may not exceed an amount as determined by the National Treasury through a notice.
- 7.5 The amount referred to in sub-section 7.4 excludes costs related to travel, accommodation and related expenses, but includes;
  - a, conference or event registration expenses and
  - b, any other expenses incurred in relation to the conference or event
- 7.6 When considering costs of conferences or events, these may not include items such as laptops, tablets and other similar tokens that are built into the price of such conference or event.
- 7.7 The Municipal Manager should ensure that meetings and planning sessions that entail the use of municipal funds are, as far as practically possible, held in-house.
- 7.8 Municipal or provincial office facilities must be utilised for conferences, meetings, strategic planning sessions, inter-alia, where an appropriate venue exists within the municipal jurisdiction.
- 7.9 The Municipal Manager should approve the applications for officials and the Mayor should approve the application of the Municipal Manager.
- 7.10 Advantage of discounts on early registration should be taken.

#### **8 Subsistence Allowance**

- 8.1 The allowance for local travelling should be used as determined by the South African Local Government Bargaining Council Resolutions
- 8.2 The daily subsistence allowance tariffs as determined from time to time by the South African Receiver of revenue should be utilised.

#### **5 Domestic Air Travel**

- 5.1.1 An official or secretary must complete the approval of official travel, travel plan and accommodation form.
- 5.1.2 A manager of particular component (Municipal Manager and Executive Mayor in the case of manager and council member) or a delegated official must approve the trip before reservations are finalized and travel documents are issued.
- 5.1.3 A manager must ensure that funds to undertake such a trip are available before he/she could authorize expenditure on the trip.
- 5.1.4 An official must forward the signed, approved and authorized form to Finance Section.
- 5.1.5 Travel arrangement shall be concluded after the above steps have been followed.

#### **5.2 International Travel**

- 5.2.1 An official travelling abroad must get prior approval from the Executive Mayor of the Sekhukhune District Municipality in a form of memorandum detailing estimated expenditure as well as the availability of funds to be utilized in this regard. Furthermore, expenditure authorization must be obtain from the relevant manager.
- 5.2.2 The Manager: Corporate Service must verify details of the Executive Mayor`s visit.
- 5.2.3 An official or secretary must complete the approval of official travel, travel plan and accommodation form.
- 5.2.4 A manager of particular component (Municipal Manager and Executive Mayor in the case of manager and council member) or a delegated official must approve the trip before reservations are finalized and travel documents are issued.
- 5.2.5 A manager must ensure that funds to undertake such a trip are available before he/she could authorize expenditure on the trip.
- 5.2.6 An official must forward the signed, approved and authorized form to Finance Section.
- 5.2.7 Travel arrangements shall be concluded after the above steps have been followed.

### **5.3 Travel Classes**

#### **5.3.1 Domestic Travel**

- 5.3.1.1 The Executive Mayor, The Speaker and the Municipal Manager may travel in business class or economy class according to his/her choice.
- 5.3.1.2 Other officials and members of the Council must travel in economy class.
- 5.3.1.3 Any official who accompanies the Executive Mayor, the Speaker and the Municipal Manager, may travel in the same class as them upon submission of the written request and approval by the Executive Mayor.
- 5.3.1.4 For official who uses his vehicle where an air ticket can be provided, the amount of money equivalent to an air ticket would be paid to said official.

#### **5.3.2 International Travel**

- 5.3.2.1 The Executive Mayor, the Speaker and the Municipal Manager, may travel in business class or economy class according to his/her choice.
- 5.3.2.2 Other officials must travel in economic class.
- 5.3.2.3 Any official who accompanies the Executive Mayor, the Speaker and the Municipal Manager, may travel in the same class as them upon submission of the written request and approval by the Executive Mayor.

**5.4 Accommodation reservation and car hire**

- 5.4.1 The form must be completed, signed, approved and authorized before submission to the Fleet Officer.
- 5.4.2 All travel and accommodation reservations must be made through the Manager: Supply Chain Management .
- 5.4.3 Any travel and hotel reservations not made through the SCM will be for the official`s private account and cannot be claimed back from the SDM.
- 5.4.4 Officials are not allowed to make internet or any other bookings. A Contracted Travel Agent will handle all bookings, (including internet bookings) and such booking shall be made on the agency`s discretion.
- 5.4.5 Car hires must also be made through a Contracted Travel Agent.

The following vehicle classes must be used:

Executive Mayor, the Speaker and the Municipal Manager,	Group B vehicle
Other officials	Group A vehicle where the distance to be travelled does not exceed 100km. Group B vehicle, 1600cc engine with air conditioner if a distance to be travelled exceed 100km.

- 5.4.6 Where a group is transported, costs for individual`s car rentals or a bus or a minibus rental must be compared and the most economical means or arrangement must be made.

5.4.7 Where an extension for the use of a hired vehicle is required, approved revised documents must be submitted and confirmed with the Fleet Management Officer.

5.4.8 The SCM must issue orders for the extension after approval.

5.4.9 Should a vehicle be kept longer than the official reservation, a complaint may be lodged by a car hire company and an official will be held responsible for any fruitless expenditure arising from the use of the vehicle without proper authorization.

2.4.10 Any official driving a hired vehicle on official duties must be in possession of a valid driver's license.

2.4.11 When a hired vehicle is to be driven by more than one driver, names of all drivers must be stated on the application form so that the reservation for vehicle hiring is made accordingly.

2.4.12 When a vehicle is hired for the disabled official or restricted license (automatic vehicles only) such information must be specified on the application form.

2.4.13 When a vehicle is received from the agency, the Fleet officer must ensure that the vehicle's fuel tank is full. Should it be necessary to refuel the vehicle during the period whilst the vehicle is still in the official's custody, the official will be responsible for the refuelling expenses, which will be reimbursed to him/ her by the SDM upon submission of proof of expenditure.

2.4.14 All trips undertaken must be recorded on the trip sheet. Kilometres travelled, destination, departure and arrival times and reasons for each trips must be recorded for each trip.

2.4.15 Any requisition and use of a Municipal car must be made in accordance with the provisions of the SDM's transport policy..

2.4.16 Reservation for accommodation and or conference facilities, seminar and bosberade must be made through SCM and the Provisions of the procurement policy should be observed at all times when these reservations are made.

## **5.5 Subsistence Allowance**

### **5.5.1 Local Trips**

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5.5.1.1 For travelling locally, allowance tariffs as determined by the Council in accordance with paragraph 13 of the Local Government Undertaking on Conditions of Services, 1994 shall be applicable. The provision, is therefore, made for two kinds of allowances:

- (a). Special daily allowance to compensate for incidental expenses are claimed; and
- (b). Fixed daily subsistence allowance payable in circumstances where actual expenses are not claimed

2.5.1.2. Allowances for local trips are to be calculated when an official is away from /her municipal area for 24 hours or longer, and hourly thereafter. The calculation of the allowance will take effect from the hour the officer departs from the office or home (whichever is the latest) and end on the hour the officer arrives back at the office or home (whichever one is the earliest)

2.5.1.3. Tariffs indicated below for travelling allowance indicated below are in accordance with guidelines issues by the South African Receiver of Revenue (SARS):

2.5.1.4. Guidelines on Tariffs

Daily Substance Allowance	Tariffs
An amount to be paid to official if four or more hours will be spent outside the Office, but will return back to the office	R134.00
Compensation for overnight stay, where meals and accommodation is provided	R435.00

## 5.5.2 Foreign Trips

2.5.2.1 Accommodation arrangements with regard to traveling abroad must be made through the SCM.

2.5.2.2 For travelling abroad non-taxable allowance of 190 dollars per day shall be payable. Advances in respect of the allowance shall be requested five (5) working days in advance to the Finance Section. Advances may not

be paid seven (7) days before departure. The following must accompany an advance form:

- (a) Submission/memorandum with the Executive Mayor's approval
- (b) Trip plan
- (c) Calculation of advance
- (d) Approved Trip Authorization form

2.5.2.3. Allowances for travelling abroad are to be calculated when an official is away from his/her municipal area for 24 hours or longer, and hourly thereafter. The calculation of the allowance will take effect from the hour the officer departs from the office or home (whichever one is the earliest).

2.5.2.4. Foreign allowances are non-accountable, meaning that no receipts and invoices need to be submitted to the Finance section. Only travel and subsistence claim for accounting/audit purpose.

2.5.2.7. An official must settle extra items before departure from the hotel. Where meals are included in hotel arrangements.

## **5.6 Other Arrangement**

5.6.1 All expenses to be financed from a donor source must be detailed in a submission to the Executive Mayor. All expenses to be paid by the donor must be listed, for example, meals, allowances, and transport within a foreign country, hotel accommodation and flight tickets. This information must also be submitted to Chief Financial Officer to be in the annual financial statement.

5.6.2 Any official who intends travelling abroad and who will need visa and or official passport must notify the Corporate Services Unit at least, a month in advance to facilitate the timeous obtainment of these documents from the relevant departments.

5.6.3 An official may use a Contracted Travel Agent to arrange for traveller's cheques and or foreign exchange.

- 5.6.4 When in foreign countries public transport should be utilized, where reasonable possible, instead of expensive hired cars with drivers, who are to be kept on standby, specifically in cities where there are serious traffic and parking problems.
- 5.6.5 When travel and accommodation are being funded from donor funding, the Municipality will not be responsible for travel accommodation expenses. When donors provide a daily allowance to an official equal to or higher than the prescribed allowance, the official will not receive any allowance from the Municipality.
- 5.6.6 In cases where the allowance paid by the donor is only meals, 25% of the prescribed allowance per meal or a flat rate of 25% for incidental expenses can be paid by the Municipality on approval by the Executive Mayor.
- 5.6.7 Where the donor request the Municipality to pay the expenses relating to a trip, where-after the Municipality is to claim the expenses from that donor, it is the responsibility of an official to:

2.6.9.1. Obtain proof of the donor arrangements in writing from the donor prior to the trip

2.6.9.2. Obtain approval for the acceptance of sponsorship from the relevant Manager

2.6.9.3. Obtain authorization from the Corporate Service Department.

2.6.9.4. Submit approval and authorization documents to BTO

2.6.9.5. Submit all proof of expenses (i.e. receipts, invoices and copies of tickets) to BTO.

2.6.10 All claims relating to travel and subsistence should be completed immediately upon an official's return. A travel and subsistence claim form must be used for this purpose.

2.6.11. In circumstances where an advance is more than the claim, the difference should immediately be paid in at the cashier's office and a copy of the receipt must be attached to the claim. Should an official fail to adhere to this within seven (7) days, where advances were granted, the full amount would be recovered from an official's salary. A new advance will not be granted as long as a previous advance has not been accounted for. Please take note that in



cases where an advance has not been requested the original Trip Authority Form must be attached to the claim form.

## **6 Changes and Cancellations**

- 6.1 When a need arises for changes to be made to the travel plans, a Contracted Travel Agent must be contacted at least 24 hours in advance. A Contracted Travel Agent will charge penalty fees for any changes or cancellation of arrangements. Officials should keep such changes or cancellations to the absolute minimum.
- 6.2 A Contracted Travel Agent will the Municipality with the exception report for any changes.
- 6.3 When a cancellation is made, the official flight, transport and accommodation cancellation request form must be completed and submitted to a Contracted Travel Agent at least 24 hours in advance.
- 6.4 After hours, personal cancellations will only be accepted if a cancellation number given by the Hotel/Car Hire company/SAA is supplied to Contracted Travel Agent.
- 6.5 Failure to make proper cancellations arrangements by any official will result in the official being held responsible for non-cancellation of reservations fees.
- 6.6 The office will receive a monthly report from a Contracted Travel Agent on the following violations, irregularities and/or changes:
- 6.6.1 Indication on declining/lowest fares (e.g flights, car hire and accommodation);
  - 6.6.2 Changes and/or cancellation or travelling arrangements (i.e. flight, car hire and accommodation); and
  - 6.6.3 Failure to settle extras on departure from Hotels.
- 6.7 The Finance section, will indicate this in the register, and bring it to the attention of the relevant Manager.
- 6.8 After three (3) violations by an official, the matter will be reported to the Executive Mayor/Municipal Manager for necessary attention.
- 6.9 All officials are obliged to adhere to this Municipal Policy. Corporate Service and Contracted Travel Agent will enforce the policy.

## 7 Insurance Cover

### 7.1 Domestic Travel

#### 7.1.1 Damages, losses, and/or theft of hired vehicle

4.1.1.1. The SDM will purchase individual insurance policies to cover the following:

- (a). Full damage to a vehicle, towing and assessor's charges.
- (b). In the case of the vehicle being written-off, the full replacement value of a vehicle.
- (c). When a vehicle is stolen or hijacked, the full replacement value of a vehicle.

4.1.1.2. An official, who takes over a hired vehicle, shall ensure that any damage or deficiency is immediately brought to the attention of a car hire company. All damages (scratches, dents, ect.), missing equipment's (jerk, spare wheel, ect) must be noted on the vehicle checklist before an official drives-off.

4.1.1.3. An official must check the vehicle again and findings be noted on the vehicle checklist when the vehicle is returned to the car hire company. Should a case of damage, loss, deficiency or theft occur whilst the vehicle is on trip, the official must report the matter to the nearest police station immediately, a report must be submitted to the rental agency and on his/her, return to the Municipality must immediately inform the Corporate Service section in writing.

4.1.1.4. Should an official be involved in an accident while driving a hired vehicle, the procedure prescribed in paragraph 7.1 of the Municipality's Transport Policy must be followed. The accident report must be supplied to a car hire company and a copy therefore, must be supplied to the Corporate Service section.

4.1.1.5. The Municipality nor the insurer of the hired vehicle will not accept liability for any claim arising for any injuries and/or damages caused by any official driving a hired vehicle while under the influence of intoxicating liquor or narcotics drugs, violation of any traffic regulations and/or reckless or negligent driving.

4.1.1.6. An official who takes over a hired vehicle, must ensure that the following insurance covers had been included in his/her travel package:

- (a). Super Damage Waiver (SDW) for damage, towing and assessor's charges cover; and
- (b). Super Loss Waiver (SLW) for theft or hijackings cover.

## **7.1.2 Loss or Theft of the official Traveller's Valuables**

4.1.2.1. The Municipality will compensate an official for loss suffered through theft or loss of, his/her valuables while on official travel trip.

4.1.2.2. A official must report the loss or theft to the nearest police station within 24 hours.

4.1.2.3. A case number; report on the loss or theft and supporting documents to substantiate the alleged value of the valuables must be submitted to the Corporate Service section.

4.1.2.4. The Corporate Service will determine the amount for compensation.

## **7.2 International Travel Cover**

7.2.1 The Municipality will purchase individual insurance policies with Contracted Travel Agent to cover the following:

- 7.2.1.1 Medical expenditure.
- 7.2.1.2 Accidental death and permanent disability in air or on land.
- 7.2.1.3 Personal liability.
- 7.2.1.4 Loss of valuables.

7.2.2 An official must ensure that these insurance covers are included by a Contracted Travel Agent in the travel package.




7.2.3 An official must also request collision damage waiver and theft loss waiver insurance covers when arranging for hired vehicle with Contracted Travel Agent. The Municipality will be liable for excesses payment arising from a claim against the Municipality.

**5. Policy Review**

This policy will be reviewed when deemed necessary, but at least once a year.

**6. Policy Approval**

Approved by the Council on this.....day of.....2022

  
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Cllr Chego

13/06/2022  
Date

\_\_\_\_\_  
Cllr. Julia Lata Mathebe  
Executive Mayor

\_\_\_\_\_  
Date

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