



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

TRAVEL MANAGEMENT POLICY (POLICY NUMBER 11879)

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CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Making progress possible. Together.

DIRECTORATE: FINANCE
DEPARTMENT: EXPENDITURE

TRAVEL MANAGEMENT POLICY

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1. DEFINITIONS AND ABBREVIATIONS

For purposes of this policy, except where clearly indicated otherwise, the words set out below have the following meanings: -

1.1 DEFINITIONS

- 1.1.1 "Accommodation" means the rental of lodging facilities while away from the Traveller's place of residence on official duty.
- 1.1.2 "After-hours reservation" means a travel request that is processed after normal working hours by the Travel Management Company (TMC).
- 1.1.3 "Air travel" means travel by airline on official duty.
- 1.1.4 "Assets Insurance" means cover for declared assets belonging to the City against loss, damage or theft whilst travelling locally, nationally or internationally, on official duty.
- 1.1.5 "Boundaries of the City" means the boundaries as determined by the Demarcation Board.
- 1.1.6 "Business Class" means a section in an aircraft that is superior to economy class, intended especially for people travelling on business with upgraded amenities and seating.
- 1.1.7 "Car Rental" means the rental of a vehicle for a short period of time by a Traveller for official duty;
- 1.1.8 "City" means the City of Cape Town, a municipality established by the City of Cape Town Establishment Notice No. 479 of 22 September 2000, issued in terms of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), or any structure or employee of the City acting in terms of delegated authority;
- 1.1.9 "City Manager:", means a person appointed in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), and 'Accounting Officer' shall have the same meaning;
- 1.1.10 "Cost Containment" means measures implemented to curtail spending in terms of regulations applicable to Municipalities as implemented by National Treasury and the City's Cost Containment Policy;
- 1.1.11 "Council" means the Municipal Council of the City;
- 1.1.12 "Councillor" means a member of the Council;

- 1.1.13 "Day" means a completed period of twenty-four hours away from normal place of domicile and employment on official duty of the City;
- 1.1.14 "Delegated Authority" means any person who has been appointed in terms of the City's System of Delegations to authorise travel in respect of travel requests and expenses and shall include any person acting in that position;
- 1.1.15 "Dietary Restrictions" is a limitation on what a person can eat due to religious or medical requirements;
- 1.1.16 "Domestic Travel" means travel within the borders of the Republic of South Africa;
- 1.1.17 "DOT Tariffs" means the quarterly Department of Transport Tariffs issued for the use of Motor Transport:
- i) For Officials, Category A (Petrol) is used and the tariff is calculated by adding Columns "Subsidized Scheme A" (fuel) and "Subsidized Scheme C" (maintenance) together to determine the rate per km.
 - ii) For Councillors, Category A (Petrol) is used and the tariff is reflected in the Column "Private"
- 1.1.18 "Economical" means receiving good value or return in relation to the price, time, or traveller comfort while traveling on official business;
- 1.1.19 "Economy Class" is a class of travel in an aircraft, providing less luxurious accommodation than first class, business class or premium class, at a lower fare, with limited flexibility in terms of changes and cancellations;
- 1.1.20 "Executive Director" means a person appointed by the City to lead a Directorate of the City and shall include any person acting in that position;
- 1.1.21 "Executive Mayor" means the Executive Mayor of the City elected in terms of Section 55 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);
- 1.1.22 "EMT" means the Executive Management Team, which consists of the City Manager and those City Officials who serve together as the Top Management Committee of the City's administration;
- 1.1.23 "Emergency Travel" means the booking of travel when unforeseen circumstances necessitate an unplanned trip or the deviation of a planned trip and this includes deployment of City staff that assist in emergencies (i.e. disasters, floods, fire, search & rescue, etc.);
- 1.1.24 "Executives" means Executive Mayor, Mayoral Committee Members (Mayco), the Speaker, Chief Whip, City Manager and EMT;

- 1.1.25 "Full or Premium Economy" is a class that offer seats with extra space and generous legroom for travelling comfort with the flexibility of fare changes free of charge;
- 1.1.26 "General Insurance Fund" means the Internal Insurance Reserve Fund established by the City, in order to implement a scheme of self-insurance, by providing cover in respect of the City's insurable interests;
- 1.1.27 "Incidental" means any minor as well as unforeseen expenses associated with business travel;
- 1.1.28 "IDP" means the Integrated Development Plan of the City;
- 1.1.29 "International Travel" means to travel to a location outside of the territorial boundaries of the Republic of South Africa;
- 1.1.30 "Mayoral Committee" means the Committee appointed by the Executive Mayor, in terms of Section 60 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), abbreviated to Mayco;
- 1.1.31 "MFMA" means the Local Government: Municipal Finance Management Act, Act 2003 (Act No. 56 of 2003), and the Regulations promulgated in terms thereof;
- 1.1.32 "Place of work" means the place where principal duties of the Traveller are performed;
- 1.1.33 "Private Individual" means any person (Interviewee, Consultant, Guest to the City etc.) not employed by the City who is requested to travel at the City's expense on behalf of the City;
- 1.1.34 "Official" means:
a) an employee of a municipality or municipal entity;
b) a person seconded to a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity; or
c) a person contracted by a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity otherwise than as an employee (i.e. political appointee);
and excludes an Accounting Officer as defined in the MFMA.
- 1.1.35 "Sponsored Travel" means a trip where another Organisation or Third Party, sponsors the total cost, or a portion thereof;
- 1.1.36 "Subsistence Allowance" means an allowance given to an Official or a Councillor in respect of incidental & meal costs;

- 1.1.37 "System of Delegations" means the City's System of Delegations as contemplated in Section 59 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) in terms of which a Municipal Council must develop a system of delegations that will maximise administrative and operational efficiency and provide adequate checks and balances and is approved and amended by Council from time to time;
- 1.1.38 "Travel" is any business trip carried out locally, nationally or internationally on behalf of the City;
- 1.1.39 "Traveller" means any Councillor, or Official or a Private Individual travelling for official business on behalf of the City;
- 1.1.40 "Travel Authorisation Number" means a sequential number issued by the Travel Management Office to the Traveller to enable the Traveller to make travel bookings with the TMC;
- 1.1.41 "Travel Allowance" means an allowance paid by the City to a Traveller for the use of their own private motor vehicle for official business purposes;
- 1.1.42 "Travel Booker" means the person from Line Departments coordinating travel reservations on behalf of the Traveller;
- 1.1.43 "Travel Expenses" means expenses incurred by the Traveller while away on an official business trip;
- 1.1.44 "Travel Insurance" means cover for Travellers for risks ranging from minor inconveniences such as delayed or lost luggage, cancelled flights, to more serious issues including injuries, illness or unexpected medical expenses whilst travelling locally, nationally or internationally, on official duty;
- 1.1.45 "Travel Management Company" means a Service Provider or Travel Agent appointed to manage all travel arrangements for the City;
- 1.1.46 "Travel Management Office" means the Office that coordinates the travel functions within the City;
- 1.1.47 "Travel Voucher" means a document issued by the Travel Management Company to confirm the reservation or payment of any travel arrangements;
- 1.1.48 "VIP Services" means Protection Security Services to the Executive Mayor, Mayco Members, the Speaker and the Chief Whip. This also includes any other City Official as and when required.

1.2 ABBREVIATIONS

1.2.1	"B&B"	-	Bed & Breakfast
1.2.2	"DOT"	-	Department of Transport
1.2.3	"Mayco"	-	Mayoral Committee Members
1.2.4	"NT"	-	National Treasury
1.2.5	"SARS"	-	South African Revenue Services
1.2.6	"IRP"	-	International Relations Policy
1.2.7	"TMC"	-	Travel Management Company
1.2.8	"GIF"	-	General Insurance Fund

2. PURPOSE

- 2.1 The purpose of this policy is to provide a regulatory framework for travelling and associated accommodation services for the City and to create minimum norms and standards for Travellers while on official business both domestically and internationally.
- 2.2 Further, this policy aims to establish procedures that will ensure effective control over the processing, administration and authorisation of travel expenditure as well as containing costs at all times.

3. PROBLEM STATEMENT

- 3.1 Travellers, from time to time, travel locally and internationally on official business hence the need for the development, implementation and monitoring of a Travel Management Policy.
- 3.2 Measures associated with cost containment and financial prudence must be maintained at all times.

4. DESIRED OUTCOMES

- 4.1 The City is committed to implementing an effective travel management system, in line with the various legislative frameworks promoting cost containment, efficient utilisation of public resources and accountable financial management practices.
- 4.2 To enable travel where circumstances require it through a policy framework for consistent decision-making.
- 4.3 To provide a mechanism to ensure cost effective and sustainable travel.
- 4.4 To prevent any unauthorized, irregular, fruitless and wasteful expenditure.

5. REGULATORY FRAMEWORK

This Policy is developed and guided by amongst others the following Legislation and Regulations:

- Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA)
- National Treasury Regulations, Circulars and other Publications affecting travel in terms of the MFMA
- Transport Tariffs as determined by the Department of Transport
- Income Tax Act, 1962 (Act No. 58 of 1962)
- SARS Interpretation Notices, Income Tax Notices and Government Gazettes
- City of Cape Town's System of Delegations
- National Travel Policy Framework
- City's Cost Containment Policy

6. STRATEGIC ALIGNMENT

The City's Five Year IDP (2022-2027) identifies six priorities and three foundation areas, which support the vision of creating a City of Hope and provide a solid foundation for the articulation of service delivery. The priorities and foundation areas are:

Priority:

1. Economic Growth;
2. Basic Services;
3. Safety;
4. Housing;
5. Public Space, Environment and Amenities; and
6. Transport.

Foundation:

1. A resilient City;
2. A more spatially integrated and inclusive City; and
3. A capable and collaborative City government.

The City has identified linked objectives and programmes within the above areas.

This Policy supports the following priority or foundation area, objective and programme:

Foundation 16:

A capable and collaborative city government, which is modernised, financially healthy, administratively efficient, innovative and future-focused.

A city government that empowers residents to contribute to decision making and is a collaborative and reliable partner to other government entities, residents and businesses in addressing persistent urban challenges. A city government that consistently fights to have needs of residents met, even when the responsibility to meet those needs rests with the national or provincial government or a state-owned enterprise.

7. ROLE PLAYERS AND STAKEHOLDERS

- 7.1 The principal role player is the Traveller, travelling on official business on behalf of the City.
- 7.2 The City's Finance Directorate is responsible for administering this Policy. All Directorates are responsible to ensure consistent adherence to this Policy and that appropriate as well as cost effective travel is being enabled.
- 7.3 There is a wide range of existing and potential external Stakeholders. These range from Departments and Agencies, amongst others, in other spheres of Government, that have a role to play in monitoring the City's activities and finances that would be affected by this Policy.

8. APPLICATION OF THE POLICY

- 8.1 This Policy is applicable to:
- i) Any Councillor or Official of the City required to travel on official duty;
 - ii) Any prospective Employee required to travel at the City's expense to attend interviews or for any other City related purposes; and
 - iii) Any Private Individual who is required to travel to or on behalf of the City on official duty.

- 8.2 This Policy is not applicable: -

Where Councillors or Executives incur expenses related to entertainment and the giving of gifts. These expenses are dealt with in terms of other City approved Policies.

9. TRAVEL RESTRICTIONS

- 9.1 The number of Officials and Councillors attending the same conference or event should not exceed three in total.
- 9.2 This limitation does not apply to training or conferences or workshops where Continuing Professional Development (CPD) points are earned. However, for such training or conferences or workshops due care must be taken to ensure costs are kept at a minimum and staff rotation occurs and attendance of such training or conferences or workshops is for approval by the Delegated Authority.

- 9.3 In instances where emergency deployments, as referred to in clause 1.1.23, are required, the Delegated Authority can consider the approval of more than three (3) Travellers for emergency travel.
- 9.4 Communication and data costs, limited to R1000 per trip, can only be claimed by Executives or Officials accompanying an Executive, unless otherwise approved by the Delegated Authority. This includes phone itemised billing costs (i.e. phone calls, sms, data, faxes etc.), international usage and any other additional forms of communication.

10. GENERAL PRINCIPLES

- 10.1 For travel inside the boundaries of the City, a travel report is only required if there are costs related to registration or attendance fees for an event. All travel outside the boundaries of the City requires a travel report and should reflect all cost involved including insurance requirements. The same shall apply for sponsored travel.
- 10.2 Prior to considering the approval and City funding of any travel, the Delegated Authority must consider whether a trip is necessitated, such consideration may include the following:
- i) The Official undertaking travel is the most appropriate City representative(s), given the purpose of the travel and availability of Officials at the time;
 - ii) Whether the proposed travel is in the interest of the City; and
 - iii) Whether the same objectives could be met through virtual attendance (e.g. video-conferencing).
- 10.3 A post travel report is required for submission to the Delegated Authority, for the purpose of providing feedback on the travel and evidence of the benefit to the City.
- i) For Domestic trips, the report must be submitted within 21 working days.
 - ii) For international trips, the report must be submitted to the City's International Relations Office within 30 working days.
- 10.4 The City's Corporate Insurance Office purchases an independent Travel Insurance Policy whereby Travellers will be covered for Travel Insurance whilst travelling on official business. The City's Corporate Insurance Office can be contacted for any queries relevant to the Travel Insurance Policy. This Insurance cover (documents, etc.) will be administrated by the Travel Management Office.
- 10.5 Where Travel Insurance will be covered by a Sponsor, the Traveller will also be covered by the City's Travel Insurance.
- 10.6 In compliance with the City's Supply Chain Management Policy, a TMC must be appointed to manage the City's travel business and to procure cost-effective flights, accommodation, car rental and shuttle services.

- 10.7 National Treasury (NT) issues Regulations, Circulars and other Publications from time to time guiding Municipalities on measures to contain operational costs, including travel matters. Municipalities are expected to adhere to these measures and only the TMC is permitted to make travel bookings on behalf of the City in line with these provisions and the City's Travel Management Policy.
- 10.8 The TMC shall be liable for any expenses incurred on behalf of the City in respect of which no proper authorisation was obtained.
- 10.9 Upon approval by the Delegated Authority, personal travelling may be combined with a business trip if it does not lead to additional expenditure for the City or impair on the work performance of the Traveller. Private arrangements can be made in respect of reservations/payments directly with the TMC (i.e. flight extension date, additional accommodation, extended car rental period, extra baggage etc.). However, the City will not be responsible for any of such additional cost.
- 10.10 The City will reimburse the Traveller for all business-related expenses personally incurred by the Traveller while travelling on behalf of the City for both Domestic and International trips.
- 10.11 The Traveller must safeguard City information and City assets while travelling and must avoid compromising that security. The City's General Insurance Fund (GIF) covers declared assets only. Any claim or incident for loss, damage or theft to these assets will be subject to the GIF Policy wording, terms and conditions. The City's Corporate Insurance Office can be contacted for any queries relevant to the GIF Policy.
- 10.12 The Traveller should maintain personal travel documents such as a passport. The cost of obtaining a passport is for the Traveller's own account.
- 10.13 The Traveller should endeavor to use the most economical mode of transport at all times, for both Domestic and International trips.
- 10.14 Where possible and permissible Travellers are encouraged to first consider the use of the City's fleet vehicles when travelling on official business. Where fleet vehicles are used, no claims shall be paid, except for unforeseen circumstances, such as breakdowns and parking. It must be noted that Total Cost of Employment (TCOE) employees may not use fleet vehicles.
- 10.15 In support of the City's responsibilities to address climate change, statistics on the carbon-footprint of travel activities (if available) should be recorded by the Travel Management Office.
- 10.16 All travel advisories must be adhered to and the Traveller must familiarize themselves with all health requirements for the Country being visited.

10.17 Travellers must check the validity of their passport to ensure that it is still valid for more than 6 months after the intended return date. This includes the visa requirements for the Country being visited.

10.18 It is advised that Executives travelling as a group be booked on separate flights, to minimize any potential negative impact on the City if the group were to become unreachable, due to catastrophic events.

11. SPONSORED TRAVEL

11.1 Where a trip is sponsored, the travel arrangements will be as per the Sponsors conditions. However, the trip should still be declared and approved by the Delegated Authority.

11.2 If the Sponsor changes or cancels the booking arrangements after the initial travel report was authorised and before the trip takes place, an amended travel report must be forwarded to the Delegated Authority indicating such amendments to reflect that there is departmental budget available to support the amended travel arrangements.

11.3 A Traveller may travel Business Class, if the Sponsor is prepared to pay the flight costs, provided that this is declared in the travel report and approved by the Delegated Authority.

11.4 In instances where the City is required to pay upfront for the sponsored cost and receive a reimbursement from the Sponsor, the trip must be declared and approved by the Delegated Authority. The cost should reflect under both sections in the Financial Annexure, under "sponsored cost & cost to the City".

i) It is the responsibility of the Traveller to ensure that the reimbursement is received from the Sponsor within a four-month period after return date. The Traveller will be held liable if the refund is not received from the Sponsor.

11.5 Sponsored accommodation may be accepted provided that it is declared in the travel report and approved by the Delegated Authority.

i) This includes 5 star-grading accommodation.

ii) In stances where an Official or a delegation of Officials accompany an Executive, the Delegated Authority can approve the accommodation request at the same Hotel where the Executive is booked, irrespective of the star grading.

11.6 Travellers must ensure that they complete the Declaration of Sponsorship Form for Officials or Councillors to declare the sponsored activities.

- 11.7 Each Executive Director must ensure that measures in terms of the City's Cost Containment Policy are strictly adhered to.
- 11.8 Where special circumstances exist, which necessitate a Deviation from the above principles, prior approval of the Delegated Authority is required.

12. AIR TRAVEL (DOMESTIC & INTERNATIONAL)

12.1 General

- 12.1.1 Within the bounds of NT Circulars, Guidelines and other Publications, the City seeks to ensure that the most economical options for flights are chosen, using the NT negotiated deal code rates and discounted economy class (best fare on the day) where possible.
- 12.1.2 For international trips the comparison of more expensive direct flights from Cape Town versus cheaper indirect flights must always be performed, to ensure flexibility and comfort enabling the Traveller to arrive refreshed and prepared to conduct business effectively, especially when travelling across time zones.
- 12.1.3 In cases where discounted economy class tickets are not available, special authorisation is required from the Delegated Authority to book full economy tickets.
- 12.1.4 Where travel is for Executives, full economy tickets can be considered to ensure flexibility of flights and the Traveller's ability to conduct business effectively.
- 12.1.5 The Delegated Authority can consider travelling to take place a day before the event where Travellers have to attend an early morning meeting.
- 12.1.6 For international trips, the City makes use of all airlines where the most economical airline is chosen on quotation basis. Consideration may also be applied where the more expensive flight option may be chosen considering the Traveller's ability to arrive refreshed and prepared to conduct business effectively. A motivation as to why this is the most economical option must be included in the travel report.
- 12.1.7 Business Class is not encouraged, however, the Delegated Authority may consider this option for Executives who travel internationally, as referred to in clause 12.1.2 & 12.1.6.
- 12.1.8 Business Class for international trips and Full Economy Class for domestic travel may also be approved by the Delegated Authority under the following scenarios including amongst others: -
- i) Disabled persons or Travellers with special needs based on medical grounds. The Traveller must declare the condition in the travel report for consideration and approval by the Delegated Authority.

- ii) Disabled persons can be accommodated in Business Class upon approval by the Delegated Authority.
 - Where Economy Class tickets are not available, Travellers are not allowed to book Business Class unless otherwise approved by the Delegated Authority, where it has been confirmed that the permitted airline class was full and no other applicable flights are available.

12.2 Amendments to Air Tickets

12.2.1 Travellers should limit the number of amendments to air tickets.

12.2.2 If exceptional unforeseen circumstances necessitate a change to a booking and it has cost implications, it must be authorised by the Delegated Authority in writing before the time.

12.2.3 The costs incurred as a result of amendments requested by a Traveller for his or her convenience or lack of planning will be for the Traveller's personal account.

12.2.4 The costs of amendments as a result of revised business requirements or any other circumstances outside the Traveller's control will be incurred by the relevant Line Department.

12.3 Baggage Allowance

12.3.1 The reimbursement of excess baggage is subject to the Traveller obtaining pre-approval from the Delegated Authority for exceeding the baggage allowance due to a valid business reason.

12.4 Denied Boarding Compensation

12.4.1 Travellers are discouraged from volunteering to be bumped-off flights for compensation. If a Traveller volunteers to be bumped-off a flight, it is considered that the Traveller is extending the travel time for personal reasons and is then personally responsible for all expenses that result from the extended trip.

12.4.2 Should the Traveller receive any vouchers being issued by the Airline, in this regard (for a free ticket), it should be declared and applied for business travel.

13. ACCOMMODATION AND MEALS (DOMESTIC AND INTERNATIONAL)

13.1 Accommodation

13.1.1 When sourcing accommodation, the City must use options that are equal to or lower than NT rates set for Domestic Hotel Accommodation, depending on the allowable star-grading and the most economical accommodation option. This include Guest Houses or Bed and Breakfast accommodation options (3 or 4-star grading).

13.1.2 Where accommodation at a 5-star Establishment is deemed suitable, the Delegated Authority may consider it for approval.

13.1.3 In line with NT agreements with Hotels, TMCs must obtain quotes from these hotels. However, it is not necessarily limited to these Hotels as accommodation depends on availability, locality and rates, which could be lower. Cost containment must remain a key principle.

13.1.4 The Delegated Authority may approve accommodation costs that exceed an amount as determined from time to time by the NT through a notice only:

- i) during peak holiday periods; or
- ii) 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.

13.1.5 Overnight accommodation may only be booked where the return trip exceeds 500 kilometers unless otherwise approved by the Delegated Authority.

13.1.6 When an event exceeds one day and where the travel does not exceed 500 km's per day, the Delegated Authority may authorise overnight accommodation, should such alternative result in the most suitable (reasonableness applies) outcome for the attendee.

13.1.7 Accommodation vouchers cannot be redeemed for cash. It must be declared and utilised for business travel.

13.1.8 Any alcohol items will be for the Traveller's own account.

13.2 Private Accommodation

13.2.1 Travellers who choose to make use of private accommodation (staying with family or friends) will be compensated at the fixed subsistence allowance amount for each night at SARS rates, as per Section 8 (1) of the Income Tax Act, 1962 (Act No. 58 of 1962).

13.3 Meal Expenses

13.3.1 The City is responsible for meal expenses for Travellers for the duration of their official trip. If meals are provided at the event and the Traveller opts to procure meals at their own expense, the meal cost will be for the Traveller's own account.

13.3.2 If the Traveller has specific dietary restrictions, it is the Traveller's responsibility to declare it to the travel agent or event organizer. If the event does not cater for the dietary requirements, the City will consider reimbursing the Traveller for out of pocket expenses.

13.3.3 Meals will be compensated at the fixed SARS rate for subsistence allowances, as per Section 8 (1) of the Income Tax Act, 1962 (Act No. 58 of 1962).

13.3.4 Any alcohol items will be for the Traveller's own account.

13.4 No-Shows and Cancellations

13.4.1 If the Traveller does not check in at a Hotel or B&B without any prior notification to the Hotel or B&B, any no-show costs charged will be recovered from the Traveller.

13.4.2 It is the Traveller's responsibility to provide a valid reason for the no-show and approval must be sought from the Delegated Authority and the Traveller Management Office must be informed.

14. VEHICLES (DOMESTIC AND INTERNATIONAL)

14.1 Hiring of Vehicles

14.1.1 A Traveller must be in possession of a valid driver's license when hiring a rental vehicle.

14.1.2 The hiring of rental vehicles is not permitted for private individuals travelling on behalf of the City.

14.1.3 The hiring of a vehicle on an international trip is not permitted, except for countries neighbouring South Africa and where the Traveller is in possession of an appropriate driver's license.

14.1.4 A Traveller must hire vehicles from Group B or an equivalent class.

14.1.5 The hiring of larger vehicles is permitted under the following cases upon approval of the Delegated Authority: -

- i) Travellers traveling in groups of five (5) or more may hire a larger vehicle than allowed for in Group B;
- ii) When extra luggage must be accommodated; or
- iii) To cater for the special needs of Travellers.

14.1.6 The most suitable vehicle can be arranged for persons living with disabilities who are only able to drive a particular type of vehicle or those in possession of a valid driver's license restricted to automatic vehicles. A motivation must be included in the travel report.

14.1.7 When Travellers hire a vehicle for business, the vehicle cannot be used for private purposes.

- 14.1.8 If the Traveller extends his/her stay for personal reasons, the charges will be for the Traveller's personal account. The TMC and Car Rental Company must be informed of the arrangement and the car must be returned. The Traveller must enter into a separate rental agreement for the period of private travel for personal usage.
- 14.1.9 The Traveller must only book a rental vehicle for the actual time period required for while on official business as the Car Rental Companies charge a full daily rate for a 24-hour cycle or part thereof.
- 14.1.10 The Traveller will be held responsible for additional charges (i.e. late return, fines etc.) linked to the hire of the vehicle, unless otherwise approved by the Delegated Authority.
- 14.1.11 For Car Rental Inspections, the Traveller must verify and complete the Quality Check Card prior to leaving the car rental premises, both on collection and return of the rental vehicle.
- 14.1.12 The Traveller must ensure that all scratches, chips, dents and windscreen cracks are marked on the card and signed-off by the Traveller and Car Rental Attendant, both on collection and return of the rental vehicle.

14.2 Private Vehicles used by Travellers

- 14.2.1 The boundaries of the City shall be used to determine payment for travel outside the City's boundaries by means of private transport for Officials who are:
- i) in receipt of a fixed transportation allowance, or;
 - ii) where such an allowance has been factored into the total cost of employment package of the Official concerned.
- 14.2.2 These Officials will be reimbursed in accordance with Department of Transport: Tariffs for the use of motor transport.
- 14.2.3 Employees who are not in receipt of a travel allowance shall be reimbursed according to the latest prescribed SARS km tariff, calculated from their place of residence or the office (where the trip started from the office).
- 14.2.4 Employees who are in receipt of an Essential User Transport Allowance shall be reimbursed in accordance with Department of Transport: Tariffs for the use of their vehicles. The travelling distance shall be calculated from their place of residence minus the kilometers for the trip from home to their office.
- 14.2.5 Councillors using private transport outside the boundaries of the City shall be reimbursed in accordance with Department of Transport: Tariffs for the use of their vehicles.

- 14.2.6 A Traveller who uses private transport to conduct business on behalf of the City shall be paid the lower of the following: -
- i) A cash equivalent of the avoided air ticket cost, which would have been paid in the event of air travel being the most economical and practical means of transport plus any hired vehicle/shuttle charge to get to the Traveller's destination; or
 - ii) The actual cost per kilometer in accordance with DOT: Tariffs for the use of own vehicle.

14.3 Shuttle and Transfer Services

- 14.3.1 Travellers must make use of shuttle services if the cost of such a service is lower than the cost of hiring a vehicle. The comparison must take into account the petrol costs, distance and the cost of parking.
- 14.3.2 Prior written permission, must be obtained from the Delegated Authority for Travellers, to be collected from their place of residence and transported to and from Cape Town International Airport. This excludes cases where VIP services have been provided for Mayco Members.

15. AMENDMENTS AND CANCELLATIONS TO TRAVEL RESERVATIONS

- 15.1 In the event that the Traveller makes any amendments to an authorised trip prior to the commencement thereof, the necessary approval must be sought from the Delegated Authority.
- i) The Traveller must submit a signed Addendum with the necessary supporting documents to the Travel Management Office.
 - ii) It is the responsibility of the Traveller to contact the Travel Management Company and request the amendments to the travel bookings.
- 15.2 These amendments may include amongst others the following:-
- i) Period of stay;
 - ii) Additional accommodation;
 - iii) Inclusion of hired or chauffeur driver vehicles;
 - iv) Dates of air tickets;
 - v) Amendments in amount; or
 - vi) Name changes of Traveller's (i.e. new Traveller added etc.).
- 15.3 If amendments are known prior to the commencement of a trip which have financial implications in excess of 20% of the initial amount authorised for the trip, an addendum explaining the reason for the amendments and cost implications thereof must be prepared by the Traveller prior to the commencement of the trip, for approval by the Delegated Authority.

- 15.4 In instances where such amendments are only known once the trip has been completed, an addendum must be done after the event.
- 15.5 Should a Sponsor cancel an authorised sponsored trip where travel bookings have been made and was paid for upfront by the City, the Line Department must recover the costs from the Sponsor.

16. SUBSISTENCE ALLOWANCES (DOMESTIC AND INTERNATIONAL)

16.1 Domestic Travel

- 16.1.1 Subsistence Allowances for domestic trips will apply when Travellers are away from their office of employment on official business and spend at least one night away from his/her place of residence and will be paid for incidental costs in accordance with SARS rates per night.
- 16.1.2 If the Traveller makes use of private accommodation (staying with Family/Friends) while on an official trip, he/she will receive a Fixed Allowance as determined by SARS for meals and incidental costs.

16.2 International Travel

- 16.2.1 A subsistence allowance for an international trip may apply when a Traveller spends at least one night away from his/her place of residence and will be calculated based on SARS rates for the applicable country per day. The allowance may be claimed irrespective of whether meals are provided.
- 16.2.2 Should a Traveller receive a subsistence allowance/stipend as part of their sponsored trips which is equal to or higher than the prescribed allowance, the Traveller shall not receive any allowance from the City.
- 16.2.3 If the subsistence allowance/stipend paid by the Sponsor is lower than the prescribed allowance, the Traveller may receive the difference from the City.

17. MISCELLANEOUS EXPENSES (DOMESTIC AND INTERNATIONAL)

- 17.1 Expenses incurred while travelling on official business, may be claimed by the Traveller on production of proof of expenditure and justification that such expenditure was necessary in relation to the trip.
- 17.2 Examples of valid expenses are—
- i) Laundry costs;
 - ii) Parking or bus fares;
 - iii) Transport costs to and from official meetings;
 - iv) Visas (for the shortest available period); or
 - vii) Inoculations or vaccinations.

18. CONFERENCE FEES (DOMESTIC AND INTERNATIONAL)

Refer to the requirements in the City's Cost Containment Policy.

19. SPECIFIC CONSIDERATIONS FOR TRAVEL OF COUNCILLORS

19.1 Intent

All travel shall be informed by City needs and the value-add to the City first and foremost. Furthermore, City needs shall primarily be motivated by the City's Strategic International Relations Policy. Finally, due regard must be given to National Treasury Circulars encouraging Municipalities to reduce spending on unnecessary trips and travel.

19.2 Domestic Travel

19.2.1 Except in instances where Delegated Authority exists, the Chief Whip bears responsibility for noting of domestic travel by Councillors and advising where necessary. The Executive Mayor bears responsibility for final approval of domestic trips.

19.2.2 In respect of Political Appointees, as referred to in clause 1.1.34, except in instances where Delegated Authority exists the Executive Mayor bears responsibility for final approval of domestic travel.

19.2.3 A trip serves the purpose of adding value to the work of the Councillor for the City as it pertains to the Councillor's portfolio.

19.2.4 A trip serves the purpose of providing training that empowers the Councillor in his/her portfolio or duties for the community.

19.2.5 Local trips shall be applied for by: -

- i) Direct application, through the Office of the Chief Whip, by Councillor's motivating for a trip;
- ii) Per invitation received by the City and any of its departments calling for City representatives; or
- iii) Nomination by Party Caucus Leaders or Whips.

19.2.6 Trip nominees shall be considered for travel for the purposes of work pertaining to portfolios by: -

- i) The Chief Whip who will consult with the relevant stakeholders of the Portfolio to assess the value-add of the trip;
- ii) If an invitation has been made to the City, first preference will be given to the chair or an appropriate nominee of the relevant committee if the City is not being represented by the relevant Mayco member; and

- iii) The number of Councillors should be sufficient to allow for the work pertaining to portfolios to be undertaken. Cost containment must remain a key principle.

19.2.7 Trip nominees shall be considered for travel for the purposes of training pertaining to duty as a Councillor by: -

- i) Caucus leaders will make an application through the office of the Chief Whip nominating caucus members for training;
- ii) Councillors will directly apply through the Chief Whip's office when an invitation for training is received;
- iii) The Chief Whip will consider whether a Councillor has had the opportunity to travel before when considering applications to travel for training purposes, with preference given to Councillors who have not had the opportunity to travel before;
- iv) All training opportunities must have demonstrative value-add for the Councillor's work;
- v) No more than three (3) Attendees (Councillors) shall be permitted to attend training unless a greater number of Attendees need to attend to earn Continuing Professional Development points. Cost containment must remain a key principle; and
- vi) Where travel relates to training, the Chief Whip, will be required to consult with the Chairperson of the Leadership and Development Portfolio Committee and possibly the entire Committee as this impact on their mandate and responsibilities.

19.3 International Travel

19.3.1 International travel will only be for the purposes of the relevant committee-specific work and, as such, will mostly be limited to Mayco members, who bear political responsibility for portfolios on behalf of the Executive Mayor or, in their absence, committee chairpersons or a nominee of the Executive Mayor.

19.3.2 The Chief Whip bears responsibility for noting of international travel by Councillors and advising where necessary. The Executive Mayor bears responsibility for final approval of international trips.

19.3.3 In respect of Political Appointees, as referred to in clause 1.1.34, the Executive Mayor bears responsibility for final approval of international travel.

19.3.4 International Travel shall be measured against the following criteria: -

- i) A trip serves the purpose of adding value to the work of the Councillor or the City as it pertains to the Councillor's portfolio; and
- ii) No more than three (3) Attendees (Councillors) shall be permitted to attend training unless a greater number of Attendees need to attend to earn Continuing Professional Development points. Cost containment must remain a key principle.

19.3.5 International trips shall be applied for by: -

- i) Direct application, through the Office of the Chief Whip, by Councillor's motivating for a trip;
- ii) Per invitation received by the City and any of its departments calling for City representatives; and
- iii) Nomination by party caucus leaders or whips.

19.3.6 Trip nominees shall be considered for travel for the purposes of work pertaining to portfolios by: -

- i) Consultation by the Executive Mayor with the relevant MayCo member and stakeholders of the portfolio to assess the value-add of the trip;
- ii) If an invitation has been made to the City, first preference will be given to the chair or an appropriate nominee of the relevant committee if the City is not being represented by the relevant Mayco member or the Executive Mayor; and
- iii) The number of Councillor's should be sufficient to allow for the work pertaining to portfolios to be undertaken. Cost containment must remain a key principle.

19.4 Representation by City Officials

19.4.1 Where appropriate, Officials will support Councillor's on local and international trips if approved by the relevant Delegated Authority and City Manager, in line with the System of Delegations.

19.4.2 Officials will accompany Councillor's on trips where a representative from the administration is required for support as a representative of the City.

19.4.3 Due regard will be given to reducing unnecessary expenditure and reducing unnecessary travel by the relevant Delegated Authority and the City Manager.

20. MONITORING AND EVALUATION

20.1 This policy is important for the financial compliance of the City as it provides a framework to guide administrative processes for the management of travel within the City.

20.2 Directorates are responsible to ensure consistent monitoring and evaluation of this Policy in order to assess whether appropriate and cost effective travel is being enabled.

21. COMMENCEMENT AND REVIEW

- 21.1 This Policy is effective from the date on which it is approved by Council and will be reviewed every five (5) years.
- 21.2 If any legislation is enacted or amended that conflict with any part of this Policy, such legislation will take precedence and will initiate the review process of this Policy.
- 21.3 Any amendments to this Policy must be submitted to Council for review and approval.