



social development

Department:
Social Development
PROVINCE OF KWAZULU-NATAL

DEPARTMENTAL POLICY ON TRAVEL & SUBSISTENCE

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1. INTRODUCTION

As part of the Department's mandate to deliver social services, employees are required to perform official duties away from their headquarters for less or more than 24hrs. To compensate these employees for expenses they incur whilst they are away from their normal place of duty, actual expenses in terms of travel and subsistence is reimbursed.

2. PURPOSE

The purpose of this policy is to: -

- 2.1. outline guidelines for the management of travel and subsistence arrangements for all the employees in the Department who are travelling both domestic and international trips; and
- 2.2. ensure that the management of the costs of travelling are clearly linked and essential for effective delivery of the Departmental core objectives.

3. SCOPE AND APPLICATION

This policy applies to all employees in the KZN-Department of Social Development

4. LEGISLATIVE FRAMEWORK AND OTHER MANDATES

- 4.1. The Public Finance Management Act (PFMA) Act 1 of 1999 as amended;
- 4.2. Public Service Act 103 of 1994 as amended;
- 4.3. Income Tax Act 58 of 62 as amended;
- 4.4. The Treasury Regulations 15 March 2005, issued in terms of the PFMA;
- 4.5. National Travel Policy Framework issued on 1 July 2016;
- 4.6. Transport Tariffs as determined by the Department of Transport on monthly basis;
- 4.7. Financial Manual as Published by the Department of Public Service and Administration (DPSA) of July 2016 and
- 4.8. Provincial Treasury Circular PT (24) OF 2016/17

5. DEFINITIONS, ABBREVIATIONS AND ACRONYMS

- 5.1. **"CFO"** means the incumbent of the post of Chief Financial Officer in the Department.
- 5.2. **"Delegated official"** means any person to whom power has been delegated to perform duty in terms of a formal written delegation. This includes an official who acts lawfully in the capacity of the delegated official;
- 5.3. **"DPSA"** Means the Department of Public Service and Administration;
- 5.4. **"Fixed Daily Subsistence Allowance"** an allowance payable in circumstances where actual expenses are not claimed for trips of 24 hours or longer;
- 5.5. **"Special Daily Allowance"** an allowance payable for incidental expenses where expenses are claimed for a period of 24 hours or longer. This amount is intended to cover tips for table and room service, reading material, private telephone calls and liquid refreshments, which do not form part of meals.
- 5.6. **"Incidental Expenses"** means the expenditure in respect of tips for table and room service, reading material, private telephone calls, which do not form part of the meals;
- 5.7. **"Headquarters"** means an employee's workplace;
- 5.8. **"MEC"** stands for Member of Executive Council;
- 5.9. **"No Show Fee"** means a fee that is charged to the Department/employee who has not honored the travel booking for accommodation and flights.
- 5.10. **"Out of Policy booking"** refers to non-compliance with the travel policy i.r.o travel and accommodation which are captured on the system
- 5.11. **"Traveler"** refers to departmental employee, consultant or contractor travelling on official business.
- 5.12. **"Travel Advance"** refers to the funds paid in advance to an employee, consultant or contractor travelling on official business;
- 5.13. **"Travel Management Company"** refers to the company contracted to provide travel management services (Travel Agents)

6. KEY ROLES AND RESPONSIBILITIES

6.1. MEC is responsible for:

- (a) the approval of all requests for international trips, prior to the commencement of a trip

6.2. HoD is responsible for:

- (a) approval of trips outside the Province
- (b) approval of travel and subsistence advances for international trips

6.3. CFO is responsible for:

- (a) approval of the Out-of-Policy bookings i.r.o travel and accommodation

6.4. Supervisor is responsible to:

- (a) grant authorization for the employee under his/her direct supervision to travel for official purposes;
- (b) certify that expenditure is correct on the travel and subsistence claim form itself;
- (c) notify the Salary and Payroll Office of any changes regarding the advance period, which will affect the time period by when the Traveler's claim is to be submitted for processing.
- (d) request and maintain records of all the supporting documents from the Traveler to substantiate the purpose of the trips and for the purpose of the Traveler's claim as follows:
 - (i) Invitations
 - (ii) Agendas
 - (iii) Minutes of projects on site meetings and other normal meetings i.e. feedback reports to substantiate the achievement of the objective of the travel.
 - (iv) Attendance registers

6.5. Responsibility Manager is responsible for the approval of reasonable travel costs associated with an official trip, taking into account inter alia the following factors:

- (a) a valid need must exist to expend funds on travel and subsistence
- (b) expenditure is justified and most economical
- (c) funds are available (and appropriated for that purpose).

6.6. Traveler is responsible to:

- (a) obtain prior approval from a duly authorised official for any travel
- (b) submit feedback reports to substantiate the achievement of the objective of the travel to the supervisor.

7. TRAVEL AND SUBSISTENCE ADVANCE

- 7.1. Before an official trip is undertaken, the amount of funding received is treated as an advance.
- 7.2. All conditions applicable to advances must be formally acknowledged by the applicable Traveler prior to the advance being granted (Annexure D-E).
- 7.3. An application for a travel and subsistence advance shall not be considered or processed where:
 - (a) all the required documentations have not been attached to the application;
 - (b) a clear description of the trip is not stated on the application; and
 - (c) the Traveler has not cleared his/her previous advance.
- 7.4. Allowances and advance payment must not be paid in cash or by using the petty cash account; it must be deposited directly to the Traveler's bank account by means of an EFT (Electronic Funds Transfer);
- 7.5. If the duration of a trip is expected to be more than 30 days, the advance granted shall not exceed the estimated expenses for that period.
- 7.6. The Salary and Payroll control Office will not be liable for any payments being paid into the incorrect bank account, therefore it is the duty of the Traveler to ensure that the correct banking details are supplied.
- 7.7. Advance may not be paid out Ten (10) working days before departure.
- 7.8. Where possible, the advance should be approved at least Seven (7) working days prior to the trip.
- 7.9. If an official trip is cancelled, the Traveler will be liable to pay back the full advance amount to the department within (10) working days after the cancellation date, or the amount will be deducted from the Traveler's next salary.

8. TRAVEL AND SUBSISTENCE CLAIMS

- 8.1. All claims for travel and subsistence (Annexure B-C) should be completed and submitted for processing to the Salaries and Payroll Control Office within **ten (10) working days**, from the date of the Traveler's return;
- 8.2. If the claim of an advance is not submitted within the stipulated period, the advance amount will be deducted from the Traveler's next salary as stipulated on the travel and subsistence form;
- 8.3. If the advance received by the Traveler is more than the claim, the difference shall be deducted from the Traveler's salary in one amount or the amount can be paid in cash by the Traveler to the Department and submit a proof of payment to the Salaries and Payroll Control;
- 8.4. Travel and subsistence claims that are **older than Thirty (30) days** must be accompanied by a written motivation for late submission, approved by the Accounting Officer/Delegated Authority;
- 8.5. All receipts (both the original and certified copies) received regarding the official trip are to be pasted on an A4 page (not stapled) to avoid any loss of source documents and provide proof of the expenses incurred on the official trip and
- 8.6. Claims related to a specific financial year must be submitted before the end of that financial year. Only Claims related to the month of March will be considered for payment in the following financial year.

9. DOMESTIC TRIPS LESS THAN 24 HOURS

- 9.1 If a Traveler is away from his/her headquarters for less than 24 hours does not qualify for compensation of a Special or Fixed Daily Allowance;
- 9.1. Travelers may also be reimbursed for the following costs incurred:
 - (a) **parking and toll fees** may be claimed, supported by an original receipt as proof of payment
 - (b) **bus or taxi fares** may also be claimed provided that amounts are supported by documentary proof.

- 9.2 The maximum amount that can be claimed (inclusive of a beverage/tea) when a Traveler is away from the work place for less than 24hrs as determined by National Treasury in conjunction with DPSA. See attached Annexure "L"

10. DOMESTIC TRIPS LONGER THAN 24 HOURS

- 10.1. If a Traveler is away from his / her headquarters whilst performing official duties but is residing at his / her home cannot claim for Special Daily Allowance or fixed daily subsistence allowance;
- 10.2. An employee that has been relocated cannot claim for daily allowance as per DPSA rates;
- 10.3. Accommodation will be provided by the Department if the total distance to and from the destination exceeds 500 km. Deviations will be approved by the Accounting Officer / Delegated Authority under exceptional circumstances;
- 10.4. Travelers using private accommodation instead of hotels when away on official duties will be reimbursed at the Fixed Daily Subsistence Allowance rate for all expenses incurred. The maximum allowance payable in these circumstances is based on the yearly revised DPSA rates;
- 10.5. For Travelers where accommodation has to be provided by the Department e.g. at the hotel or bed and breakfast, the special daily allowance will be compensated to the Traveler and is limited to a maximum allowance as regularly revised by the DPSA;
- 10.6. If Travelers are to stay in self-catering accommodation then the Traveler will be reimbursed at a Special Daily Subsistence Allowance including breakfast, lunch and dinner upon presentation of meal receipt as proof. In cases where meals and/or teas/beverages are provided at a course, seminar or workshop only Special Daily allowance will be paid to the Traveler;
- 10.7. Actual expenditure may be claimed in respect of meals, provided they are not included in hotel expenses and supported by documentation;
- 10.8. All meals included in the accommodation costs must be specified in order to ensure that only permissible items are claimed;
- 10.9. Additional meals, beverages and items such as gratuities (tips), private telephone calls, alcoholic beverages, newspapers, movies etc., will be at the expense of the Traveler and
- 10.10. Travelers may also be reimbursed for the following costs incurred:

- (a) **parking and toll fees** may be claimed supported by an original receipt as proof of payment
- (b) **expenses for laundry on domestic trips** must be approved by the Accounting Officer / delegated Authority, prior to the commencement of the travel. The Traveler will be reimbursed upon the submission of proof of payment only if he received approval for his/ her laundry expenses prior to his travel.
- (c) **expenses for laundry on official international trips incurred by the Traveler** will be reimbursed upon the submission of proof of payment; no prior approval is required by the Accounting Officer/ delegated authority.

10.11. The maximum amount per meal type (inclusive of a beverage/tea) that can be claimed when a Traveler is away from Headquarters for more than 24hrs as determined by National Treasury in conjunction with DPSA. See attached Annexure "L"

11. INTERNATIONAL TRIPS

11.1. The Financial manual issued by the DPSA stipulates that when expenditure on accommodation is fully funded from public funds a Traveler is compensated on the following basis:

11.2. In case of official visits to the countries listed in the DPSA Financial manual table:

- (a) The reasonable actual expenses in respect of accommodation, dry cleaning and laundering; and
- (b) A special daily allowance to compensate for the Traveler's three meals (breakfast, lunch and dinner) and incidental expenses (e.g. reading matter, private telephone calls, drinks which do not form part of meals, etc.)

11.3. In the case of official visits to the countries not listed in the DPSA Financial manual table:

- (a) The reasonable actual expenses in respect of accommodation, dry cleaning and laundering; and
- (b) The reasonable actual costs of three meals; and
- (c) A special daily allowance, equal to the special daily allowance for local official visits when actual expenses are claimed, to defray incidental expenses (reading matter, private telephone calls, soft drinks which do not form part of meals, etc.).

11.3. The amounts set out under the DPSA Financial manual table are maximum amounts. Therefore, when accommodation expenditure and related expenses are wholly or partially sponsored by a donor or sponsor, and where part of the meals (e.g. breakfast included in hotel accommodation expenses) is paid by the Employer, the payment of a reduced special daily allowance must be considered as follows:

- (a) Incidental expenses (15%)
- (b) Breakfast (20%)
- (c) Lunch (20%)
- (d) Dinner (45%)

12. CANCELLATION OF A BOOKING

- 12.1. The Traveler is responsible to notify the booker and Travel Agent of any cancellations of trips, flights and accommodation as soon as he/she becomes aware of the fact;
- 12.2. Each Travel Agent has different rulings in terms of cancellations. This means that last-minute cancellations can still result in the payment of a cancellation fee. The Traveler must familiarize himself/herself of the applicable cancellation rates;
- 12.3. The booker must ensure that he/she obtain a cancellation number/confirmation upon cancellation, which must be communicated to the Office of the Chief Financial Officer for record purposes;
- 12.4. Hotels require between 24-48 hours' notice of cancellation. (This is determined by the hotel);
- 12.5. The Traveler will be responsible for any fruitless and wasteful expenditure incurred due to a no-show or late cancellation where it was in his/her ability to notify the booker to cancel the booking in time. The Policy on Management of Irregular, fruitless, wasteful and unauthorised expenditure shall apply in this case.
- 12.6. The Department will cover the costs for the no-show fee or late cancellation and recover the amount from the Traveler.

13. ACCOMMODATION COSTS

- 13.1. The Accounting Officer/Delegated Authority must ensure that domestic accommodation costs do not exceed the rates stated in the National Travel Policy Framework. See Annexure "A".
- 13.2. All meals included in the hotel/guesthouse's account must be specified in order to ensure that only permissible items are claimed;
- 13.3. Accommodation will only be provided for employees of the Department not for spouses/partners or family members;
- 13.4. All Accommodation bookings will depend on the level of the Traveler as indicated on the table below:

Employee Designation	Level/ Domestic Hotel Star Grading or Similar	International Hotel Star Grading or Similar
MEC/HoD/Director General/Close protectors	5 Star	5 Star
Deputy Director General	4 Star	4 Star
Chief Director	3 Star	4 Star
Director	3 Star	4 Star
Deputy Director	3 Star	4 Star
Assistant Director and other employees	1,2 or 3 Star	4Star

- 13.5. Deviations from the above may only be granted by the Accounting Officer/ Delegated Authority;
- 13.6. Additional meals and beverages will be at the expense of the Traveler and not the Department and
- 13.7. The Traveler will be required to settle the excess of the account before leaving the hotel.

14. FLIGHT BOOKINGS: DOMESTIC & INTERNATIONAL TRIPS

14.1. The flight class will be dependent on the level of Traveler flying as indicated on the table below:

Employee Level/ Designation	Class of Travel
International Air Travel exceeding 5 hours	
MEC / HoD	Business Class
Deputy Director General /CFO	Business Class
Chief Director	Business Class
Persons appointed on grounds of Policy considerations in terms of Section 12A of the Public Service Act 199(i.e. Advisors to executive authorities)	Business Class
All Other employees	Economy Class. Business Class subject to the recommendation of the Accounting Officer and approval by the Minister.
International Air Travel Less than 5 hours	
MEC / HoD/ Director General	Business Class
All other employees	Economy Class
Domestic Air Travel	
MEC / HoD/ Director General	Business Class
All other Employees (including candidates invited for interview, MEC support staff and close protectors)	Economy Class

Travelers with disabilities, Travelers with special needs based on medical grounds (e.g. Deep Vein Thrombosis, varicose veins, recent surgery, pregnancy). In this instances, a medical certificate is required prior to approval	Business Class travel can be approved by the Accounting officer for both international and domestic travel
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14.2. Travelers are not allowed to accept an up-graded ticket from Travel Agencies unless it can be confirmed that the permitted airline class was full.

14.3. Core staff supporting the Members of Executive Council (MEC's) also fall in the category "All other employees".

15. HIRING OF A VEHICLE

15.1. The cost of a hired vehicle must be considered at all times. In cases whereby a lower ranking employee is required to hire a vehicle that does not apply to his/her rank then this must be substantiated by a written submission, approved by the Responsibility Manager;

15.2. The following vehicle classes shall apply to departmental employees:

Employee level/ Designation	Vehicle Category	Shuttle & Transfer Services
MEC and Close Protectors	Luxury, 4-5 Door Automatic or Manual Vehicle with air- conditioning(LDMR/LDAR)	Luxury Sedan
HoD & Deputy Director General	Intermediate/Premium, 4-5 Door Manual Vehicle with air conditioning (IDMR/PDMR)	Luxury Sedan
Chief Director and all other employees	Economy/ Compact 4-5 door, Manual Vehicle with air-conditioning (EDMR/CDMR)	Economy Sedan

- 15.3. Travelers must ensure that there is no damage to a vehicle, when returned to the car rental as the department will not be liable for any damages if the Traveler was negligent;
- 15.4. The department will not be liable for any administration fees/ traffic fines/ parking tickets or any other expenses incurred, by not adhering to the traffic regulations;
- 15.5. The Traveler will be liable for the payment of the abovementioned expenses within 10 (Ten) working days from the date of notice to pay;
- 15.6. Failure to settle the amount owing within the prescribed time period, the amount will be deducted in the Traveler's next salary;
- 15.7. The Traveler must decline all waivers offered by the car rental company;
- 15.8. Whenever a vehicle is rented in any country other than South Africa, the Comprehensive Motor Vehicle Insurance (collision and Damage Waiver, theft Waiver and Personal Liability) offered by car companies should be accepted;
- 15.9. In the event of an accident, the Traveler must notify the car rental company immediately and report it within twenty- four (24) hours at the nearest police Station to obtain case number. The Traveler should also notify the Travel Management Company and the department and
- 15.10. The state shall bear its own damage and accident risks and shall subsequently charge the Traveler accordingly for any negligence and damage of rented vehicles.

16. CHANGING OF AIR TRAVEL TICKETS/ CAR RENTAL TO ACCOMMODATE PRIVATE NEEDS

- 16.1 Travelers may not change air travel tickets or car hire to accommodate private needs, and the following shall be applicable: -
 - (a) where the Traveler alters the air travel and it results in additional costs, the Traveler will be fully liable for the additional costs;
 - (b) all additional costs incurred by the Traveler during an official trip to accommodate private needs, must be paid by the Traveler to the Service provider. If the department settles such costs, the amount will be deducted from the Traveler' next salary and
- 16.2. All changes to official trips must be communicated and agreed with the Responsibility Manager, prior to the changes.

17. KILOMETRE TRAVEL CLAIMS (In respect of private on official and sub cars)

- 17.1. Travelers that are using their own vehicles for official purposes must obtain prior approval and follow all the necessary procedures in line with the Departmental Policy on Subsidized Motor Transport (Scheme A and B) and DPSA;
- 17.2. Fuel claims must be checked and certified by the Fleet Management Services to ensure that the pre-approved weekly itinerary is attached and the distance travelled is in line with the applicable rates;
- 17.3. All weekly itinerary and actual travel claims exceeding 2,500 km must be approved by the Head of Department;
- 17.4 The Traveler will be compensated in accordance with the Tariffs for Use of Motor Transport issued by the National Department of Transport;
- 17.5 The Traveler shall take responsibility for costs of commuting from home-to-work and back including all the employees who are working overtime.
- 17.6 Travel kilometre claims can be calculated from the Travelers work station if that is the point of departure, however the shortest distance must be claimed if travelers choose their private accommodation as their point of departure.
- 17.7 All Travelers are required to incorporate fuel claims with the normal day to day travel and subsistence claims. Travel and subsistence claims (meals and beverages and fuel claims) will no longer be paid separately from the date of approval of this policy. Non-compliance will result in non-payment of claims.

18 TRAVEL & SUBSISTENCE DOCUMENTS

- 18.1. The attached annexures must be utilised for the purpose of applying for an official advance and for the submission of travel and subsistence claims (including fuel claims) as follows:

Type of form/document	Attached Annexures
The Travel & Subsistence Claim Form	Annexure B-C
Travel and Subsistence Advance Form	Annexure D-E
Fuel Claim checklist	Annexure F
Fuel claim form for private on official for Scheme B	Annexure G

An approved weekly itinerary	Annexure H
Log sheet in respect of Scheme B(private on Official)	Annexure I
Z210 in respect of Scheme A (subsidised vehicles log sheet)	Annexure J
Fuel Claim form for subsidised vehicles (scheme A)	Annexure K
A Hotel invoice if accommodation was booked by the Department	Print out from Hotel (compulsory)

19. NON- COMPLIANCE

An employee who fails to comply with this Policy shall be guilty of an act of Misconduct

20. MONITORING, EVALUATION AND REVIEW

The Policy will be monitored, evaluated and reviewed after (3) years or as when the need arises.

21.EFFECTIVE DATE

This policy is effective on the date of approval

22. TITLE OF THE POLICY

This policy shall be called Policy for Travel and Subsistence