

**Kai !Garib Municipality**



**Travel Allowance Policy**

## **1. Kai !Garib Municipality: Travel Allowance Policy**

*1.1 The travel allowance is a condition of service of Kai !Garib Municipality and is applicable i.r.o. post level T12, T15 and T16, including where Section 56/57 appointment agreements make provision for such an allowance.*

## **2. DEFINITIONS**

*The following definitions are applicable for the purposes of this scheme and means:*

### **2.1 “Participant”**

*Refers to the official who may make use of the fringe benefit i.r.o. the travel allowance scheme.*

### **2.2 “Loan”**

*In terms of Section 164(1)(c)(i) of the Municipal Finance Management Act (56 of 2003) no municipality may grant a loan to a councillor or official.*

*(Initially an official qualified for a loan by the Council) (Present loans, entered into with implementation of said Act 56/2003, will exist until last payment of the loan agreement, after which it will be phased out. Officials who qualify for said motor scheme are responsible for vehicle financing.*

### **2.3 “Municipality”**

*Where this word is used it refers to the Kai !Garib Municipality.*

### **2.4 “Salary”**

*Any salary, wage, allowance, bonus or any other money that is paid to or on behalf of an employee as remuneration for his/her services, excluding a payment in terms of a housing or travel allowance (see Government Gazette Nr. 5329 May 1994).*

### **2.5 “Scheme”**

*Refers to the vehicle travel allowance of the municipality.*

## **2.6 “Working Place”**

*The office from which the official of this municipality execute and manage his/her work.*

## **3. Qualification and calculation of allowance**

### **3.1 Requirement**

- (a) The Monthly Travel Allowance Benefit is an agreement of service i.r.o. Post level T12, T15 and T16 as well as i.r.o. Section 56 and 57- Appointments in terms of the Act on Local Government: Municipal Systems (Act 32/2000).*
- (b) An allowance is paid to the qualifying official, according to Council Resolutions as set out in paragraph 4 of this policy.*
- (c) Official finance the vehicle of his own choice.*
- (d) Official receiving this benefit must have the vehicle available daily during working hours to be able to execute official duties.*
- (e) Official is responsible for the following:*
  - Financing of vehicle*
  - Complete maintenance of vehicle*
  - Insurance and licensing*

## **4. Calculation of Allowance**

*The allowance, which is paid monthly, exists of the following:*

*Superintendence:*

- Employees on T12 - R 7 000.00 per month*

*Managers:*

- Employees on T15 - R 12 000.00 per month*
- Employees on T16 - R 12 000.00 per month*

**5. Remuneration for trips outside the Jurisdictional region of the Council**

*Officials are remunerated according to the Department of Transport tariff on the following basis:*

- *Total of the running and fixed cost table as calculated according to the engine capacity/size.*

**6. Other arrangements regarding the availability of vehicle**

6.1 *Officials receiving this benefit, must therefore have the vehicle daily during office hours in order to execute official duties.*

6.2 *Officials receiving this benefit accompany official within the jurisdictional area for official purposes – make use of vehicle.*

6.3 *Officials receiving this benefit accompany official outside jurisdictional area – make use of vehicle.  
Calculate allowance on actual distance travelled make use Department of Transport tariff calculate reimbursement.*

6.4 *Officials receiving this benefit accompany councilor (within or outside jurisdictional are – make use of vehicle.*

**7. Officials who do not qualify for a Travel Allowance**

7.1 *The Council undertake to, at all times via the Fleet Manager, for officials that do not qualify for a motor allowance, to have an official vehicle available to execute their duties.*

**8. Rental of Vehicles**

*The rental of vehicles is done exclusively with the approval of the Municipal Manager.*

**9. Section 56 and 57- Appointments**

*The payment of travelling expenses to Section 56 and 57- appointments is made according to paragraph 9(2) of the “Performance Regulations according to the Government Notice of Department of Provincial and Local Government No. R805 1 August 2006, Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006 Chapter 2” stating as follows:*

*“9.[2] In the event that the employee utilizes his or her private vehicle to carry out official duties, he or she will be compensated for kilometers travelled, within as well as outside the municipal area, according to the tariffs payable for privately owned vehicles as prescribed by the Department of Transport.”*

**10. Short Title**

*This is the Travel Allowance Policy of Kai !Garib Local Municipality.*

<b>DOCUMENT APPROVAL</b>				
<b><i>Policy Review Date</i></b>	<b><i>Council Resolution No</i></b>	<b><i>Date</i></b>	<b><i>Effective Date</i></b>	<b><i>Chairman signature</i></b>