



LAINGSBURG MUNICIPALITY SUBSISTENCE AND TRAVEL POLICY

VERSION CONTROL			
POLICY OWNER:	Laingsburg Municipality		
POLICY EFFECTIVE DATE:	01 July 2025		
Version	Date	Adoption	Revision
1	31 March 2022	1 st Adoption	
2	31 March 2023		1 st Revision
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1. DEFINITIONS

For the purpose of this policy, except where clearly indicated otherwise, the words and expressions set out below have the following meaning:

“Application form” – means the Subsistence and Travel Claim Form added as Annexure A that must be completed with costs before or after travel, as the case may be.

“Councillor” – means a member of the Laingsburg Municipal Council.

“Day Allowance” – refers to a fixed amount payable to officials only, intended to compensate for general costs and adjustments arising from being away from their normal workplace for more than three hours, or for the inconvenience of being away from home on any day of the weekend due to official duties.

“Extenuating circumstances” – means events or problems which could not be expected, and which impede the ability to perform to the best of your abilities

“Incidental cost” – means any cost incurred by an official or councillor while travelling for an official duty, whereby the costs are reimbursed.

“Meals” – Refers to food and beverages excluding alcoholic beverages.

“Municipality” – means the Laingsburg Municipality

“Official Duty” – means approved official council business or activities.

“Private vehicle” – means a vehicle registered in the name of an official or councillor, which is used by such official or councillor for carrying out an official duty.

“Public Office Bearer” – in the context of Laingsburg Municipality, refers to a member of its municipal council.

“Representative” – means an employee, public office bearer or an invited person by municipality.

“Subsidised vehicle” – refers to a vehicle which was acquired in pursuance of a fringe benefit vehicle scheme that is used by an official for carrying out an official duty.

“Subsistence allowance” – means money paid by the Municipality to a representative for expenses incurred or to be incurred in respect of meals (excluding non-alcoholic beverages).

“Travel allowance” – refers to the amount of money paid by the Municipality to a representative for the use of a private or subsidised vehicle in respect of travelling expenses on official duties.

“Weekends” – refers to Saturdays and Sundays.

2. PURPOSE

- 2.1. It becomes essential for municipal representatives, from time to time, to travel outside of the Laingsburg municipal area to perform official duties, establish and maintain links and relationships with other parties, organisations, or institutions to further the mandate of the municipality to deliver services to the people of Laingsburg. Such travel necessitates that travel, accommodation, and subsistence costs in respect of these representatives be incurred.
- 2.2. The purpose of this document, therefore, is pursuant to Section 62(1) of the MFMA that reasonable steps must be taken to ensure that the resources of the Municipality are used effectively, efficiently, and economically. To this end, this policy then lays down general rules and creates a guideline wherein the compensation for travel, accommodation, and subsistence costs incurred or deemed to be incurred on behalf of Laingsburg Municipality can be handled in a practical, sensible, and organised manner.

3. APPLICATION OF POLICY

- 3.1. This policy applies to public office bearers as well as municipal officials of the municipality.
- 3.2. The provisions of paragraph 20 shall apply to persons invited by the municipality for job interviews.
- 3.3. This policy is not applicable to official obligations to be carried out beyond the borders of the Republic of South Africa.
- 3.4. In such cases, permission must be obtained from the Council for the relevant trip, and reimbursement for the travel, accommodation, and subsistence costs will be determined by the Executive Mayor in consultation with the Municipal Manager and the Expenditure Department, on a case-by-case basis, as and when necessary, provided that such costs shall only be paid if provision has been made in the current budget. The cost of obtaining a passport shall not be borne by the municipality. However, costs related to vaccinations prescribed by the destination country, as well as visa fees, shall be covered by the municipality.
- 3.5. When a representative has to carry out official obligations outside the Republic of South Africa, the travel, accommodation, and subsistence costs for such visits must be approved in advance by the full council of the municipality.
- 3.6. This policy is not applicable to official obligations to be carried within the demarcated area of the Laingsburg Municipality.
- 3.7. This policy sets out the basis for the payment of a subsistence and travel allowance for the purposes of official travelling.

4. LEGAL FRAMEWORK

This policy is guided by the following legislative framework, as may be amended from time to time:

- 4.1. South African Revenue Services (SARS)
- 4.2. Local Government: Municipal Finance Management Act, 2003;
- 4.3. South African Local Government Association directives;
- 4.4. Remuneration of Public Office Bearers Act, 1998;
- 4.5. Income Tax Act, 1962 (where applicable);
- 4.6. Municipal Finance Management Act, Municipal Cost Containment Regulations 2019;
- 4.7. Department of Transport: Tariffs for the use of Motor Transport;
- 4.8. Laingsburg Municipality Cost Containment Policy.

5. TERMS OF REFERENCE

- 5.1. This policy must be read in conjunction with any of the Municipality's approved policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein.

6. ENTITLEMENT TO A SUBSISTENCE AND TRAVEL ALLOWANCE

- 6.1. Entertainment of external business associates or contacts or clients or potential investors or potential clients falls outside the scope of this policy.
- 6.2. Proof of expenditure may only be submitted for claims with the Municipality, no other institution. These will be paid out only when a clear connection can be made between the travel details and the proof of expenditure.

7. DOCUMENTATION

- 7.1. Travel and subsistence costs shall only be paid when the application form is duly completed and travel approval and payment authorisation have been granted by signature on the application form.
- 7.2. Sufficient documentation must be attached to the application for the trip. The sufficiency will be considered case by case.

8. GUIDING PRINCIPLES AND GENERAL SPECIFICATIONS

- 8.1. Every representative who travels on the business of the Municipality must comply with this policy in letter and in spirit.
- 8.2. Any claim containing false information will lead to disciplinary steps being instituted and payments thus made may be recovered from any money payable by the Municipality to the person who submitted the claim

- 8.3. This policy and its contents shall not be regarded as conditions of employment but as re-imbursement for subsistence and travel expenditure incurred or deemed to be incurred in light of paragraph 3 hereof.
- 8.4.1. Any Councillor must have the approval of the Executive Mayor for the attendance of events for which compensation is claimed.
- 8.4.2. Any staff member must have the approval of the relevant head of department for the attendance of events for which compensation is claimed.
- 8.4.3. Any head of department must have the approval of the Municipal Manager for the attendance of events for which compensation is claimed.
- 8.4.4. Claims are only payable if sufficient provision is made for it on the budget. When there is no sufficient budget, no travel shall take place.
- 8.5. The Senior Manager: Financial and Compliance Services, or any subordinate he or she delegates, must ensure that a database of all representatives and official travelling is kept.
- 8.6. Representatives must ensure that they arrive on time and attend until the conclusion of such event. The onus of providing proof of the attendance of an event lies upon the relevant representative. The representative must be able to provide such proof upon it being requested by expenditure department.
- 8.7. Any amount which was appropriated for the purpose of the subsistence and travel requirements of an individual, and which was not fully utilised by that representative MUST be paid back to Council within 24 hours of returning, except in the presence of extenuating circumstances at which point the representative shall ensure that the payment happens as soon as practicable.
- 8.8. All efforts should be made to minimise the costs of the Municipality by travelling together in one vehicle, minimising overnight stays where possible in line with the cost containment policy. Except for the mayor and deputy mayor (may travel with other councillors but never together).
- 8.9. A claim for subsistence and travelling cannot be made at the Municipality as well as at another institution for traveling to and attending the same event. Such action shall lead to disciplinary action at an appropriate level.
- 8.10. Applications to travel must reach the expenditure department 3 working days before the event, failure of which may result in late payment or non-payment at most. Extenuating circumstances shall be accommodated. Forgetting about an event does not constitute as an extenuating circumstance.
- 8.11. Representatives who travel on the business of the Municipality must appreciate, at all times, that they are ambassadors of the Municipality, that their actions, conduct and statements must be in the best interests of the Municipality, and that they must comply with any specific mandates they have been given.

9. AUTHORISATION FOR PAYMENT

- 9.1. Payment shall only be made when all provisions as set out in this policy are met.

- 9.2. Approval for travel shall be granted as follows for different classes of representatives:
- The Municipal Manager approves the travel of Heads of Departments.
 - Heads of Departments approve the officials in their respective departments.
 - The Mayor or Speaker approve traveling for any member of Council. (The payment of the claim is authorised by the Municipal Manager.)
 - The Mayor or Speaker approve traveling for the Municipal Manager. The Chief Financial Officer authorises the payment of the claim.
 - The Mayor approves the travel of the Speaker
 - The Speaker approves the travel of the Mayor.
 - In the absence of Mayor or Speaker, the Deputy Mayor approves the travel of the Mayor or Speaker. In the absence of the Deputy Mayor, the Municipal Manager may approve any travelling to be undertaken by all Councillors.
 - The Municipal Manager shall authorise expenditure for the travel of all members of Council, and the Chief Financial Officer shall authorise expenditure for all other claimants.
 - All authorisations are subject to availability of BUDGET.
- 9.3. The individual approving the travel (not the expenditure portion) MUST consider, prior to approving:
- The necessity to travel, limited to ABSOLUTE critical trips in support of the mandate of local government;
 - The benefit to the municipality; and
 - Compliance to this policy.
- 9.4. A delegation heading to the same event may only exceed four (4) officials with written approval by the Municipal Manager.
- 9.5. For reimbursements, if the expenditure is not authorized, no such expense may be reimbursed to an official or councillor who incurred the expenditure.

10. COURSES AND OTHER EVENTS

- 10.1. Where an organisation other than the Municipality provides any form of payment such as a sitting allowance, and/or accommodation for attendance at an event, no payment under this policy will be made to the Councillor or employee.
- 10.2. No payment under this policy shall be made to any representative attending the same or a similar event for a second time, where the initial failure to complete or attend was due to negligence or non-attendance. This excludes instances where the Municipal Manager approves the reattendance based on documented extenuating circumstances.
- 10.3. Representatives must submit official proof of attendance, such as an attendance register or equivalent confirmation, to their respective department upon return. Failure to attend any part of the approved engagement without valid justification will result in the pro-rata recovery of the subsistence allowance for the period of absence.

11. TYPES OF EXPENDITURE COVERED

The following categories are the only types of expenses eligible for payment under this policy, and must relate strictly to official duties:

- 11.1. Accommodation
- 11.2. Meals and Non-alcoholic drinks
- 11.3. Toll gate fees
- 11.4. Official transport expenses
- 11.5. Laundry services (Washing and Ironing) where representative is away for longer than one week
- 11.6. Official parking fees
- 11.7. Official car rental
- 11.8. Day Allowance

No reimbursement shall be effected without the submission of valid and original proof of expenditure, with the exception of claims relating to subsistence and day allowances, which shall be governed by fixed rates determined in this Policy.

12. PERSONAL RECREATION

- 12.1. This policy does not make any provisions, under no circumstances, for the reimbursement or facilitation of personal recreation or any expense not directly related to official duties.

13. ACCOMMODATION

- 13.1. The Municipality may, from time to time, engage the services of travel agencies to arrange accommodation booking at rates negotiated in the best interest of the Municipality. Alternatively, internal arrangement may be made. Accommodation must be limited to a maximum of 3-star establishments, and must include breakfast. Subsistence allowance will be used to cover the other meals.
- 13.2. As a general rule, accommodation must be arranged to be as close to the place of the official duty as possible. Representatives shall not dictate the choice of accommodation. While their courteous input may be considered, it is not a right.
- 13.3. Representative requires to stay overnight, as determined by this and other policies, may lodge in hotels, guesthouses, bed-and-breakfast establishment, or alternatively, with family and friends.
- 13.4. Where accommodation is provided by a family member or friend, a standard R500 per night shall be payable to the representative, which is assumed to be the bed-and-breakfast costs. No invoice shall be required for this claim. The applicable subsistence allowance shall remain payable in accordance with this policy.
- 13.5. The cost of Accommodation will be borne by municipality, subject to a maximum of R1700 per night (inclusive of Breakfast). Any amount exceeding this, needs written approval from the Municipal Manager on condition that it is reasonable based on the availability of suitable accommodation in relation to costs involved.

- 13.6. In the event of any meal being part of the accommodation package, the cost of meals shall not be payable and may not be claimed by the representative in terms of this policy.
- 13.7. Where an event starts before 09H00 on first day, and the representative has to travel more than 250 km, accommodation may be arranged.
- 13.8. Where an event concludes after 17H00 AND the representative has to travel more than 250 km back to Laingsburg, accommodation may be arranged.
- 13.9. Where representatives are required to attend an event for more than 2 consecutive days to the same destination within the range of 200 km, the decision to approve overnight accommodation rather than daily travel shall be at the discretion of the relevant Supervisor and/or the Municipal Manager, taking into consideration operational efficiency, cost-effectiveness, and the welfare of representatives.
- 13.10. Any representative who causes destruction/damage to any property, whether it is Hotel property or private establishments rented by the Council he/she will be held accountable for the damages incurred to that property. The expenses in repairing the damaged property, will be deducted from the official's salary to reimburse the proprietor of the property.
- 13.11. In the event of any trip being cancelled for any reason, it will remain the responsibility of the representative to ensure that all expenses incurred related to the cancelled trip is refunded to council. Any expenditure not recovered for any travel and subsistence and/or accommodation will need to be recovered from the relevant official/councillors salary.

14. SUBSISTENCE ALLOWANCE

- 14.1. A representative may claim a maximum daily meal allowance of:
- Breakfast: R100 – Payable only if the representative departs before 08:00 and did not sleep over the night prior.
 - Lunch: R150 – Payable only if the representative has not returned by 13:00.
 - Supper: R200 – Payable only if the representative returns after 19:00.
- 14.2. Meal allowances are mutually exclusive and shall be determined by the time of departure and return, based on actual travel. A representative may not claim for all three meals unless justified by the itinerary and approved travel schedule.
- 14.3. These provisions apply only in respect of authorised official travel outside the municipal area and are subject to the availability of budget and compliance with all pre-approval requirements.

15. DAY ALLOWANCE

- 15.1. A fixed Day Allowance of R100 Shall be payable to officials only, subject to the provisions of this policy. No proof of expenditure is required for this allowance.
- 15.2. The official must be away from the municipal area for a minimum of three (3) hours, with time calculated from departure from work station and return thereto.

- 15.3. The allowance shall also be payable when an official is required to travel outside of the Laingsburg area on a weekend, resulting from being home on a non-working day.
- 15.4. This allowance is not payable to duties within the Laingsburg Municipal area and to duties relating to standby, overtime, or any routine work.

16. TRANSPORT

- 16.1. Representatives must always use the most economic means of transport when travelling for official duties, subject to the conditions outlined in this policy.
- 16.2. Private vehicles may only be used for official travel where prior written authorisation has been granted by the municipal manager.
- 16.3. Use of Municipal Vehicles:
- 16.3.1. Representatives must first make use of municipal-owned vehicles before considering alternative travel types.
- 16.3.2. Where a municipal-owned vehicle is not available, authorised travel by private vehicle may be claimed at the prescribed rate applicable at the time.
- 16.3.3. If a municipal-owned vehicle is available, but the official elects to use a private vehicle, reimbursement shall be limited to R2,00 per kilometre.
- 16.4. Public and Hired Transport:
- 16.4.1. Public transport or shuttle services must be considered where such options are cheaper than the combined:
- Cost of hiring a vehicle;
 - Cost of kilometers claimable by the official or political office bearer; and
 - Cost of parking.
- 16.4.2. Safety considerations shall take precedence; where public transport is deemed unsafe, appropriate alternative transport arrangements may be made at the discretion of the Municipal Manager.
- 16.5. The hiring of a vehicle shall be restricted to class B category vehicles or below unless it proves more cost effective to hire an upgraded group (i.e. the upgraded group if offered free or at a lower charge).
- 16.6. Where a different class of vehicle is required for a particular terrain or to cater for the special needs of an official, seeks the written approval of the municipal manager before hiring the vehicle.
- 16.7. Should four or less persons be delegated to attend the same occasion only one vehicle may be used and travelling costs will be payable for one vehicle only. Should a delegation consist of five to eight persons the travelling costs for an additional vehicle shall be payable if a second vehicle is used.
- 16.8. The Executive Mayor and Deputy Mayor who attend the same function shall travel in different vehicles. This is to prevent any institutional risk issues that may arise.
- 16.9. Where a municipal-owned vehicle is used, and advance funds are required for fuel and toll gate fees, such amounts may be disbursed prior to departure, subject to approval and supporting documentation.

- 16.10. Any unspent amounts must be returned to the municipality immediately upon return.

17. INSURANCE

- 17.1. The Municipality may extend insurance cover to authorised representatives travelling on official municipal business, subject to the terms and limitations of its existing insurance policies and related procedures.
- 17.2. Such cover shall only apply for the duration of the authorised travel period, and only where the requisite travel and special leave forms have been duly completed and approved in accordance with this policy.
- 17.3. Subject to the applicable insurance provider and policy schedule, coverage may include the following:
- Medical expenses and emergency assistance;
 - Personal accident, including death, disability, evacuation, and repatriation;
 - Personal liability during official travel; and
 - Cancellation or curtailment of travel or accommodation for official reasons.
- 17.4. The Municipality does not provide insurance cover for the use of private motor vehicles. Travellers who use their own vehicles do so at their own risk, and remain solely responsible for any damage, loss, theft, or third-party claims.
- 17.5. The Municipality disclaims all liability relating to personal property transported in either private or hired vehicles during official travel.
- 17.6. All accidents involving vehicles used for official purposes must be reported immediately to the relevant Head of Department and the Municipal Manager. Where municipal or hired vehicles are involved, an internal investigation may be conducted, and disciplinary processes followed where appropriate.
- 17.7. In the case of hired vehicles, the traveller must ensure that appropriate insurance cover is secured from the rental agency at the time of booking. The Municipality shall not be held liable for any claim where insurance has been declined, omitted, or inadequately arranged.

18. TRANSPORT OF PRIVATE PERSONS

- 18.1. The use of municipal vehicles for the transportation of private persons is STRICTLY forbidden.

19. TRAFFIC FINES

- 19.1. The driver of an official vehicle at the time of the offence is responsible for the payment of any fine, except if the fine is due to negligence on the part of the municipality.

20. ALLOWANCES RELATING TO CANDIDATES INVITED FOR JOB INTERVIEWS

- 20.1. Where external candidates are formally invited to attend job interviews at the Municipality, the following provisions shall apply:
- 20.1.1. Accommodation and subsistence costs will not be reimbursed under any circumstances.
- 20.1.2. Reimbursement for travel expenses shall be applied to candidates who drove, limited to a distance-based calculation using the lowest applicable rate per kilometre for the category of vehicle used, as prescribed in the Department of Transport Tariff Rates for the relevant month. This is to ensure proportional fairness.
- 20.1.3. The reimbursable distance shall be calculated from the place the candidate has filled in on their application form or the address reflected on their curriculum vitae, whichever is shortest, to the interview venue and back.
- 20.1.4. Reimbursement for travel expenses shall be applied to candidates who took public transportation, limited to the actual expenditure incurred by the candidate in travelling to the interview and back.
- 20.1.5. No reimbursement shall be made without the submission of:
- A valid proof of attendance;
 - An application form.

21. ACCOUNTABILITY

- 21.1. Where a representative receives any allowance, or other expense, to attend an event but fails to do so, without due cause or timely cancellation, the Municipality shall immediately recover the full amount by way of salary deduction. This shall be classified as misconduct, and disciplinary steps shall be instituted accordingly.
- 21.2. Representatives are expected to participate in all sessions of the approved event from start to finish. Failure to do so, without valid written explanation submitted to the Municipal Manager or Executive Mayor (as applicable), may result in the recovery of part or all expenses incurred by the Municipality.
- 21.3. Cancellation fees or other costs incurred due to late cancellations or non-attendance will be recovered from the delegate unless a satisfactory written explanation is provided and accepted by the Accounting Officer.
- 21.4. Loss of pre-paid travel documents such as air or bus tickets, where not the fault of the issuing agency, shall be for the account of the official or Councillor. A written explanation must be submitted for review. Where reasons are found inadequate, the cost of replacement shall be recovered from the delegate's salary.

22. PENALTIES

- 22.1. Non-compliance with any of the provisions of this Policy by any representative shall be viewed as misconduct and shall be dealt with in terms of the Municipality's Disciplinary Code or the Code of Conduct for Municipal Staff Members or Code of Conduct for Councillors as provided for in the Systems Act, as the case may be.

23. TAX IMPLICATIONS

- 23.1. All travel allowances paid to the relevant employees must be reflected in full on their IRP 5 certificates.
- 23.2. No employee's tax shall be deducted from subsistence allowances paid to EEs as the allowance does not exceed the limits prescribed by SARS.
- 23.3. Toll gate fees not to be included on the IRP 5, and are not taxable.

24. AMENDMENTS

- 24.1. The council may, from time to time, amend this policy to align with legislative developments, audits requirements, and sound governance principles.
- 24.2. Any and all amendments must be to ensure efficient, economic and effective management of Council resources, and shall not accommodate preferences related to personal comfort, but shall uphold the integrity of municipal resource management.

25. EFFECTIVE DATE

- 25.1. The policy will become effective upon approval thereof by the Council of the Laingsburg Municipality.

26. DOCUMENT CONTROL

This document describes the principles of the Subsistence and Travel Policy that will be applicable to Laingsburg Municipality, with effect from 01 July 2025.

MR JAFTA BOOYSEN

Print Name: Municipal Manager

Signature: Municipal Manager

30 May 2025

Date:

CLLR AMANDA KLEINBOOI

Print Name: Executive Mayor

Signature: Executive Mayor

30 May 2025

Date



MUNISIPALITEIT · LAINGSBURG · MUNICIPALITY
SUBSISTENCE AND TRAVEL CLAIM FORM

SECTION A: TRAVEL INFORMATION (TO BE COMPLETED BY CLAIMANT)

Name of Claimant _____

Position _____

Departure Point _____

Destination _____

Purpose of Travel _____

(Attach supporting documentation in relation to the purpose of the travel)

Departure Date:	Return Date:
Time of Departure:	Time of Return:

Travel Type *(Mark Applicable)*

Municipal-Owned	Private	Subsidised	Hired	Air Travel
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Vehicle Type *(Mark Applicable)*

Sedan/Hatchback	Bakkie (4x2)	Bakkie (4x4)	SUV/MPV	Motorcycle
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Fuel Type *(Mark Applicable)*

Petrol	Diesel
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Engine Capacity

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Car Registration

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Banking Details

Bank Name	Account Number	Branch Code

Signature of Claimant _____ Date _____

By signing this Subsistence and Travel Form, I acknowledge that the information provided above is true, accurate, and complete to the best of my knowledge. I understand that any incorrect or incomplete information submitted is my sole responsibility and that the Municipality and its Expenditure Department shall not be held liable for any consequences arising from such errors. I further confirm that I have read, understood, and agree to abide by the Municipality's Subsistence and Travel Policy. I accept that any claims submitted in contravention of said Policy may be rejected or subject to corrective action as deemed necessary by the Municipality. I also acknowledge that the approval of this claim does not constitute an automatic right to reimbursement and is subject to verification and budget availability.

SECTION B: APPROVAL FOR TRAVEL

(This approval pertains only to the travel and does not extend to the associated expenditure.)

Budget Availability

Yes	No
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(Budget availability confirmation must be attached as proof)

Name of Supervisor _____

Signature of Supervisor _____ Date _____

SECTION C: CALCULATION OF COSTS PAYABLE TO CLAIMANT

Category	Details	Amount (R)
Day Allowance	R100 per day x _____ days	
Subsistence Allowance		
- More than 24 Hours	Breakfast – R100 x _____ days <i>(As appropriate)</i>	
	Lunch – R150 x _____ days <i>(As appropriate)</i>	
	Supper – R200 x _____ days <i>(As appropriate)</i>	
- Less than 24 Hours	Breakfast – R100 <input type="checkbox"/>	
	Lunch – R150 <input type="checkbox"/>	
	Supper – R200 <input type="checkbox"/>	
Travel Allowance	(Based on vehicle information)	
- Officials	_____ km x _____ tariff per km	
- Councillors	_____ km x _____ tariff per km	
- Other Claimants	_____ km x _____ tariff per km	
- Interviewee	_____ km x _____ tariff per km	
Accommodation		
- Commercial	(Actual costs limited to R1700 per night)	
- Private	R500 per night	
Incidental Costs	(Proof of Expenditure is Required)	
- Toll Gate		
- Fuel		
- Parking		
- Other <i>(Please Specify)</i>		
TOTAL AMOUNT TO BE PAID TO CLAIMANT		

SECTION D: EXPENDITURE AUTHORISATION

FOR COUNCILLORS

Signature of Municipal Manager _____

Date: _____

FOR OTHER CLAIMANTS

Signature of HOD of Finance
(Or Delegate)

Date: _____