

# POLICY ON TRAVEL AND SUBSISTENCE

## 1 INTRODUCTION

The Policy on Travel and Subsistence is to regulate the management and payment of travel and subsistence allowances and claims of employees. This Policy does not apply to consultants as they are responsible for their own transport and costs related thereto. To ensure that employees are not financially prejudiced by official travel, employees are entitled to prescribed subsistence and travel allowances. This allowance is not meant to supplement an employee's salary.

## 2 LEGAL FRAMEWORK

- ❖ Treasury Regulations (March 2005)
- ❖ Financial Delegations, September 2000
- ❖ Resolution 3 of 1999
- ❖ Income Tax Act
- ❖ Various Directives from National Treasury and DPSA / Financial Circulars

## 3 TRAVEL AND SUBSISTENCE ADVANCES

- ❖ Travel and subsistence advances are granted to officials who are requested to perform official duty for more than 24 hours away from their headquarters to fund reasonable travel and subsistence expenses incurred.
- ❖ No advance will be issued for registration fees for courses, seminars, etc, as this must be procured via LOGIS (domestic company) or foreign payments (foreign company).
- ❖ If a trip is cancelled, the advance must be repaid within two working days. Failure to do so, will result in the advance plus interest being deducted from the official's next salary.
- ❖ If an official is new to the Department and is expected to travel, the official must notify Directorate: Financial Management in advance, so he/she can be created as an entity on the system (BAS) in order to receive advances.
- ❖ Travel and subsistence advances must be approved as follows:
  - Salary levels 1 – 12: Director or higher;
  - Salary level 13: Chief Director;
  - Salary level 14: Deputy Director-general; and
  - Salary levels 15, 16, Deputy Minister and Minister: the Head of the relevant Office.

### 3.1 Domestic Travel

Travel and subsistence advance may cater for estimated expenditure on lunch, dinner, other actual expenses as well as the special daily allowance as prescribed by the Department of Public Service and Administration. Estimation of the cost for the trip should be written on the back of the travel and subsistence advance form. Travel and subsistence advance form should be submitted to the Section: Travel and Subsistence at

least 7 working days before commencement of the trip. All previous advances taken must be cleared before a new advance will be issued. An advance must be cleared within 30 days after returning from the trip to prevent that the full amount of the advance taken plus interest as prescribed by the Minister of Finance is deducted from the official's salary.

### 3.2 International Travel

Travel and subsistence advance may only cater for the special daily allowance of the country to be visited because accommodation and travel arrangements must be made via the Travel Agency at least 10 days before departure. Estimation of the costs for the trip should be written on the back of the travel and subsistence advance form. The relevant written approval from the Minister/President must be attached to the travel and subsistence advance form otherwise the advance will not be processed. Advances on sponsored trips are limited to 30% of the daily allowance as prescribed by the DPSA. Travel and subsistence advance form should be submitted to the Section: Travel and Subsistence at least 14 working days before commencement of the trip. All previous advances taken must be cleared before a new advance will be issued. An advance must be cleared within 30 days after returning from the trip to prevent that the full amount of the advance taken plus interest as prescribed by the Minister of Finance is deducted from the official's salary.

## 4. TRAVEL AND SUBSISTENCE CLAIMS

- ❖ Detailed and verifiable invoices / receipts must be attached to each claim.
- ❖ Meals:
  - Breakfast can only be claimed if the employee leaves before 06:00 limited to an amount equal to 20% of special daily allowance as prescribed by the DPSA.
  - Lunch can only be claimed if the official leaves before 12:00 or returns after 15:00, limited to an amount equal to 20% of the special daily allowance as prescribed by the DPSA.
  - Supper can only be claimed if the official leaves before 18:00 or returns after 20:00, limited to an amount equal to 45% of the special daily allowance as prescribed by the DPSA.
- ❖ Only one drink (up to 500ml) per meal will be refunded.
- ❖ Employees must sign off the accommodation bill and settle all private items, including room service, before check-out.
- ❖ Travel and subsistence claims must be approved as follows:
  - Salary levels 1 – 12: Director or higher,
  - Salary level 13: Chief Director,
  - Salary level 14: Deputy Director-general; and
  - Salary levels 15, 16, Deputy Minister and Minister: the Head of the relevant Office.

## 4.1 Domestic Travel

### 4.1.1 Less than 24 hours

Accommodation, transport and flight arrangements must be made via the Division: Transport. No daily allowance is payable.

### 4.1.2 Longer than 24 hours

Accommodation, transport and flight arrangements must be made via the in-house travel agency at least 10 days before the departure date. No other travel agency may be used. An advance may be requested to fund official expenses on meals and other actual expenses incurred (e.g. parking, toll fees, official telephone calls, etc) if applicable. The prescribed allowance may be claimed per day and for every additional hour rounded off to the nearest hour.

- ❖ Special daily allowance to compensate for incidental expenses where actual expenses are claimed.
- ❖ Fixed daily subsistence allowance payable in circumstances where actual expenses are not claimed. (Amounts as determined by the DPSA annually).

### 4.1.3 Travel with privately owned vehicles

#### 4.1.3.1 Members of SMS and MMS receiving motor allowance

SMS and MMS members receiving motor allowances may not make use of Phakisa World vehicle transport. The SMS and MMS members should submit their claims the month following the month of travelling on the prescribed form to the Section: Subsistence and Travel (S&T). All kilometres travelled between home and workplace constitutes a private journey. In cases where employees depart from home directly to a meeting, conference, etc the distance claimed should be as if the official departed from his/her headquarters. This also applies when leaving any of these premises to go home meaning that the distance claimed should be as if the official returned from the meeting, conference, etc to his/her headquarters. The tariffs as prescribed by the Department of Transport should be used for the calculation of the claim.

**NB: Officials may not use public transport for official purposes, they have to use their own motor vehicles to the airport.**

#### 4.1.3.2 Other Departmental staff

The use of privately owned vehicle transport must be approved before the journey is undertaken in terms of Transport Delegations. The claims must be submitted the month following the month of travelling on the prescribed form to the Section: S&T. All kilometres travelled between home and workplace constitutes a private journey. The tariffs as prescribed by the Department of Transport should be used for the calculation of the claim.

#### 4.1.4 Sponsorships

The Department will only be responsible for the total cost incurred less any sponsorship(s) received. Prior approval needs to be obtained in writing for the acceptance of sponsorships in terms of Treasury Regulations. The name of the sponsor, purpose of sponsorship and the amount sponsored (estimated if not available) must be declared in the Annual Financial Statements.

#### 4.1.5 Partially paid expenses

When accommodation expenditure and related expenses are wholly or partially sponsored by a donor or sponsor, or where part of the meals (e.g. breakfast included in hotel accommodation expenses) is paid by the Employer, or the host, the payment of the special daily allowance as prescribed by the DPSA is reduced as follows:

- ❖ Incidental expenses (15%)
- ❖ Breakfast (20%)
- ❖ Lunch (20%)
- ❖ Dinner (45%)

In the case where an official / official bearer is entertaining during an official trip, the costs must be claimed with a Sundry Payment Advice, using the item "Entertainment Management". The special daily allowance must be reduced, using the above mentioned percentages, for that specific meal.

#### 4.1.6 Taxation of daily / per diem allowances

The South African Revenue Services sets limits for amounts to be deemed as non-taxable with regard to daily / per diem travel allowances received. Details can be obtained in the relevant SARS' Guideline on Employee Tax. Currently the amount is R270,00 per day.

### 4.2 International Travel

All requests for foreign trips must be submitted to the FMC who will make a recommendation and forward it to the Minister. The Minister must approve all international travel of departmental staff. The President must approve international travel of the Minister and the Deputy Minister.

When expenditure on accommodation is wholly met from public funds an employee is compensated on the following basis:

#### 4.2.1 **In the case of official visits to the countries listed by the DPSA:**

- ❖ The reasonable actual expenses in respect of accommodation, dry cleaning, laundering, bank charges, commission, visa fees, taxi fares and vaccinations; and
- ❖ A special daily allowance to compensate for the employee's three meals (breakfast, lunch and dinner) and incidental expenses (e.g. reading matter, private telephone calls, soft drinks which do not form part of meals, etc).

#### 4.2.2 **In the case of official visits to the countries not listed by the DPSA:**

- ❖ The reasonable actual expenses in respect of accommodation, dry cleaning, laundering, bank charges, commission, visa fees, taxi fares and vaccinations;
- ❖ The reasonable actual costs of three meals; and
- ❖ 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 so not form part of meals, etc).

#### 4.2.3 **Sponsored visits**

Please refer to paragraph D1.4 in this regard. All sponsorships must be clearly indicated on the relevant Annexure (E12) to be attached to travel and subsistence claim form.

#### 4.2.4 **Partially paid expenses**

When accommodation, expenditure and related expenses are wholly or partially sponsored by a donor or sponsor, or where part of the meals (e.g. breakfast included in hotel accommodation expenses) is paid by the Employer, or the host, the payment of the special daily allowance as prescribed by the DPSA is reduced as follows:

- ❖ Incidental expenses (15%)
- ❖ Breakfast (20%)
- ❖ Lunch (20%)
- ❖ Dinner (45%)

In the case where an official office bearer is entertaining during an official trip, the costs must be claimed with a Sundry Payment Advice, using the item "Entertainment Management". The special daily allowance must be reduced, using the abovementioned percentages, for that specific meal.

#### 4.2.5 **Taxation of daily / per diem allowances**

Please refer to paragraph D1.6 in this regard.

#### 4.3 **Persons invited for interviews**

Whenever someone has to incur travel and subsistence expenses to attend a formal interview for employment within the Department, the person can claim travel and subsistence expenses in accordance with the financial manual on travel and subsistence. Payment should be effected by completing a sundry payment form and not a travel and subsistence claim form. No travel and subsistence advances will be issued to officials invited for interviews.

#### 4.4 Travel and subsistence of NGO or Provincial members

The Department cannot provide travel and subsistence advances to persons not employed within the Department since travel and subsistence allowances should be indicated on the IRP5 certificates. Should a Provincial or NGO member be requested to travel at this Department's cost, the necessary approval to fund such expenditure must be obtained in terms of the Financial Delegations. The NGO member / Provincial / Other Government Department should fund the cost and claim the actual expenses incurred from the Department.

#### 5. **ACCOMMODATION AND TRANSPORT ARRANGEMENTS**

Accommodation, transport and flight arrangements must be made at least ten (10) days before departure date via the in-house travel agency appointed for this purpose. No other travel agency may be used. Staff are requested to carefully consider the financial implications for the planned trip and are encouraged to travel in a class that will be most economical for the Department.

#### 6. **CONTRAVENTION OF POLICY**

Any person who does not follow the Travel & Subsistence Policy, will be held accountable for his/her actions and will be disciplined in terms of the Disciplinary Code of Conduct.

#### 7. **EFFECTIVE DATE**

This Policy is effective from the date as approved by the Director-General.

#### 8. **REVIEW OF POLICY**

Any changes to this Policy will be communicated with amendment notes focusing only on the section involved and not the entire Policy.

#### 9. **PREVIOUS POLICIES AND CIRCULARS**

Any previous policies and circulars issued on Travel & Subsistence are hereby repealed.

#### 10. **APPROVAL OF THE POLICY ON TRAVEL AND SUBSISTENCE**

This Policy is approved by Ms M P Matsoso in her capacity as Director-General: Health.

#### **Policy Approved**



**MS M P MATSOSO**  
**DIRECTOR-GENERAL: HEALTH**

Date: 22/12/2010



## REQUEST FOR LOCAL TRAVEL

Air Travel

Ground Transport

Name:

Rank:

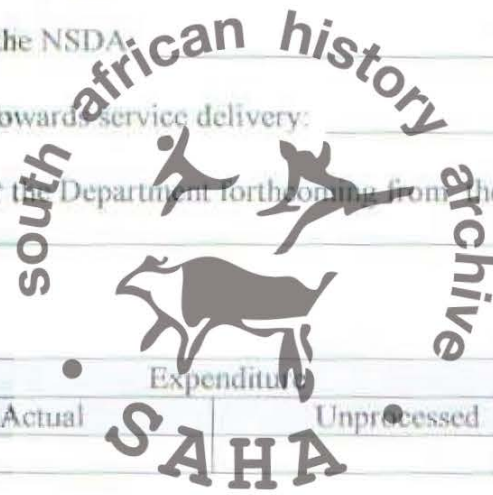
Cluster /Directorate:

Date:

### Purpose of travel

- Destination:
- Period:
- How is the travel in support of the NSDA:
- How will the travel contribute towards service delivery:
- What is the expected benefit for the Department forthcoming from the travel undertaken:

### Financial implication



Budget	Expenditure		Amount Available
	Actual	Unprocessed	

### Request considered by

NAME:

RANK:

DATE:

Approved / Not Approved / Amended

### Note:

Salary level 1 to 12 to be considered by Director.

Directors to be considered by Cluster Manager.

Cluster Managers and equal grading application to be considered by DDG.

DDG and equal grading application to be considered by DG.