KARIBIB TOWN COUNCIL

DAILY SUBSISTENCE AND TRAVELLING POLICY

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DAILY SUBSISTENCE AND TRAVELLING (DSA) POLICY

Policy Number: FIN-01/2021	**Approval Date:**
Compiled by: Manager- Finance	**Compilation Date: 2021/03/20**

Notwithstanding the review as may be determined, this policy shall remain effective until approved otherwise by Council and may be reviewed on an earlier date as deemed necessary.

1. PREAMBLE

1.1. It is essential that representatives of the Council from time-to-time will have to travel to other cities and towns in order to establish and maintain links and relationships with other Local Authorities, government bodies, other stakeholders relevant to value addition towards Council's operations. It is important for representatives to broaden their knowledge and understanding of and compare local experiences in local government transformation, innovation and change with the rest of the country and beyond, and this can effectively be done only through the medium of personal contact with a wide range of local government stakeholders.

2. PURPOSE

2.1. The purpose of this policy is to reimburse a representative of Council for reasonable expenses necessarily incurred on accommodation, meals and incidental expenses when absent from his place of duty on official duties for more/ less than twenty-four (24) hours as individual cases may be.

2.2. This policy sets out the basis for the payment of a Subsistence and Travel allowance for the purposes of such official travelling.

2.3. For the purposes of this policy, a Council delegated Representative shall mean:

2.3.1. Mayor;
2.3.2. Deputy-Mayor
2.3.3. Chairperson of Management Committee;
2.3.4. Members of the Management Committee;
2.3.5. Other Ordinary Councillors specifically authorized to represent the Council on a particular occasion;
2.3.6. Chief Executive Officer;
2.3.7. Heads of Departments;
2.3.8. Any other official specifically authorized to represent the Council on a particular occasion;
2.3.9. Any other official who is a member of a recognized professional institution and is granted permission to attend meetings and conferences of such institution;
2.3.10. Any other member belonging to any Committee of Council authorized to attend any event of Council and/or represent Council.

3. INTERPRETATION OF THIS POLICY

3.1. All words contained in this policy shall have the ordinary meaning attached thereto, unless the definition or context indicates otherwise.

3.2. Any dispute on interpretation of this policy shall be declared in writing by any party concerned.

3.3. The Chief Executive Officer shall give a final interpretation of this policy in case of written dispute.

3.4. If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the Office of the Labour Commissioner through Conciliation and Arbitration processes.

3.5. The definition of Karibib Town Business is as follows:

i) Representation of the Council in any event, meeting or function invited thereto;
ii) Internally organized or arranged event/function/meeting with an invitation from the Chief Executive Officer or Office of the Mayor.

4. LEGAL REQUIREMENTS

4.1. In terms of Section 81 of the Local Authorities Act (Act 22 of 1992) as amended, "the Chief Executive Officer or any other officer designated by the Local Authority Council shall be the Accounting Officer of the local authority Council and shall be charged with the responsibility of Accounting for all monies received and all payments made by the local authority council," separately disclosing (inter alia) subsistence and traveling allowances paid.

5. RESPONSIBILITIES OF REPRESENTATIVES WHO TRAVEL ON BUSINESS OF THE COUNCIL

5.1. Every representative who travels on the business of the Council must comply with this policy in letter and in spirit.

5.2. Representatives who travel on the business of the Council must appreciate, always, that they are ambassadors for the Council, that their actions, conduct and statements must be in the best interests of the Council, and that they must comply with any specific mandates they have been given.

5.3. Consistent with the Council's performance monitoring and evaluation objectives, the Manager: Human Resource and Administration will ensure that a database and reports of all representatives and official travelling is kept.

5.4. The Manager referred to in clause 5.3 above shall report on monthly basis on all subsistence and travelling activities to the Chief Executive Officer for submission to Council.

6. SCOPE OF APPLICATION

6.1. the Daily Subsistence Allowance (DSA) is payable to a Council delegated representative who is absent from his/her headquarters for more than twenty-four (24) hours and during such absence utilizes a *Hotel, Guesthouse, boarding house (including boarding with private persons), Lodges/ guest farms or any other sleeping amnesties excluding motor car* as accommodation facilities.

6.2. A subsistence is an amount of money as contemplated in 6.1 paid by the Council.

7. CATEGORIES OF DAILY SUBSISTENCE RATES

7.1. The following categories of rates shall be applicable to local and abroad travel.

i) <u>Rate 1: Accommodation, Meals and Incidental expenses.</u>
These rates include expenses necessarily incurred for accommodation, meals and incidental. This rate can be claimed in advance to cover for the expenses referred herein and no receipts will be required for submission. Any expenses more than this rate will be borne by the representative him/herself and shall not be at the expense of Council.

ii) <u>Rate 2: Meals and Incidental Expenses.</u>
These rates include expenses necessarily incurred for meal and incidental expenses of which no receipts are required. Expenses for traveling and accommodation are paid separately by council on submission of receipts, but the cost of accommodation shall not be more than the difference between rate 1 and rate 2. Any difference more than this rate will be borne by the representative him/herself. These rates can be claimed in advance.

iii) <u>Rate 3: Incidental Expenses.</u>
These rates only include incidental fees such as telephone calls, laundry, taxi fares. No receipts required. The traveling, accommodation and meals shall be paid separately upon submission of receipts. The cost of accommodation and meals shall not be more than the difference between Rate 1 and 3 Rate. Any difference more than this rate, shall be borne by the representative him/herself.

iv) <u>Absence of less than twenty-four (24) hours</u>
The accounting officer may advance DSA to the representative attending official duties for less than twenty-four (24) hours a fixed amount of N$220.00 as incidental fees. These rates can be claimed in advance. In cases where the representative will be subjected to public transport, an estimated cost of public transport shall be added to the claim of which no receipts will be required. This shall ONLY apply to travels to distances furthest as 100 kilometers from duty station.

8. MEASURES CONCERNING DSA CLAIMS

8.1. The subsistence allowance may be claimed only if the necessary authorization for the trip has been obtained, and if the appropriate form has been completed and submitted by the claimant as required by Council.

8.2. It shall remain the prerogative (given the merits) of the Management Committee or the Chief Executive Officer (in line with delegation of powers) to decide which rate a representative may claim.

8.3. The Management Committee or the Chief Executive Officer (as per the delegation of powers) may consider traveling arrangements for representatives as follow:

(1) The distance of the venue for the event, time and average speed of 120km/h;

(2) Taking cognizance of the normal working hour, which is 08H00 AM;
(3) Exampli gratia; if the meeting is scheduled at 09H00 AM within a driving time of 2 hours, the representative shall be allowed to overnight, whereas if the event is scheduled at 10H00 AM for half a day program, the representative shall drive the same day and return. However, if the event is scheduled at 10H00 AM and to be hosted until 17H00, the representative shall drive the same day and return the next day.
(4) The Management Committee or the Chief Executive Officer shall ensure that no representative shall drive after 17H00 from any event.
(5) Except for traveling for less than 24 hours furthest 100 KM, all other categories will be required to complete a claim upon return and submitting the relevant receipts for reconciliation purposes.

8.4. Rates for representatives invited by Council as panel members, bid evaluation committee members, personnel serving on committees of Council etc.

(1) Council will apply the standard rates to all its stakeholders in line with the Annexures of PSSR. D. III/I as approved in 2008, until so amended upon which the amendments shall be applied.

8.5. No subsistence allowance will be paid, and no representative will be entitled to a subsistence allowance, if the trip or travel is not related to the official business of the Council. All travel on business of the Council must be approved as such by the Management Committee or Chief Executive Officer in line with the delegation of powers before a representative is entitled to a subsistence allowance.

8.6. **<u>Rates applicable when donor agencies are involved.</u>**

In the event where, the official trip of a council representative is being sponsored by a donor agency, the following measures shall apply;

a) If the donor agency will sponsor the traveling and accommodation, the representative shall claim Rate 2 from Council;
b) If the donor agency sponsors traveling, accommodation and meals, the representative shall claim Rate 3 from council;
c) If all expenses are covered by the agency (traveling, accommodation, meals and incidental), the following shall apply:
    i. If the rate sponsored by the agency is less than that of Council in terms of Rate 1, the representative may claim the difference between the donor rate and that of council from council;
    ii. If the rate sponsored by the agency is more than that of council, no additional claim shall be made to council.

9. CLAIMING OF DSA WHEN VISITING PLACES WHERE ONE OWNS A HOUSE

a) Where a representative is away on official duties where s/he have a private owned house for which s/he is a recipient of a Housing subsidy from Council, only rate 2 shall be claimed by such representative. As per the directive from the Office of the Prime Minister dated 2014.

b) When boarding with a private person, the rate for the town/village or city in which the person resides shall be applied.

10. AMOUNT OF SUBSISTENCE ALLOWANCE

10.1. TRAVELLING

i. A daily allowance and accommodation shall be paid by Council per 24 hours (or full day) or otherwise pro-rata per hour will be paid if less than 24 hours as per the stipulation of the applicable Daily Subsistence Allowance (DSA) for domestic or international travel on official duty for each representative.

ii. Council shall be responsible for any other actual expenses such as tollgate fees and parking fees (vouchers shall be required in order to claim for incidental expenses).

iii. The Chief Executive Officer, Mayor, Deputy Mayor, Chairperson of Management Committee and all Managers shall be reimbursed the traveling expenses equivalent to Chair and Members of statutory bracket of Annexure A of PSSR. D.III/I whereas the other members of the Management Committee, ordinary councilors and professional staff members of council shall be paid in line with professionals and staff members rates of the same annexure.

11. CAR RENTAL, AIR TRAVEL AND OTHER TRAVEL COSTS

11.1. Only group “C” or “D” category vehicles may be rented, unless it is more cost-effective to hire a more expensive vehicle (for example, when the number of representatives involved could justify the hire of a micro-bus).

11.2. Car rental must be approved by the Management Committee as part of the travel package before the trip is embarked on. A representative who rents a vehicle whilst travelling on the business of the Council without having received prior Council’s authorization will only be reimbursed for the cost of the vehicle rental if proof of expenditure can be produced and the Representative can demonstrate that vehicle rental was reasonably but unexpectedly necessitated by the circumstances.

11.3. All flights by representatives of the Council shall be in economy class, unless, in the case of emergencies another class of travel is specifically authorized, by the Management Committee in the case of travel by the Councillors, Chief Executive Officer and by the Chief Executive Officer in the case of travel by other officials of the Council unless if emergency circumstances do not permit.

11.4. Wherever possible, the best Airway Service Provider shall be used for air travel. Reservations for rental cars and air travel must be made through a travel agent appointed by the Council for this purpose.

11.5. If a representative has to utilize his or her personal motor vehicle outside the boundaries demarcated for the Council he or she will be paid the kilometer fee rate as determined by the Ministry of Urban and Rural Development (line ministry).

11.6. The Private vehicles may ONLY be used in the absence of other suitable transport of council or if the use of private vehicles would be cheaper than using other means of transport. A person may use any vehicle registered under NATIS in Namibia regardless of ownership provided that person is a licensed Driver of that vehicle.

11.7. It will be incumbent upon the Council's official concerned to verify the factual usage of the vehicle in respect of which transport or kilometres fees claim is made against.

11.8. Where possible representatives must travel together, up to a maximum of two or three in a vehicle, to minimize travelling expenses.

11.9. If it is not practical to use rental cars, air travel or private vehicles, or if the use of such modes of transport would, in the opinion of the Chief Executive Officer, entail excessive expense, the Management Committee may require that alternative modes of transport, such as buses and trains, be used, subject to such conditions and limitations as the Management Committee may on an "ad hoc" basis stipulate.

11.10. If a representative requires special travel facilities due to such representative suffering from any disability, the Chief Executive Officer may authorize such additional expenditure as may be required to cover additional costs associated with such special facilities.

11.11. Any person, who does not receive any travel allowances, may obtain authorisation from the Management Committee or the Chief Executive Officer to use Council's vehicles. If such vehicles are not available, the person can use his private vehicle or public transport. Where such cases arise, the Council must pay such person the applicable allowance or rate.

11.12. Any person receiving a fixed monthly motor vehicle allowance is not entitled to drive a Council vehicle unless there is a prior authorization by the Chief Executive Officer under exceptional circumstances. The staff member will be entitled to kilometers fees as determined by the line ministry from time to time, and will use his/her private vehicle; in accordance with ministerial directives and personnel rules of council.

11.13. The Council may pay to any other staff member or delegate without motor vehicle allowance if Council is unable to provide an official vehicle, upon prior written approval, N$ 3, 50 per kilometre travelled by such delegate of Council for the use of his or her own private motor vehicle on an official trip and the staff member must submit proof of vehicle ownership or particulars of the vehicle to be used.

11.14. in an event where a delegate representative of Council refuses to use a official vehicle of Council, Council shall only carry the cost of estimated fuel cost as if the delegate was traveling with Council vehicle and will be subjected to provide the fuel receipts for reconciliation purposes. In a case where such traveling involves other delegates, the delegate shall share his/her vehicle with the other delegates, unless otherwise directed by the uniqueness of the situation.

12. SUBSISTENCE AND TRAVEL ALLOWANCES FOR PERSONS INVITED FOR INTERVIEWS AND ANY OFFICIAL KARIBIB TOWN COUNCIL BUSINESS

12.1. Council shall not pay any subsistence and travelling allowance to a Candidates invited for an interview at Karibib Town Council.

12.2. Council shall only pay subsistence costs to persons invited to attend to Council official business, e, g. training, maintenance, panel members, disciplinary hearings, etc. There must be prior authorization by the Management Committee or the Chief Executive Officer.

12.3. Council may reimburse the entity or company in case of an invited official claiming from his/ her company before traveling as per the invoice signed and confirmed by the authorised person in such entity or Chief Executive Officer. Council may include such clause in its invitation authorizing the delegate representative to claim from their office and Council will reimburse the office on invoice.

13. AUTHORISATION OF OFFICIAL TRIPS TO BE UNDERTAKEN

13.1. For purposes of implementing this policy, only the Management Committee or the delegated authority shall authorize and approve traveling for Councillors and Chief Executive Officer. Other staff Members and delegates shall be authorized and approved by the Chief Executive Officer.

13.2. Travel may be authorized only if budgetary provision for such travel is made in the applicable budget votes.

13.3. An invitation to attend a workshop, meeting or related event is not an automatic authorization to attend such workshop or event. Authorization/approval must still be obtained as required.

13.4. An invitation on short notice to attend a workshop, meeting or related event can be circulated and only authorized by the eligible Management Committee Members or Chief Executive Officer if delegated.

13.5. Council initiated trips to meetings or related events shall require an internal submission approved by the Management Committee for such trip to take place.

14. ATTENDANCE OF CONFERENCE, WORKSHOP OR MEETING

14.1. Council delegates or representatives to any conference, workshop or meeting must ensure that they arrive on time and attend until the conclusion of such event.

14.2. If any representative fails to do so, the Chairperson of Management Committee or the Chief Executive Officer, as the case may be, recover all or part allowances and disbursements paid to enable such delegate or representative to attend such event, provided that such Delegate or rrepresentative is afforded the opportunity to submit reasons for not being able to be present from the commencement to conclusion of such event.

14.3. The Council shall pay the KM's travelled more than 60 km (travelling to and return) by the Head of Departments and Chief Executive Officer that are not allowed to travel with the Council vehicles.

15. PROCEDURES FOR CLAIMS AND PAYMENT THEREOF

15.1. Subject to the provisions of this section 13, the Chief Executive Officer may prescribe procedures (including time limitations) and forms for:

15.1.1. The attachment of the invitation or documentation for the requested subsistence and travelling submission. A copy of the invitation or the first three pages of the agenda or programme for the event to be attended by the representative;

15.1.2. The Subsistence and Traveling allowance claim shall be submitted two days prior to the traveling date for the administrative function to be undertaken;

15.1.3. The authorization of subsistence allowances and expenses. A copy of an approved trip authorization form with its annexure/s must be attached to any S&T Claim form;

15.1.4. The Chief Executive Officer may amend, withdraw, substitute, or supplement such procedures and forms.

15.1.5. All such procedures in force at any time shall be deemed to form part of this policy at such time.

15.1.6. All S&T claims not submitted within a period of two months (02 months) after inception shall be forfeited.

15.1.7. All S&T claims not submitted within the same financial year except the claim pertaining to the last month of the financial year will be automatically forfeited or not paid.

15.1.8. Recommendation and approval transactions shall be performed on the budgetary vote in the Department in which the employee is attached to, irrespective of the reason for official travelling.

15.1.9. In case of reimbursements for travel claims and subsistence allowances by a representative, shall be made through normal payroll procedures, upon giving consent to the payroll official in writing or shall directly pay Council through the cashier transaction or direct deposit with appropriate referencing.

16. COMMENCEMENT

This Policy will come into effect on the date of adoption by the Council.

17. COMPLIANCE AND ENFORCEMENT

17.1. Violation or /non-compliance with this policy will give cause for disciplinary steps to be taken.

17.2. It will be the responsibility of the Management Committee or the Chief Executive Officer to enforce compliance with this policy.

18. RELATED INFORMATION

Karibib Town Council Personnel Rules and/or the Code of Conduct of Councillors, Local Authorities Act, Contract of Employment, Namibian Labour Act, Public Service Staff Rules and all relevant applicable Acts and Regulation in the Republic of Namibia.

19. POLICY REVIEW AND/OR ABOLITION

This policy shall be reviewed or repealed based on monitoring and evaluation demands aligned with any changes or challenges in the implementation of this policy as the Council may deem necessary.

20. APPROVAL

This DSA policy was tabled, discussed, and approved as follow:

Council Resolution Number: ______________________

Date: ____

_________________________ **CHIEF EXECUTIVE OFFICER**

_________________________ **CHAIRPERSON OF COUNCIL**