

DEPARTMENT OF PUBLIC WORKS

SUBSISTENCE/TRAVEL AND CAMPING ALLOWANCES POLICY

1. PURPOSE

To regulate and give guidance on the claiming process with regard to Subsistence/Travel and camping allowances claims, where an official in the interest of the department is on official duty away from his/her headquarters for less than a day/ a day or more.

'**Headquarters**' is defined as the city, town, camp or place where principal duties of an employee are performed or which the Head of Department may indicate as her/his headquarters.

2. SOURCES OF AUTHORITY

The following Acts, Regulations and delegation have been used as guidelines for this policy:

- 2.1 **Public Finance Management Act (PFMA), Section 38(1) (f)**: The act stipulates that the accounting officers must settle all contractual obligations and pay all money owing, including intergovernmental claims, within the prescribed or agreed period.
- 2.2 **Financial Delegations (FD), C.2**: This stipulates that the claims for S&T and camping allowances must be approved by the CFO, General managers, Senior managers/senior project managers, managers/project managers or equivalent. A lower or equal ranking official cannot approve a claim of an equal or higher ranking official.
- 2.3 **PSCBC-Resolution No. 3 of 1999, parts XI, XII, and XIII**: The resolution stipulates that the employer may meet reasonable costs of travel for official purposes. If the employee/official takes official journeys, the employer shall meet his/her accommodation costs. When the camping staff performs duties from their regular place of work, the employer may pay them a daily allowance.
- 2.4 **Treasury Regulations (TR) as published on 5 June 2000 in the Government Gazette Chapter8, 8.2.1. & 8.2.2**: The regulations stipulate that an official of an institution may not spend or commit public money except with the approval of the accounting officer or his/her delegate or authorized officer. Before approving expenditure or incurring commitment to spend, the delegated or authorized official must ensure compliance with any limitations or conditions attached to the delegation.

3. PRINCIPLES

- 3.1 Officials who travel 240 km and more (within 24 hours) in one direction are allowed to claim for lunch, if lunch was not provided.
- 3.2 Officials who in the interest of the state sleep away from their place of their headquarters may claim S&T allowance.
- 3.3 Candidates attending interviews away from their headquarters will not claim S & T, unless in exceptional circumstances.
- 3.4 HR Provisioning will make a submission for the HOD to approve the claiming of S&T by candidates and accommodation arrangements. Candidates must be made aware of their entitlements before the interview.

4. TARGET

This policy applies to all employees serving within the department of Public Works in Limpopo.

5. TRAVEL AND SUBSISTENCE ALLOWANCE

The Minister for the Department of Public Service and Administration revises and approves maximum Subsistence and Camping allowances with effect from the 1st April of every year. The tariffs are payable in terms of Part XI, XII and XIII of Resolution 3/99 are as per the DPSA circular. The National Treasury granted approval in terms of section 5 (3) of the Public Service Act, 1994, as amended, for the revision of the S & T allowances by the DPSA, provided that the Department of Public Works has available funds

Officials should note that daily allowances might be paid to individuals per day and also per part of a day. It should also be noted that time spent traveling should always be included as it is regarded as official. If an allowance is to be calculated per part of the day, the applicable allowance amount should be multiplied by the number of hours on the journey divided by 24, e.g. R59.50 x 5 hours divided by 24 (the result of this calculation will give an hourly rate allowance). Traveling from place of work to headquarters' should not constitute overtime worked, but should be regarded as part of a day (hours) when claiming S & T.

5.1 The following may not be claimed when actual expenses are claimed as it forms part of the employee's daily allowances:

- 5.1.1 Private telephone calls.
- 5.1.2 Not more than three meals per day. Liquor or any alcoholic beverages are not paid for.
- 5.1.3 Tips for waiters.
- 5.1.4 Dry cleaning expenses.

5.2 The following may be claimed when actual expenses are claimed provided that an invoice with date, time and specification of the service/goods is attached to the claim:

- 5.2.1 Accommodation expenses – reasonable accommodation expenses will be paid. The hotel must be according to the employee's rank and status, but not higher than three (3) star where a (3) three star hotel or equivalent is available.
- 5.2.2 Laundry expenses but no dry cleaning expenses.
- 5.2.3 Meals (3 times per day excluding tips). When an employee's meals are included in the hotel account, a specified invoice must be requested, to ensure that no illegal amounts are included in the amount claimed for actual expenditure for meals. The same will apply if the host of the workshop/course includes lunch in the workshop/course account.
- 5.2.4 Official telephone calls: (a printout) of all numbers dialed must be supplied and certified by the employee concerned.
- 5.2.5 Parking fees: proof must be provided.
- 5.2.6 Toll fees: must provide proof when submitting claims.
- 5.2.7 Public transport: proof of payment must be provided. In the case of using a taxi, an affidavit from a Commissioner of Oath should be submitted.
- 5.2.8 The use of private transport for official purposes must be authorized by a person having delegated authority to approve, in which case the official will be refunded the expenses according to the tariff per class code.
- 5.2.9 **Please note that:**
 - (a) No claim will be paid if proof of actual expenditure is not provided.
 - (b) No faxes or copies are allowed.
 - (c) The employee must sign on every receipt/invoice to declare ownership.

5.3 When will a claim be rejected or not paid?

- 5.3.1 If the subsistence and traveling forms are incomplete.
- 5.3.2 If not properly authorized according to the delegation of powers.
- 5.3.3 If substantiate documentation/receipts/invoices and the particulars of claims are not attached to the BAS S&T claim form.
- 5.3.4 If the invoices are not original or incomplete, or in the case of more than one employee sharing the same invoice, the copy is not certified as a true copy.
- 5.3.5 If expenses occurred within a **240km** radius of the headquarters.

6 ACCOMMODATION

- 6.1 In cases where hotel accommodation is made use of, attempts must be made to avoid the higher expenditure of four or five star accommodation. If it is absolutely unavoidable, prior approval to stay in a four or five star hotel must be obtained from the HOD or his delegate.
- 6.2 There are however situations where the department is only able to provide accommodation and fall short of providing meals and bedding. Employees make their own arrangements for meals (breakfast, lunch and dinner) and bedding, and claim by producing proof of payment.
- 6.3 All S & T claims must be submitted within a period of two calendar months. Any claim submitted after the prescribed period must be accompanied by a motivation.
- 6.4 Employees who are found submitting or recommending and approving illegal claims shall be charged with financial misconduct and could lead to dismissal on the first offence.

7 OUT OF POCKET EXPENSES FOR A PERIOD OF LESS THAN 24 HOURS (SUBSISTENCE ALLOWANCE DISPENSATION)

- 7.1 As a way of eliminating disparity among serving employees in as the above matter is concerned, the Public Service Regulations, 1999 Chapter V. in paragraph F.I provides that subject to the terms of a relevant collective agreement (PSCBC Resolution 3/99 part XII), an executing authority may determine service benefits, compensatory practices and allowances as long as there are no alterations to the commitments made in the collective agreements.
- 7.2 In order to maintain consistency and uniformity, employees shall **at the production of receipts/invoices** claim for breakfast, lunch and dinner. Breakfast and dinner shall only be claimed, with prior approval from the supervisor or manager, when the employee has departed from his/her headquarters before 06h30 and has arrived at the headquarters after 19h30.
- 7.3 Meals may only be claimed outside a radius of **240km** from the employee's workplace/headquarters and with the approval of the Programme Manager.

8 CLAIMING PROCEDURE

- 8.1 It is the responsibility of the employee to make sure that she/he has correctly completed the necessary details on the Travel and Subsistence Claim form that is obtainable from Finance Directorate, in duplicate before taking it to the supervisor for recommendation.
- 8.2 The supervisor shall certify the correctness of the information on the Travel and Subsistence Claim Form before recommending it to the Programme Manager for approval.
- 8.3 The approved claim form should then be forwarded to the relevant division for authorization of payment.

9 TIME FRAME FOR SUBMISSION OF CLAIMS FOR TRAVEL AND SUBSISTENCE AND CAMPING ALLOWANCE CLAIMS

9.1 Travel and Subsistence Allowance

- 9.1.1 In terms of Section 80 of the Public Finance Management Act, 1999 and the Treasury Regulation No.11.5.1 the concerned employees and supervisors should make sure that travel and subsistence claims are submitted immediately after returning to the office. Claims submitted after the above mentioned period may only be paid on the discretion of the Programme manager upon receipt of a written explanation by the employee, stating the reasons for the late submission of the claim.

9.2 Camping Allowance

- 9.2.1 The Department pays camping allowance to employees who because of the nature of their work are required to camp.
- 9.2.2 Employees at permanent camps are not paid camping allowance as this workplace (camp), is regarded as their headquarters.

9.2.3 The following categories of employees at camps will be paid camping allowance on submission of the claims:

- Mobile Camps (regravelling teams) and
- Construction Unit.

9.2.4 Where employees perform work that requires camping on a continuous basis, commuted camping allowance may be paid.

9.2.5 The department may refund expenditure on parking fees as well as the reasonable cost of fuel and water used in the camp.

9.3 Separation allowance

9.3.1 The department shall compensate an employee whose work requires considerable traveling for the disruption to her or his family life and for the inconvenience.

9.3.2 In this agreement, **dependent** mean an employee's relative, including a child, who lives with the employee and relies on the employee for the bulk of her/his subsistence.

9.3.3 To be eligible for the separation allowance, an employee must:

9.3.3.1 Spend at least 180 nights a year on official duties away from her or his headquarters, and

9.3.3.2 May not receive another allowance, other than a subsistence allowance, to compensate for time spent away from home.

9.3.4 The department shall pay an eligible employee a separation allowance if the employee must travel on official duties away from her or his normal place of work for an interrupted period of 15 days.

9.3.5 The department shall continue to pay the separation allowance if, during a trip that qualifies for the allowance, an employee remains away from her or his normal place of work while taking;

- (a) sick leave, including special sick leave, for a continuous period of up to six months, or
- (b) special leave with full pay.

9.3.6 The department shall pay separation allowance on a day of rest unless, on that day, the employee travels to her or his home at the employer's cost.

9.3.7 The separation allowance is revised annually by the DPSA, and contained in the Financial Manual.

10 BUDGET AND CONTROL MEASURES FOR ACCOMMODATION, SUBSISTENCE AND TRAVEL/CAMPING/SEPERATION ALLOWANCES

10.1 It is the responsibility of Programme managers to make sure that the above mentioned allowances are budgeted for and managed annually.

10.2 Accommodation and other expenditure must be cost efficient and economically justified taking into consideration the principles of reasonableness and fairness, as well as practicality.

10.3 All claims must be checked and verified thoroughly before capturing on BAS.

10.4 Employees that request unrealistic claims as well as employees who approve such unrealistic claims for allowances will be charged with financial misconduct. See Section 81 & read with sections 38,39,40,41 or 42 of the PFMA.

10.5 Subsistence and Travel/Camping/Separation allowance claims are not there to raise the employee's salary in order to enrich the employee.

11. TRAVEL & SUBSISTENCE – TRIPS TO FOREIGN COUNTRIES

11.1 Authorization for trips to Foreign Countries

The MEC or any person with the delegated authority must authorize all trips to foreign countries. The application for advances must be accompanied by a copy of the submission to the MEC/DG stating the purpose of the trip, a list of delegates, which country/ies will be visited, etc.

11.2 Travel and subsistence advance:

The HOD should authorize the advance three weeks before departure. Refer to the Financial Delegation F.29 (see attached).

11.3 Condition and notes:

A copy of the approval for the trip must be attached to the advance form as well as to the claim when the official returns.

11.4 What may be claimed if the host is not paying

- 11.4.1 Daily allowance
- 11.4.2 Accommodation expenses
- 11.4.3 Washing and ironing of laundry
- 11.4.4 Official telephone calls
- 11.4.5 Tips
- 11.4.6 Public Transport
- 11.4.7 Taxis
- 11.4.8 Airport Tax
- 11.4.9 Bank charges
- 11.4.10 Exchange rate (profit/losses)
- 11.4.11 Rental of cars (good motivation to be supplied)
- 11.4.12 Safekeeping of official documents

11.5 Conditions and notes:

- 11.5.1 Accommodation expenses are for hotels, motels or guesthouses, but do not include any expenses for meals.
- 11.5.2 Washing and ironing may be claimed.
- 11.5.3 Telephone calls: must be accompanied by a printout for the numbers dialed and must be certified as official calls.
- 11.5.4 Public transport includes busses, trams and trains. Ensure that the date and tariffs are noted on the invoices.
- 11.5.5 Taxis- invoices must be obtained with date and tariff.
- 11.5.6 Airport Tax may be claimed if invoices are submitted.
- 11.5.7 Bank charges may be claimed if there is proof.
- 11.5.8 Exchange rate losses may be claimed and exchange rate profits must be reported (declared).
- 11.5.9 Rental of cars may be claimed if a good motivation is submitted.
- 11.5.10 The cost of safekeeping of official documentation may be claimed.

11.6 Calculation of the period of absence

- 11.6.1 The calculation starts from the time that the official departs from home or the office (whichever is the latest) up to the time that the official returns to the office or home (whichever is the earliest).
- 11.6.2 Dates and times of arrival and departure in the different countries must be noted clearly to ensure that the calculations are correct.
- 11.6.3 The exchange rate should be used for the calculation as on the first day of the trip or rate on the day of exchange.

11.6.4 Abnormal Expenses:

11.6.4.1 Expenses for travelling documents and residential permits: the cost of the passport and visas may be claimed.

11.6.4.2 Expenses for vaccinations: medical cost for vaccinations may be claimed- certain countries will not let you enter without proof of vaccinations.

11.7 What may be claimed if the host defrays expenses?

11.7.1 If the host party defrays accommodation and or the cost of one or more meals per day, the balance if there is, of the official's reasonable expenditure that was not defrayed by the host, may be refunded together with the payment of the appropriate special daily allowance in accordance to KOBDA (annexure to be provided from service benefits section).

11.7.2 If the host defrays all the cost only actual special daily allowance may be claimed.

11.7.3 When the host only defrays part of the expenses written proof from the host for the portion that the host is responsible for, must be attached to the claim. If not attached only the actual daily allowance will apply as determined by DPSA.

11.8 What will happen if an outstanding advance is not settled immediately upon return from the trip?

11.8.1 The official will be charged with financial misconduct, and the advance will be finalized, interest will be charged on the debt and it will be deducted from the official's salary in the first open salary month without any notice. Refer to Section 81 of PFMA.

11.8.2 An advance amount is only authorized to be in the official's possession for the approved period. Thereafter it could be treated as misappropriation/fraud and/or unauthorized possession. This could lead to dismissal on the first offence.

12 REVIEW OF SUBSISTENCE AND TRAVEL/CAMPING/SEPERATION ALLOWANCES

The Department of Public Service and Administration reviews these allowances annually and will advise the departments accordingly. However, the HOD has the discretion, on advise by management to determine and revise the tariffs on subsistence allowance for employees who depart the headquarters before 06h30, or arrive at headquarters after 14h30, 15h30 and 19h30.

This policy must be brought to the attention of all employees in the Department and should be adhered to.

13. GRIEVANCE/DISPUTE RESOLUTION

Any grievance or dispute arising out of the implementation of this policy should be dealt with by following grievance procedures in terms of the relevant Collective Agreement or dispute resolution mechanism in the Public Service.

This policy shall be reviewed annually

Signed _____
GENERAL MANAGER: POLICY AND HRM

DATE

Signed _____
HEAD OF DEPARTMENT

DATE