



**DEPARTMENT OF TRANSPORT, SAFETY & LIAISON**  
**SUBSISTENCE AND TRAVEL POLICY**

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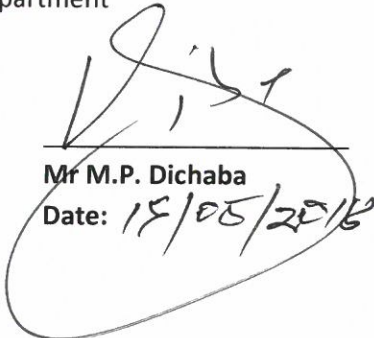
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## 1. POLICY OBJECTIVES

The Department compensates officials for work related expenses when they perform duties away from their offices and home environments. The purpose of this policy is to regulate the process and procedures to be followed when compensating officials for their subsistence and travel costs.

The policy will enable officials to:

- Understand how the department reimburses employees for expenditure on subsistence and travel.
- Complete S&T claims accurately
- Clearly understand what expenditure may be claimed

## 2. SCOPE OF APPLICATION

This policy is applicable to all employees of the Department of Transport, Safety and Liaison, who in accordance with the nature of their functions are entitled to subsistence and travel advances and expenses to be incurred for official duties undertaken outside the office or centre of employment.

### 2.1 PRINCIPLES

- The Department will provide fair and reasonable compensation for official journeys justifiable and legitimately undertaken by employees in the interest of the Department
- Strict monitoring will ensure that the allowance is not abused and this will be implemented consistently throughout the Department.
- In order to qualify for official journeys, there must be a particular function to be performed.
- Compensation for official journeys is designed to cover the reasonable costs by the employees for expenditure incurred as a result of the journey.
- Official journeys must be undertaken only for official purposes, to be cost effective and funds must be available to finance costs.
- Official journeys may not be undertaken while on leave, unless instructed to do so by the Head of Directorate or supervisor or Senior Official of the Department.
- Officials must claim individually for their expenses
- The practice of compensating employees for expenses is not a measure to supplement salaries, and officials are called upon not to misuse these concessions

### 3. MEASURES AND PROVISIONS

#### 3.1 SUBSISTENCE AND TRAVELLING ALLOWANCES FOR OFFICIAL JOURNEYS LESS THAN 24 HOURS

- In cases where an official journey is undertaken in less than 24 hours, employees may be compensated for reasonable, actual expenses incurred. Only expenses, which can be verified by documentation, will be reimbursed.
- A set boundary of 100 kilometres from head office (one way) must be exceeded.
- An employee may only submit a claim for breakfast if the claimant departs from his or her residence/ normal place of work before 06:00am, and may only submit a claim for dinner/supper if the claimant returns to his/her residence after 19:00pm. If the employee leaves before 10:00am and returns after 15:00pm, they will qualify for lunch.
- This clause shall not apply to Traffic Officers who travel for purposes of or as part of their ordinary duties or patrol duties within their area of jurisdiction.
- An employee who attends a meeting/seminar/workshop where catering is provided, is not entitled to submit claims for meals or beverages.

#### 3.2 SUBSISTENCE AND TRAVELLING ALLOWANCES FOR OFFICIAL JOURNEYS LONGER THAN 24 HOURS

- In respect of official duties away from an employee's normal place of work for a period of 24 hours and longer, an employee may claim reasonable actual expenditure on accommodation and meals plus a daily allowance.
- If the employee opts to sleep privately a fixed daily allowance can be claimed (in this case actual expenses are not allowed to be claimed)
- In order to claim the fixed daily allowance the employee's supervisor needs to provide written approval.
- The Special Daily allowance and fixed daily allowance rates are set by the Department of Public Service and Administration and may be amended annually.
- The current prescribed rates are set out in *Annexure A*
- Actual expenditure must be supported by proof in the form of original and legible receipts
- Limits in respect of claims for food and beverages are set out in *Annexure B*
- The following items will not be reimbursed: Alcoholic beverages, cigarettes, tips, newspapers and magazines, stationery, medication or bulk purchases of groceries and/or beverages.

#### 3.3 SUBSISTENCE AND TRAVEL ADVANCES

- In cases where an employee is away on official duty and she/he is unable to personally finance such trips, she/he may claim for a Subsistence and Travel Advance allowance to cover such expenditure.
- Advances will only be granted for expenses such as meals, transport and accommodation
- Officials must take note that a debt is created against their name when an Advance is drawn to cover the costs of an official trip.
- An S&T form (Annexure D) must be submitted in order to clear the advance (debt) that has been created within five (5) days after returning from the scheduled trip.
- All S&T forms not submitted after five (5) days after returning from the scheduled trip will automatically be deducted from the open salary month.
- It is the responsibility of the claimant to ensure that the Advance amount is accurately stated on the S&T claim.
- All amounts not recovered because of a non-submission of a claim or when the claim is less than the advance taken will be recovered from the next open salary of the official.
- If an advance is paid and the trip is cancelled or postponed, the money must be paid back in the departmental bank account immediately.



### 3.4 SUBSISTENCE AND TRAVEL FOREIGN ADVANCES

- In cases where an employee is away on official duty to foreign countries, she/he is entitled for a Subsistence and Travel Advance allowance (Daily Allowance) as stipulated in DPSA Circular.
- Advances will only be granted the date the flight departures from South Africa until the date of return to South Africa.
- Officials must take note that a debt is created against their name when an Advance is drawn to cover the daily allowance costs of an official trip.
- An S&T form must be submitted in order to clear the advance (debt) that has been created within five (5) days after returning from the scheduled trip.
- All S&T forms not submitted after five (5) days after returning from the scheduled trip will automatically be deducted from the open salary month.
- It is the responsibility of the claimant to ensure that the Advance amount is accurately stated on the S&T claim.
- All amounts not recovered because of a non-submission of a claim or when the claim is less than the advance taken will be recovered from the next open salary of the official.
- If an advance is paid and the trip is cancelled or postponed, the money must be paid back in the departmental bank account immediately.

### 3.5 PROCEDURES AND CONDITION RELATING TO CLAIMS

- The nature of the journey must be clearly indicated together with the date, the departure and arrival times and the officials' designation.
- All claims to be submitted with all relevant supporting documentation to avoid delay of processing e.g. approved programme activity, Invitation or agenda for meeting attended, invitation for workshops attended, as well as the appropriate original meal slips relating to the date of the claim.
- The claimant must sign the claim before submitting it to her/his supervisor or an official designated to check and/or certify the correctness of the claim. The claimant must also keep a copy of the claim and receipts until such time that s/he is reimbursed.
- The designated officer must ensure that the times quoted on meal vouchers/receipts are relevant to the amount being claimed, for example, when an official claims for the reimbursement of lunch and the time indicated on the slip is 18:15, this cannot be accepted. The date on the slip must correspond with the day/s on which the official journey was undertaken.
- It should be noted that where an official is required to represent the department at a meeting, for example, on Monday at 10:00am, travelling arrangements must be made to coincide with the meeting.
- Whether an official qualifies for reimbursement will depend upon the reasonableness of the claim as well as the times of departure and return. In this regard, if an official leaves her/his headquarters before 06:00am, s/he may claim breakfast and if s/he returns after 19:00 s/he may claim supper.
- It is the responsibility of the official certifying the claim to ensure that the amounts being claimed are reasonable and within the determined limits. Where deviations are detected, the amounts on the claim must be amended prior to the claim being processed.

- All claims must be submitted within ten (10) days of the succeeding month, for example, claims in respect of January must be submitted on or before 10 February. Failure to comply would result in the claim not being honoured unless written reasons are furnished to justify the non-compliance.
- It should be noted that when an official is awarded a departmental bursary and attended classes does not qualify to claim for daily allowance when return as Department cover the expenses relating to meals, accommodation and transport as per bursary policy.

**ANNEXURE A****Yearly DPSA circular indicating daily tariffs****Annual Revision of Subsistence and Camping Allowances**

<b>Type of Allowance</b>	<b>Current Allowance with effect 01 April 2017</b>
Special Daily Allowance to compensate for incidental expenses where actual expenses are claimed	R122.00
Fixed daily subsistence allowance payable in circumstances where actual expenses are not claimed	R397.00
Daily allowances payable to camping personnel	R149.00

