



**Western Cape
Government**

Social Development

SUB-DIRECTORATE: FINANCIAL ACCOUNTING
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SUBSISTENCE AND TRAVEL POLICY

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SUBSISTENCE AND TRAVEL POLICY

1. INTRODUCTION

Employees of the Department of Social Development are, as a business requirement, expected to travel for official purposes. In the process expenses relating to travel, accommodation and relevant claims might be incurred. This policy serves as a guideline to those employees expected to travel for official purposes and those responsible for the disbursements of claims. This policy replaces the Directives on Accommodation and Travel Expenses dated 18 February 2008.

2. POLICY STATEMENT

This Department is committed to ensuring the effective, efficient and economic utilisation of public funds in the discharge of its responsibilities towards achieving the Department's goals and objectives and in particular display clean, value-driven practices.

3. PURPOSE

The purpose of this policy is to regulate the process and procedures in respect of subsistence, travel and accommodation on behalf of this Department and incurred expenses related thereto.

4. SCOPE

This policy is applicable to employees in the Department of Social Development whether permanent, on probation, in excess, on contract or an intern who travels for official purposes.

5. LEGISLATIVE FRAMEWORK

Section 38 (1) (a) of the Public Finance Management Act, 1999, as amended by Act 29 of 1999

The National Treasury Regulations, May 2002 (as amended)

The Western Cape Provincial Treasury Instructions, April 2008

The Public Service Act, Act of 1994 (as amended)

The Public Service Regulations, January 2001

Income Tax Legislation, Act 40 of 1996

PSCBC Resolution No.3 of 1999, Remunerative Allowance and benefits

6. SUBSISTENCE AND TRAVEL ALLOWANCE

The payment of a subsistence allowance is intended to compensate the employee for actual expenditure pertaining to air travel, transport, accommodation, meals and incidental expenses (tips, room service fees, and newspaper etc, see 13.2.4) incurred during official business away from his/her place of work. It must be noted that the payment of such an allowance is not intended for an employee to –

- Supplement his/her salary or to enrich him/herself,
- Compensate him/herself for any discomfort; or to
- Entertain him/herself

* Kindly refer to the attached tariffs pertaining to the annual revision of subsistence and camping allowances, as determined by the Department of Public Service and Administration via the Minister for Public Service and Administration, payable in terms of parts XII and XIII of PSCBC Resolution 3 of 1999 (Attached as Annexure A).

7. APPLICATION FOR TRAVEL AND SUBSISTENCE

7.1 Trip authorities

Travel which an employee is required to undertake in the course and scope of his / her duties is regarded as official travel.

Whenever a trip is undertaken for official purposes all prior approvals (e.g. nominations to attend meetings, courses, seminars, accommodation reservations etc.) must be obtained in writing.

In the event of appropriate employees / nominees indicating their intentions prior to undertaking an official journey that they will be staying with or be accommodated by family or friends during the applicable period, and claim the respective daily allowance(s), no reservation is required. Such arrangement(s) must however always be approved by the appropriate delegates prior to departure.

Nominations to attend meetings, courses, seminars, accommodation reservations etc. **must be attached** to one of the following trip authorization/s (relevant form to be selected).

Nature of trip	Delegated authority (No equal rank approval)	Applicable form
Air travel / bus/ train (domestic) (Trip authority)	Chief Director Delegation: 7.7.1	VA 26 (Annexure D)
Road travel (GG)	Applicants Supervisor	Applicable GMT Circular (Annexure C / application to travel)
Road travel (Own/private vehicle)	Director (Prior approval required)	Applicable GMT Circular (Prior approval Annexure C / application to travel) Z.43, to be completed and submitted after trip, Annexure D)
Road travel (Car rental)	Chief Director	Applicable GMT Circular (Annexure C / application to hire + application to travel) VA26
Air travel (Foreign)	Accounting Officer or CFO (Premier in the case of an AO trip.) Delegation: 7.7.1	Formal submission with supporting documents signed off by Minister and Director General

7.2 AIR TRAVEL

7.2.1 Standards for domestic and foreign travel

- Officials may travel on official visits to domestic or foreign destinations if these are essential (in other words there is a demonstrated need or benefit for the Department), in the public interest and with due regard to the availability of funds;
- The extent and duration of official visits should be limited to the absolutely essential. Officials must make use of the shortest direct route to reach their destinations;
- To ensure financial discipline, the absolute minimum number of officials should undertake official visits;

Domestic travel:

- All officials must utilise economy class when travelling for official purposes. If the airline chooses to upgrade the air ticket to business class at no additional cost to the department, the affected official may accept the upgrade; and
- If the travel agent confirms that there is no economy class availability across the various airlines and the official is unable to postpone the trip, the official may opt for business class at the expense of the Department, provided that the relevant Programme Manager or the Accounting Officer approves the request.

Foreign travel:

See 6.2.5 (ii) of Directives on Accommodation and Travel Expenses while on Official Duty.

- All officials must utilise economy class when travelling overseas for official purposes. If the airline chooses to upgrade the air ticket to business class at no additional cost to the department, the affected official may accept the upgrade;
- If the flight duration is longer than eight hours (including same day stopovers, but excluding overnight stopovers), a member of the Provincial Cabinet may approve that his/her Accounting Officer can utilise business class; and
- The travel arrangements of members of staff in the Offices of Members of the Provincial Cabinet are prescribed in the Handbook for Members of the Provincial Cabinet. Where a departmental official is requested to accompany a Member of the Provincial Cabinet on official visits to render assistance in official matters relating to the work of the Member, the official may, at the discretion of the member, travel in the same class as the Member, at the expense of the Department.

7.2.2 Unused /cancellation of and change/s of flight tickets.

A penalty fee charged by the service provider for any unused/cancelled/amended flight tickets may result in a fruitless and wasteful expenditure. The relevant component where such an incident occurred must provide the Director: Finance with said payment and **valid written explanation(s)** of the circumstances that resulted in the penalty fee. An investigation will be conducted to determine whether the penalty fee is fruitless and wasteful and to whom liability is directed.

if liability cannot be determined, the penalty fee may be written off by the Accounting Officer.

7.2.3 Frequent Flyer Awards

The service provider shall route all awards (excluding SMS) in respect of officials on salary levels 1 – 12, to the Department's frequent flyer awards account. In terms of Chapter 3, paragraph 11 of the SMS handbook, SMS members may accumulate free points on their individual accounts, which may be utilized for personal use

7.2.4 Companion/spouse travelling on invitation

The Department will only be responsible for all expenditure if an official's companion or spouse travels on invitation of the Executive Authority. The companion or spouse enjoys the same benefits as if in the employ of the Department. It should, however, be stated that all policy requirements would be applicable to such persons during these periods.

Exchange control regulations regarding foreign currency are to be strictly observed.

However, the Department shall not be liable for any additional costs with regard to flights, transport or hotel expenses, or injuries to companions or spouses who join other officials on official business without invitation.

7.2.5 Companion /spouse traveling with Executive Authority

The spouse of the MEC is permitted to accompany the MEC on official business at the expense of the Department (Ministerial handbook, Chapter 6, paragraphs 5.2.1 and 5.3.2 refer).

7.2.6 Sponsored foreign travel

In cases where an official's overseas visit is sponsored, the Department shall only carry the cost not covered by the relevant sponsor, within the limits applicable to international travel, i.e. in respect of:

- The balance of any reasonable accommodation expenses,
- Washing and ironing of laundry for visits longer than 4 days
- Expenses of meals not defrayed by the sponsor, and
- When accommodation expenditure and related expenses are wholly or partially sponsored by a donor or sponsor, or where the employer pays part of the meals, the payment of a reduced special daily allowance shall apply, refer to the relevant DPSA circular on the DPSA website for the latest adjustment.

7.3 CAR RENTAL

7.3.1 Rented vehicles should only be used when a GG vehicle is not available and or where the nature of the trip or location to be visited requires this type of transport.

7.3.2 Car rental linked to domestic and foreign flights

- The relevant trip authority (Applicable GMT Circular) must be completed and approved by the relevant line manager prior to confirming any car rental booking. **Prior approval is required from the Branch Head for any deviations to be included in the trip authority and requisition.**
- For road travel within a 100km radius (not round trip): Group B for salary levels 1-14 and Group C for salary levels higher than 14; and
- For road travel exceeding a 100km radius (not round trip): Group C for salary levels 1-14 and Group D for salary levels higher than 14.
- In exceptional cases where any official (any rank) only has a driver's licence that is valid for automatic motor vehicles, (a copy of that licence must be attached to the relevant trip authority) then that official may utilise a Group D car if no automatic is available in classes A to C.
- If an official utilises an automatic vehicle in his private capacity and motivates why he cannot drive a gear shift vehicle then he may apply to the Accounting Officer to utilise a Group D vehicle if no other automatic vehicle is available in classes A to C.

7.3.2.1 Car rental other than linked to domestic and foreign flights

All such requests must be forwarded via the appointed transport officer within the department.

7.3.3 Hiring of vehicles with drivers

The hiring of vehicles with drivers is allowed only in the following instances:

- The official does not have a valid driver's license;
- The official is disabled to an extent that he/she is unable to drive a vehicle on his/her own;
- Where an official is not familiar with the vicinity in which he/she has to travel;
- For safety and security reasons;
- If it is more cost effective than car rental; and
- Where it is impractical for the official to utilise either government or private transport between his/her household and the airport.

The trip authority and the requisition must clearly indicate the above.

7.4 USE OF PRIVATELY OWNED VEHICLE

Subject to prior motivation (based on cost effectiveness) and approval (Applicable GMT Circular) granted by a Director or higher, officials may make use of their own vehicle/s and expenses may be claimed (claim form Z43) according to the approved km tariff issued by the Department of Transport at the time.

7.4.1 Use of own vehicle in respect of SMS members

The terms and conditions of using private vehicles to carry out official duties are set out in the Public Service Handbook for Senior Management. The following, however, are particularly important:

- The member is obliged to have a reliable vehicle available at request for undertaking official journeys;

- The member must at all times, have his or her vehicle (or a substitute) available for official journeys;
- As far as possible, the member is obliged to provide free transport to other officials to the same destination on an official journey;
- If a member uses his or her private vehicle to carry out official duties, the Department will compensate the member for kilometres travelled per month, according to the tariffs payable for privately owned vehicles as prescribed by the Department of Transport;
- It is compulsory that the SMS member's supervisor approves all official journeys with private vehicles on a monthly basis;
- Any journey between a member's home and usual work place constitutes a private journey;
- If a member utilizes his or her vehicle to travel for official purposes away from his or her usual place of work, the Department shall reimburse toll fees and parking fees in excess of R 10.00 per month. The member is responsible for parking fees (if it is levied) at the place of work;
- SMS & MMS may not utilise GG vehicles unless under special circumstances (e.g. mass transport) and pre-approved by the Accounting Officer.

7.5 Use of own vehicle in respect of MMS members

The above terms and conditions (referred to in 7.4.1) for use of private vehicles to carry out official duties apply to MMS members as well, whose packages are structured for a car allowance.

7.6 Use of other means of transport (non-SMS members) (e.g. bus, train, taxi and shuttle)

In the event of unforeseen and urgent overtime requirements and an official vehicle is not available, the taxi/bus/train expenses shall be reimbursed subject to prior approval. The receipts, ticket stubs etc. must be attached to expense claim forms.

8. PARKING

Parking fees at airports and parking garages incurred during official journeys will be reimbursed if supported by cash receipts. Reasonable expenditure on parking meters will also be reimbursed. The principle of cost efficiency shall apply.

Whenever a GG vehicle is garaged or parked, every precaution should be taken to safeguard it against damage, theft or irregular use.

9. ACCOMMODATION

9.1 Quotations

The official must provide accommodation quotations (in writing) from at least two (2)-service providers. The selection of a quotation must be based on:

- Cost;
- Service availability; and,
- Time management.

All quotations must be attached to the relevant requisition. A detailed motivation for passing over the cheapest quotation must accompany the requisition, if the cheapest quote is not selected.

9.2 Accommodation in hotels/guest houses

Hotel / guest house grading shall be as follows:

- The accommodation norm for all government officials travelling domestically and foreign is a three or four star rated hotel/guesthouse, generally going for the more cost - effective option taking all factors into consideration.
- As regards determining cost – effectiveness, some criteria to be taken into account are:
 - Safety;
 - Travel cost; and
 - Overall cost, i.e. accommodation, meals and time.
- Special offers can only be utilized if the tariffs are similar to those of three or four star rated hotels/guesthouses. In the event of non-availability of three/four star accommodations, prior written approval must be obtained from the Branch Head to use accommodation of a higher grading.

Should an official decide not to utilize the pre- booked accommodation the onus is on the official to cancel such reservation/s in advance in order to avoid any charges/penalties for unused accommodation/ reservation(s). Penalties charged will be investigated to determine liability.

- 9.2.1 In the event that a workshop/conference/training course is presented at a venue of a higher grading, such accommodation is permitted, on condition that the conference package is subject to the utilization of such venue. If accommodation at a hotel/ guesthouse of a higher grade is included as part of an approved package when attending a workshop/ conference/ training course, such expenses shall be deemed permissible.

9.3 Own accommodation arrangements (not through the travel agent)

In order to adhere to the principles of cost efficiency and competition, at least two (2) written quotations must be obtained. In the event of staying with family or friends with prior approval, no quotations are required and a fixed daily subsistence allowance is payable to the employee where actual expenses are not claimed (refer to Annexure A).

10. APPLYING FOR AN ADVANCE FOR DOMESTIC AND FOREIGN TRAVEL AND ACCOMMODATION

Whenever a trip is undertaken according to an approved travel programme, the BAS Sundry Payment form, and the analysis or breakdown of the advance amount approved by an official with the rank of at least Director / Sub-Programme Manager must be submitted to the Directorate: Finance at least **five (5) working days prior** to departure. An electronic bank transfer, (EBT) payment, may then be generated timeously by means of the Basic Accounting System (BAS).

In cases of unexpected travel and or travel at short notice, the applicant's component head must endorse the application by means of the words "URGENT PAYMENT" at the top of the BAS Sundry Payment form. A written motivation (signed by Director or higher), must accompany the Bas Sundry Payment Form. The Chief Financial Officer will evaluate every application for urgent payment and, if approved, the NAPS (nominated account payment) will be done.

It must however be stressed that such payments will only be made in extremely urgent cases, not as a result of poor planning and or delay in the prescribed process.

Applications for additional/new/further advances shall not be considered nor granted in the event of a previous advance not being settled (claimed/paid back). This shall also apply to urgent applications/requests.

Requests to pay back outstanding advances in installments shall not be considered.

A copy of the approved submission by the executive authority (the Premier) for the undertaking of an overseas trip must be attached to the application for an advance. In the submission to the executive authority confirmation must be given that there are no advances outstanding for the relevant officials under the heading "**FINANCIAL IMPLICATIONS**".

10.1 Private travel combined with an official trip

Private travel may be combined with an official trip if it is not in conflict with the conduct of the official business and does not lead to additional expenses for the Department. Additional expenses incurred in connection with private travel will not be entertained.

The applicable leave application/s must be submitted and approved prior to any private traveling in this regard. Telephonic leave applications, i.e. during the official trip shall not be entertained.

10.2 Subsistence and Travel Claims

In terms of the Provincial Treasury Instructions a claim for subsistence and related expenditure), must be submitted within **five (5) working days after** an employee's return, or monthly in the case of an employee who has been away on official purposes for an extended period of time.

Advances must be reconciled against claims for subsistence and related expenses. If a claim amounts to less than the advance the employee can settle the difference at the cashier's office, attach the original receipt to the S & T claim form, and submit it to the Sub - directorate: Financial Accounting.

In the case of non-compliance to the aforementioned, PERSAL will automatically deduct the difference from the official's next salary with the submission of the S & T claim. Where claims amount to more than the advance the difference shall be refunded by means of PERSAL.

The Directorate: Finance will identify all advances that have not been settled by officials within **5 working days** after return of their trip and will forward this information to the Branch Heads on a monthly basis. **If no reasons are given for unsettled advances, or if the reasons are not acceptable, these advances will be recovered from the salaries of the officials concerned.** The claim forms will therefore have to be completed on time and be accounted for on the PERSAL/BAS system.

Where claims are not submitted within the required timeframe, it may be construed as enrichment through one's own fault, and the outstanding amount therefore **becomes interest bearing.**

10.3 Travel and Subsistence claims will be rejected in the following cases:

- Where nomination/s, invitation/s or instructions extended to official/s for meetings/conferences/workshops/seminars/courses are not attached to the claim form;
- Claims for alcoholic drinks/beverages;
- Telephone calls made from the accommodation not certified as official will be regarded as private calls. A print out of calls must be attached with an indication at each number whether it was private or official;
- Fuel expenses claimed in respect of GG-vehicles. Refueling of GG vehicles must be done via the e-fuel system. In exceptional cases where the e-fuel facility is not available such expenditure may be claimed on the BAS Sundry Payment form. Kindly obtain the list of garages with e-fuel facilities before undertaking an official trip with a GG vehicle;
- Claims in respect of the use of an officer's private vehicle for official duty without the prior **written approval. Such approval must be** obtained from the relevant Director and it must be attached to the Z43 claim form. The aforementioned also applies to Middle Management Service (MMS) members who did not opt for a car allowance;
- Claims in respect of snacks, e.g. chips/chocolates, newspapers, magazines, cool drinks, sweets etc. as it is covered by the incidental expenditure allowance; and
- The submission of credit card slips as proof of payment if not substantiated with the original invoice or cashier's slip.

11. ADVANCES

An official may be granted a travel advance for out-of-pocket travel expenses. The following guidelines are to be followed if and when advances are requested:

- A calculation/estimation of the advanced amount must be done on the standardised advance summary form (refer to Annexure E);
- All advances must be authorised by the delegated official;
- All advances, with the required documentation, must be forwarded to the Directorate: Finance at least five (5) working days prior to departure;
- The processing of a transport and subsistence advance via BAS automatically posts a debit transaction onto the T&S advance ledger account. This account provides the control for the repayment of such an advance;
- If a journey is cancelled or cannot be undertaken for whatever reason after an advance had been processed, the advance must be paid back immediately **(within one (1) working day)**, if the official do not comply, the full amount will be deducted from his/or her salary (**no instalments will be allowed**);
- A reconciled advance with a balance due by the official must be paid back within 5 working days of the official's return from a journey;
- The Directorate: Finance will identify all advances that have not been settled by officials within **5 working days** after return of their trip and will forward this information to the Heads of Directorates on a monthly basis. **If no reasons are given for unsettled advances, or if the reasons are not acceptable, these advances will be recovered once off from the salaries of the officials concerned.** The claim forms will therefore have to be completed on time and be accounted for on the PERSAL/BAS system.
- The Accountant-General has **defined a travel advance as a loan**. Therefore the charging of interest may be assessed on amounts outstanding more than 30 calendar days after the travel is completed and will be **recovered in full from an**

official's salary where claims are outstanding for more than 30 days, and the official was notified;

- Officials who fail to repay outstanding advances within the required time may be subjected to disciplinary action;
- No advances will be paid for official journeys less than 24 hours in duration;
- Applications for additional/new/further advances shall not be considered nor granted in the event of a previous advance not being settled;
- Requests to pay back outstanding advances in instalments are not permissible.

12. ENTERTAINMENT

Qualifying officials (MMS and SMS) who entertain during an official journey, the cost of the entertainment must be done/claimed on a **separate BAS Sundry Payment form**, as the PERSAL claim form does not make provision for such costs/claims.

13. PROCESSING OF TRAVEL AND SUBSISTENCE CLAIMS

13.1 Responsibility in respect of expenses

Employees are expected to:

- Exercise good judgment with respect to all expenses;
- Check the accuracy of all bills and other documents prior to payment or acceptance of such documentation;
- Report relevant expenses and advances with the required documentation, promptly and accurately;
- Claim reimbursements for necessary and reasonable expenses only, i.e. employees do not stand to lose or gain financially;
- Submit, in terms of Provincial Treasury Instructions, a claim for subsistence and related expenditure immediately (within five (5) working days) after an employee's return, or monthly in the case of an employee who has been away on official purposes for an extended period of time.

13.2 Conditions pertaining to processing of claims

13.2.1 Nomination/s or invitation/s extended to official/s for meetings / conferences / workshops / seminars / courses must be attached to the claim form;

13.2.2 Original receipt must be submitted as proof of payment in respect of any expenditure claimed. **Credit card slips or statements are not acceptable as proof of purchase.** Where receipts in respect of expenditures are lost, an affidavit needs to accompany the credit card slip;

13.2.3 Prior written approval obtained from the relevant SMS member must accompany claims in respect of the use of an officer's private vehicle for official duty (including SMS members);

13.2.4 The following expenditure items **cannot** be claimed for:

- Alcoholic drinks/beverages
- Private telephone calls
- Claims in respect of snacks, e.g. chips, chocolates, sweets etc
- Tips, as such expenses are covered by the official's daily allowance
- Laundry expenses for **less** than four (4) days, when travel locally

13.2.5 Invoices/receipts must be submitted in the original format and it must reflect at least the following information:

- Name and address of service provider/supplier
- Date & time of the transaction
- Type of supply/service e.g. (1 x burger)
- Price per item
- Total cost implication, inclusive of VAT.

13.2.6 In the event of invoices/receipts not specifying supplies or services the employee must indicate in writing the detail of each item and certify it as such;

13.2.7 A maximum of three meals per day may be claimed in terms of actual expenses, (Refer to Annexure F);

13.2.8 If breakfast is included in the hotel account the claim for lunch and dinner should be as the rates referred to in "expenses maximum amounts for meals and beverages", (Refer to Annexure F). The Department will reimburse the official **only for meals at the residential hotel** if he/she has eaten from the **buffet** and not from the menu.

13.2.9 If only lunch is claimed, the cost norm is as per Annexure F. The department will not pay alcoholic beverages and room service. All meals must be specified, including those indicated on a hotel account;

Expected meal times are as follows:

- Breakfast between 06h00 and 10h00
- Lunch between 12h00 and 14h00
- Supper after 18h00

13.2.10 Laundry expenses are allowed on official domestic trips, **after four (4) days**. If not charged to the hotel bill these must be supported by a cash receipt;

13.2.11 Private calls will be for the expense of the official. Officials who are the holders of officially approved cell phones shall use such instruments for official calls (work related). Officials not in possession of an official cell phone may use the hotel/guesthouse telephone for official calls only. Such calls must be reflected on the itemised bill and certified by the official. Officials must settle expenses with regard to extras separately prior to departure from the hotel/ guesthouse.

14. CERTIFICATION OF CLAIMS

All claims for expenditure from officials on all levels shall be authorised by the delegated official.

15. COMPENSATION FOR REASONABLE ACTUAL EXPENDITURE FOR OFFICIAL TRAVEL PURPOSES: PERIODS LESS THAN 24 HOURS

15.1 In accordance with the stipulations of *PSCBC Resolution No 3 of 1999*, the employer shall meet reasonable actual costs should an employee be obligated to undertake an official journey lasting under 24 hours.

15.2 If an employee takes an official journey lasting less than 24 hours, he/she must obtain pre facto approval for the journey from his/her supervisor. Record must be kept of

such pre facto approval to accompany any claim and must be available for audit purposes.

- 15.3 No advances may be paid for domestic travelling and trips less than 24 hours in duration. Cognisance must however be taken that only official journeys in excess of a 100km radius (not round trip), qualifies for this type of compensation, subject to the approval of the Senior Manager.
- 15.4 The Directorate Policy and Planning, Corporate Service Centre (CSC) in collaboration with the Provincial Treasury will review / adjust these rates annually (based on Consumer Price Index, CPI) as at 1 April of each year, as provided in PSCBC resolution 3 of 1999.

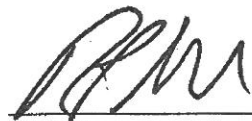
Rates adjustments are effected as at 1 **April of each year**, see attached annexure G.

16. **REVIEW OF POLICY**

The travel and subsistence policy shall be reviewed annually to reflect the current stance of the approved policy, prescribed tariffs and circumstances that might mitigate amendment(s) to the approved policy.

17. **DATE OF EFFECT**

This policy is effective as of **date of signature**.



Dr. R Macdonald
Acting HEAD OF DEPARTMENT

18/02/2013

DATE

ANNEXURES ATTACHED

DIRECTIVE. DIRECTIVE ON ACCOMMODATION AND TRAVEL EXPENSES WHILE ON OFFICIAL DUTY

A. ANNUAL REVISION OF SUBSISTENCE & CAMPING ALLOWANCE

B. SUBSISTENCE AND TRAVEL ALLOWANCES

C. GMT 2009/1 – APPLICATION TO TRAVEL

D. VA26 – REQUEST FOR ACCOMMODATION AND OFFICIAL TRANSPORT

E. AUTHORISATION FOR ADVANCE/OFFICIAL JOURNEY

F. EXPENSES FOR MAXIMUM AMOUNTS FOR MEALS AND BEVERAGES

G. COMPENSATION FOR REASONABLE ACTUAL EXPENDITURE FOR OFFICIALS PURPOSES: PERIODS LESS THAN 24 HOURS: REVISED COST STRUCTURE FOR 2012/1

**DEPARTMENT OF SOCIAL DEVELOPMENT -
WESTERN CAPE**



**DIRECTIVES ON ACCOMMODATION
AND TRAVEL EXPENSES WHILE ON
OFFICIAL DUTY**

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1. PURPOSE

This document provides directives to regulate the compensation for staff members who, in the interest of the Department of Social Development, are required to perform duties away from their normal workplace

2. SCOPE OF APPLICATION

These directives are applicable to all *officials* in the department (said officials defined as a person in the employ of the department)

3. APPLICABLE PRESCRIPTS

The department, as designated employer, derives its mandate from, inter alia, the following prescripts:

- The Constitution of RSA, 1996
- Public Finance Management Act, 1999
- Public Service Act, 1994 (as amended)
- Basic Conditions of Employment Act 1997
- Labour Relations Act 1995
- Public Service Regulations, 2001
- Financial Manual, 2003
- PSCBC, Resolution No. 3 of 1999
- PSCBC Resolution 7 of 2000
- Provincial Treasury Instructions
- Financial Instruction SS11/2005
- Senior Management Service Handbook

4. DEFINITIONS & TERMS

The following definitions and terms are used for the purpose of the application of these directives:

Department:	The Department of Social Development: Western Cape
Destination:	The place / end point where the staff member will execute official duties as a delegate, nominee or official
Accommodation:	The costs associated with obtaining overnight hotel or similar accommodation, meals, parking, bus fees, taxi fares, toll fees and official phone calls. This also includes the costs of laundry services/dry cleaning (which may only be claimed where a trip exceeds five continuous days).
Household:	Spouse / partner, parents and minor children / relatives who live with and are dependent on the staff member (including a minor dependent who boards elsewhere to attend an educational institution). Domestic animals are not included as part of the household
Delegation:	The devolution of functions, powers and authority from a superior person to a subordinate person.
Staff Member:	Any official defined as a person in the employ of the Department of Social Development Western Cape.
Employer:	Person vested with the authority to employ, discipline and dismiss employees on behalf of the department.
Fixed daily subsistence allowance:	An allowance payable in circumstances where actual expenses are not claimed for trips of 24 hours or longer. (Refer to Annexure A pertaining to the annual revision of subsistence & camping allowances)
Office:	The pay point or place of work where the staff member is stationed.

Official duty:

A trip or visit is regarded as official when a staff member is duly authorised to attend a particular event (conference, congress, symposium, course, interview within sphere of government) or perform a duty in the interest of the Department. It also includes absences from duty because an employee has to appear as a witness in a criminal- or civil court case, a case of misconduct in terms of a law, before a Commission of Enquiry appointed by the state or as the respondent or co-respondent in a civil case arising from his/her official duties in which the state has a direct interest

Subsistence allowance:

Means the actual expenditure in respect of accommodation, meals (including non-alcoholic beverages with meals), dry cleaning and laundering. (Refer to Annexure A pertaining to the annual revision of subsistence & camping allowances)

Special daily allowance:

An allowance payable for incidental expenses where actual expenses are claimed for periods of absence of 24 hours or longer on official duty away from the office. This allowance is intended to cover tips for table and room service as well as portage, reading matter, private telephone calls and liquid refreshments which do not form part of meals. (Refer to Annexure B pertaining to the annual revision of subsistence & camping allowances)

5. GUIDING PRINCIPLES

- 5.1 When a staff member undertakes an approved official journey, she/he may be compensated or reimbursed by the department for expenditure incurred during the journey.
- 5.2 Compensation or reimbursement will be granted on the basis of fairness, reasonableness, practicality, cost efficiency and it must be economically justifiable.
- 5.3 All staff members who have to perform official duty away from their respective offices are obliged to comply with these directives

5.4 Staff members as referred to in point 4 above are regarded as official representatives of the department and should therefore conduct themselves in the best interest of the department

5.5 In instances where a staff member requests an advance, relevant quotations must accompany the written request prior to booking and issuing of the advance.

6. DIRECTIVES

6.1 PROCEDURE

6.1.1 A staff member nominated, instructed or delegated to perform official duties away from her/his office has to seek approval for each journey as per the financial and human resource delegations.

6.1.2 Staff members whose job descriptions require that they travel (as part of their core business) must submit detailed plans in line with the aforesaid delegations. The programme submissions must clearly indicate the breakdown of expenditure for accommodation, meals and travel. Advances for the journey may only be acquired/paid out within 10 working days in advance of a trip

6.1.3 Claims must be submitted within five working days upon return from any trip. Supervisors are to institute control measures to ensure that advances are cleared without delay. No advances can be granted until a previous travelling and subsistence advance is settled.

6.1.4 Actual accommodation costs can only be claimed upon submission of an acceptable evidence of payment (original cash invoices, stating the names of service providers as well as the cost, dates). Credit or debit card payment vouchers cannot replace receipts and will not be accepted as proof of payment.

6.1.5 In the absence of original receipts, an employee may submit a statement under oath, which reflects the transaction(s) in question. This affidavit must have written approval by the staff member's Chief Director.

6.2 PROVISIONS

6.2.1 RULES PERTAINING TO FLIGHTS

- All flights should be planned well in advance and form part of the strategic / operational plan of the department / directorate / office. Budgetary provision should be made and envisaged travel should culminate in an annual travel programme/ calendar for the office. *Ad-hoc* requests for travel outside of the annual programme /itinerary should be the exception. Such requests must be supported by a well motivated written submission addressing *inter alia* the urgency, the necessity, the benefits for the department, as well as the budgetary impact/provisions
- Only economy class bookings must be made for all domestic and international flights
- In cases where a seat in the economy class on a flight is not available the Head of the Department may grant prior approval for an upgrade to the next higher class under the following circumstances:
 - If delays in securing an economy class seat result in additional cost in terms of accommodation, related expenditure and "hidden" costs
 - If the urgency of the job dictates otherwise
- The Head of Department may approve a more expensive class of travel when necessary to accommodate a staff member with a disability or other physical impairment, if the staff member's condition is substantiated in writing.
- If a staff member travelling on official duty becomes so ill that he or she is not able to travel home, the Head of Department may pay reasonable actual costs for travel, accommodation, meals and incidentals for no more than two family members to join him or her.

6.2.2 RULES PERTAINING TO HIRED VEHICLE, TAXI AND SHUTTLE SERVICES

- Staff members who intend to drive hired vehicles must be in possession of a valid South African or international drivers' license. The license must furthermore be appropriate for the vehicle class / category that would be hired.
- As per delegation, prior approval must be sought for the hiring of a vehicle for the purposes of official duty.
- All staff members should utilise a group A vehicle class. If a group B or C vehicle class is necessitated, this must be motivated for the Head of Department's approval.
- A staff member on official duty may use a taxi/shuttle service if the member is not in possession of a valid drivers' license. Prior approval for this type of service is necessary. Taxi services may also be used if attempts to hire a vehicle were unsuccessful or proved to be more expensive.
- Staff members could arrange for shuttle services while on official duty. The submission required for prior approval must indicate whether the shuttle service is part of the hotel accommodation cost or a separately paid service.
- A staff member who has a disability and who is nominated to perform official duty away from the office could utilise a hired vehicle, taxi or shuttle service that is appropriate and reasonable, regardless of the vehicle group. Prior approval has to be sought in line with the delegations.
- Staff members on official duty may utilise rail or bus services when another mode of transport is not available or is too costly. The urgency of the official duty, however, has to be taken into account.

6.2.3 RULES PERTAINING TO MEALS

- The actual expenditure for meals and teas/beverages may be claimed subject to the submission of documentary proof. The cost of alcoholic beverages will not be reimbursed.
- The maximum amounts claimable in respect of meals and tea/beverages are attached as per Annexure A.

- Where breakfast / lunch / dinner is included as part of the accommodation cost, a staff member may not claim for this as per Annexure A.
- These maximum amounts will be revised annually with effect from 1 April.
- Tea, coffee and other beverages purchased along the journey, is provided for as part of the special daily allowance.
- Only meals can be claimed and not items such as chips, sweets, nuts etc.
- Expected meal times are as follows
 - Breakfast: between 6h00 and 10h00
 - Lunch: between 12h00 and 14h00
 - Supper: after 18h00
- Any deviations from the above mentioned times should be submitted in writing and approved by the relevant Programme Manager.

6.2.4 ALLOWANCES FOR OFFICIAL JOURNEYS MORE THAN SIX HOURS, BUT NOT EXCEEDING TWENTY- FOUR HOURS

- Staff members may be compensated for reasonable actual expenses for periods more than six hours, but not exceeding 24 hours. Acceptable evidence of payment (original cash receipt, credit or debit card payment voucher) must accompany all expense claims. These expenses include parking and toll fees.

6.2.5 ALLOWANCES FOR OFFICIAL JOURNEYS LONGER THAN TWENTY-FOUR HOURS

(i) Travelling within the Republic of South Africa

Staff members have the choice to claim compensation for their accommodation and travel expenditure on the basis of –

Option A: The reasonable actual accommodation and travel expenditure plus incidental expenditure (refer to Annexure B);

- If a staff member utilises Option A, acceptable evidence of payment (original cash receipt, credit or debit card payment voucher) must accompany *all expense claims*. These expenses include parking and toll fees.

OR

Option B: A fixed daily subsistence allowance that includes incidental expenses (refer to Annexure B);

- The fixed daily subsistence allowance may be claimed for any pre-approved official duty away from the staff member's office, without having to furnish proof of expenses. No staff member is entitled to the fixed daily subsistence allowance if the duty is not related to the official business of the staff member.
- If a staff member utilises a friend or relative's residence for accommodation purposes, the fixed daily subsistence allowance alone will be payable. Staff members may claim the fixed daily subsistence allowance (Option B) with the understanding that all personal expenses related to the pre-approved official duty away from the office, with the exception of travelling expenses, is covered by the allowance.
- Where a staff member utilises Option B, acceptable evidence of payment must accompany expense claims pertaining to travelling, where this is applicable. All other expenses are covered by the fixed daily subsistence allowance.
- The maximum amounts for subsistence and camping allowances as per Annexure B will be revised annually with effect from 1 April

Rules pertaining to accommodation are as follows: *(These rules are only applicable to Option A and not applicable to Option B)*

- Staff members performing official duties away from the office for one or more nights, may stay in a suitable establishment such as a guesthouse, hotel, or motel.
- The most economical guesthouse/hotel/motel should be utilised. The following categories serve as a guideline:
 - HoDs and other members of Top Management (salary levels 15 – 16):
As per own discretion.

- Other members of the SMS (salary levels 13 – 14): Four star hotel or equivalent.
 - All other staff: Three star hotel or equivalent.
- If the preferred star ratings are not available in a particular area, a staff member could utilise an establishment above the star rating as per above guideline. The staff member must obtain prior written approval from his/her manager (Level 13) to utilise more expensive accommodation.
 - If a staff member is part of an official delegation, prior approval may be granted by the Head of the Department (or her / his delegate) for the said staff member to secure accommodation at a more expensive facility as other senior members of the delegation.
 - When a staff member is nominated to attend a conference at a facility that is more expensive than is normally applicable, the Head of the Department (or her / his delegate) may grant prior approval to secure accommodation at the same facility where the conference is being conducted.

(II) Travelling Outside of the RSA

- International travel should be planned well in advance and form part of the strategic plan of the department. Budgetary provision should be made and envisaged international travel should culminate in an annual travel programme/ calendar for the department. Ad-hoc requests for travel outside of the annual programme / itinerary should be the exception. Such requests must be supported by a well motivated written submission addressing *inter alia* the urgency, the necessity, the benefits for the department, as well as the budgetary impact/provisions.
- No staff member may initiate or undertake the planning of any official overseas travel without the prior recommendation / support of the Head of Department (through the normal communication channels). This arrangement will also apply in respect of invitations to attend conferences, partake in study tours, and participate in national interventions at international level, to present a paper or address a conference, seminar, convention or any related event/initiative. The department should not be pressured to approve overseas travel because any staff member initiated such invitations for any purpose (including personal gain or development).

- All submissions to undertake overseas travel must be well motivated and in writing. A comprehensive (detailed) budget / costing, programme and travel / accommodation itinerary must be prepared and presented as part of the planning stage. No lobbying or influencing of politicians or senior staff members outside the normal lines of communication should occur.
- Only after final prior written approval for overseas travel had been obtained from the Provincial Cabinet/MEC, may staff members proceed with accommodation reservations, flight bookings or any other formal arrangements. Should staff members proceed with any arrangement without prescribed prior written approval, such members may be held liable for fruitless expenditure.
- An overseas trip should only in highly exceptional cases last longer than seven days.
- Advances for the trip may only be acquired/paid out within 10 working days in advance of a trip. Claims must be submitted within five working days upon return from any trip.
- A comprehensive report in respect of each trip must be presented to the Provincial Cabinet/MEC (via the Head of Department, MEC and Director-General) within 20 working days after returning from international travel. Such report should include a clear overview of the outcome and the results achieved. Copies of the trip authorisation, final itinerary / programme, budget / costing and the claim must be attached to the report as an addendum. This report will also serve as a valuable base document for future reference, corporate memory and audit purposes.
- The department must ensure an even-handed approach in nominations for overseas travel. Under no circumstances may only a chosen few benefit from such exposure. Upon return from overseas travel Senior Managers are further to ensure the proper transfer of knowledge and networking contacts.

Staff members on official duty outside the RSA may be compensated for reasonable costs incurred on the basis of a or b below:

(a) **Countries listed in the Financial Manual (Annexure C):**

- The reasonable actual expenses in respect of accommodation, dry cleaning and laundry services; and
- A special daily allowance, as determined by the Minister of Public Service and Administration and revised annually with effect from 1 April every year, 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)

(b) **Countries not listed in the Financial Manual:**

- The reasonable actual expenses in respect of accommodation, dry cleaning, and laundry services;
- The reasonable actual costs of three meals (breakfast, lunch and dinner); 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 do not form part of meals, etc). This allowance is as per Annexure A. The Minister of Public Service and Administration revises this amount with effect from 1 April every year.

(c) The amounts set out in Annexures A, B and C are maximum amounts. Reduced amounts shall be compensated to employees under the following circumstances:

- Where accommodation and related expenditure for official journeys outside the Republic of South Africa are fully or partially sponsored by a donor or sponsor;
- Where part of the meals (e.g. breakfast included in hotel accommodation expenses) is paid by the department;
- When payment of the maximum amounts, as prescribed in the Financial Manual, are for other reasons not justified.

(d) The following breakdown of the special daily allowance, as provided for in the Financial Manual, is to be applied to determine the reduced special daily allowances in such instances (Referring to c above):

▪ Incidental expenses:	15%
▪ Breakfast:	20%
▪ Lunch:	20%
▪ Dinner:	45%

- (c) Other reasonable actual costs resulting from an official journey outside the Republic, such as visa applications, will be met from departmental funds, provided prior approval, in line with the delegations is obtained. Such claims are to be substantiated by proof. Refer to 5.1.4 as regards the official procedure.

6.2.6 RULES PERTAINING TO TIPS, TOURISM LEVIES AND ROOM SERVICE

- Tips are given at the discretion of a staff member and must be paid from the daily subsistence allowance as per Annexure B.
- The accepted norm for the payment of tips within the hospitality industry is 10% of the cost incurred. This is not the rule nor is it compulsory. Staff members are at liberty to pay a tip from their allowance at a rate that they deem fit.
- In instances where tips are automatically calculated as part of the bill, the entire amount is payable by the department.
- The department should pay all tourism levies where it is applicable.
- Each individual staff member must pay room service and telephone costs, where this is applicable. These monies should be claimed from the daily subsistence allowance.

7. General Considerations Pertaining To Official Travelling And Transport

7.1 The Head of Department (or his/her delegate) may approve that a person travel at the expense of the department if –

- (i) He/she is a candidate for appointment or promotion, to report for a selection interview at a place and time as determined by the department;
- (ii) He/she has been recruited and if necessary, together with his/her household, must relocate from his/her current residence to where duty is to be assumed,

- 7.2 Any travelling which a staff member is required to do as part of his/her official duties or in order to execute a specific task, either with privately owned transport or government transport, is regarded as official journeys. This includes when a staff member is required to perform duty outside his/her prescribed hours of work and, for this reason, has to undertake a journey between his/her residence and his/her place of work.
- 7.3 A staff member who is absent from his/her office on official duty for a continuous period of at least four weeks may be granted approval to travel back to his/her office at departmental expense to visit his/her household. This privilege may also be granted to a member/members of an official's household to visit the member's temporary office, subject to the tariffs that would have applied should the staff member him- / herself had undertaken the trip.
- 7.4 All official journeys should, within reason, be undertaken by the most economical means with regard to mode of transport, routes and duration. When an official journey is planned and the most economical means of transport is to be decided upon, the direct as well as the indirect expenditure (e.g. loss in highly paid hours of work spent on traveling time) should be considered.
- 7.5 A staff member may, while performing official duty away from the office, be accommodated in state-owned accommodation. Apart from meals, a staff member residing in state accommodation may claim the actual rental cost plus the special daily allowance. If no rent is payable, a staff member who has had incidental expenditure, may still claim the special daily allowance. Proof of incidental costs must be submitted.

8. MINIMISING THE COST OF EXPENDITURE

- 8.1 All travel-boarding stubs are to be submitted to the Directorate: Accounting and Auxiliary Services as supplementary evidence after a flight has been undertaken.
- 8.2 In order to restrict the cost of subsistence expenses, the department may recover expenditure from third parties if the expenses do not accrue from departmental activities. (Example: In instances where the department has invited third parties to participate in its activities and where the department will incur costs, these costs must be redeemed if the individuals do not participate in the department's agenda.)

- 8.3 The department, in particular the Directorate Supply Chain Management should negotiate with owners of accommodation facilities with a view to obtaining a reduction of rates for staff utilising such facilities when on official duties. This directorate should furthermore provide a database of preferred suppliers.
- 8.4 An employee shall undertake an official journey by the most economical means with due regard to available means of transport, routes, duration and other items of expenditure applicable in the circumstances.
- 8.5 The use of video conferencing as an alternate to "in person" meetings has to be explored and practiced more frequently.
- 8.6 Staff members should first explore the viability of postal services, faxes, electronic mail and telephone conferencing as an alternative to official travelling, before making travel arrangements.
- 8.7 Additional costs of changing flights and no show costs will only be paid by the department if proof is submitted that the cancellation was beyond the staff member's control.
- 8.8 The cancellation of flights and accommodation must happen timeously so that the department can be refunded. Refunds are payable to the department and not the staff member.
- 8.9 If commuting over a short distance hampers service delivery, managers may consider the approval of accommodation as a special condition. A thorough motivation must be submitted for approval in this regard.

9. SPOUSES AND LIFE PARTNERS ACCOMPANYING A STAFF MEMBER ON AN OFFICIAL TRIP

- 9.1 Should it be deemed in the interest of the department for a staff member to be accompanied by his/her spouse or life partner, the travel and accommodation costs of the spouse or life partner may be reimbursed to the said member under the following conditions:
- 9.1.1 Prior approval must be obtained in writing from the relevant Executing Authority or its delegate in all such cases. This approval must be attached to the claim form.

9.1.2 The travel and accommodation costs will be calculated by using the same tariffs as applicable to the staff member concerned.

10. CONTROL MEASURES

10.1 In order to avoid any uncertainty, the following requirements must be met when submitting claims for reimbursement of expenditure:

10.1.1 The nature of the journey must be clearly indicated the date, the departure and arrival times.

10.1.2 A breakdown of expenditure must be submitted when requesting an advance.

10.1.3 In respect of every full hour in excess of 24 hours, the allowances provided may be paid at the rate of one-twenty-fourth (1/24) of the full daily rate of such an allowance.

10.1.4 For the purpose of compensation of accommodation expenditure, a staff member's period of absence from his/her office is calculated from the time he/she leaves his/her home or place of work, whichever is the later, until the time he/she arrives back at his/her home or place of work, whichever is the earlier.

10.2 Staff members attending courses, seminars or other functions will only be reimbursed for those meals and/or accommodation costs, which are not included in the related fees.

10.3 If actual claims are less than the stipulated amounts in Annexures A, B or C, staff members cannot claim the shortfall.

10.4 It is the responsibility of the person certifying the subsistence and travel claim to ensure that the amounts being claimed are reasonable and within the determined limits as stipulated in these directives. Where deviations are detected, the amounts on the claim must be amended prior to the claim being authorised and processed. Items such as cigarettes, alcohol and stationery may not be reimbursed. The official approving the claim must be satisfied that all prescripts have been met.

10.5 The claimant must sign the claim before submitting it to his/her supervisor or an officer designated to check and/or authorise payment/reimbursement.

- 10.6 The supervisor/first line manager must ensure that the times quoted on meal vouchers are relevant to the amount being claimed and their dates on the vouchers coincide with the period of the relevant officials trip. The expected meal times are covered in 6.2.3
- 10.7 A delegated manager / supervisor must authorise subsistence and travelling claims. In instances where managers / supervisors are performing those duties in an acting capacity, a letter authorising their acting status must be attached to the documentation.
- 10.8 The practice where staff members arrange journeys over meal periods, purely to be able to claim the meal allowance, should be discouraged.
- 10.9 It should be noted that where a staff member is required to represent the department at a meeting, for example, on a Monday at 10:00, travelling arrangements must, wherever possible, be made to coincide with that meeting. When officials wish to travel on the Sunday prior to a meeting, this should only be considered under exceptional circumstances, in which case the necessary motivation and the responsible line manager's approval must be attached to the claim. Subsistence reimbursement must not be financed from the petty cash account.
- 10.10 In the processing of claims for the compensation of subsistence and travel expenditure, care must be taken that staff members are not out of pocket or enriched at the expense of the department
- 10.11 Directorates and offices should submit monthly management information reports to the Directorate, Financial Accounting and Auxiliary Services regarding monthly travelling and expenditure.

11. GRIEVANCES AND DISPUTES

- 11.1 Any dispute relating to the interpretation of these directives shall be dealt with in accordance with the dispute resolution measures provided for in the constitution of the PSCBC.
- 11.2 Disputes with regard to interpretation or application of these directives shall be dealt with according to the dispute resolution procedure of the Council.

12. PROCEDURE FOR NON-COMPLIANCE

If a complaint concerns a matter which cannot be dealt with by the supervisor, or if a complaint is about the supervisor, or if the staff member is not satisfied with the answer given by the supervisor, she / he may make representations about the matter to the Director: Human Resource Management.

13. COMMUNICATIONS, IMPLEMENTATION AND REVIEW

13.1 The Director: Human Resource Management is responsible to ensure that the content of these directives is communicated to all Managers. Managers will be responsible to communicate the content to all staff under their control.

13.2 Line Managers should monitor and ensure adherence to these directives and report on specific cases as and when required to do so.

13.3 If and when these directives or any provision thereof is amended, the amended directives or provision thereof will supersede the previous one.

14. ROLES AND RESPONSIBILITIES

14.1 Staff members undertaking an approved official journey have to ensure that they are knowledgeable of these directives.

14.2 Directorate: Human Resource Management is the custodian of these directives and all line managers/supervisors must ensure compliance with these directives.

14.3 Directorate: Departmental Accounting and Auxiliary Services has to process all claims in line with these directives and treasury regulations.

14.4 Sub directorate: Enterprise Risk Management role is to identify possible non-compliance and overall risk to the department.



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

ANNEXURE C

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TO THE HEADS OF ALL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS
(FOR ATTENTION: HR MANAGERS/ HEADS OF CORPORATE SERVICES/ CHIEF
FINANCIAL OFFICERS)

REVISION OF SPECIAL DAILY ALLOWANCES FOR OFFICIAL VISITS ABROAD

1. The Minister for the Public Service and Administration has, in terms of section 3(3) of the Public Service Act, 1994, as amended, read with Part VI.E. 2(a) of the Public Service Regulations, 2001, made a determination that with effect from 01 March 2007, the special daily allowances for official visits abroad be revised as contained in the attached Annexure. The Financial Manual for the calculation and the application of the special daily allowances for official visits abroad will be amended in due course.
2. Expenditure in respect of this adjustment must be accommodated within departments' existing MTEF allocation.

[Signature]
DIRECTOR-GENERAL
DATE: 9/8/2007

ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC OF SOUTH AFRICA

ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC

NOTE: PLEASE ALSO CHECK CIRCULARS ON the dpsa website FOR THE LATEST ADJUSTMENTS BEFORE IMPLEMENTING THE ALLOWANCES IN THE TABLE HEREUNDER

1. When expenditure on accommodation is wholly met from public funds an employee is compensated on the following basis:
 - 1.1. In the case of official visits to the countries listed in the table hereunder:
 - 1.1.1. The reasonable actual expenses in respect of accommodation, dry cleaning and laundering; and
 - 1.1.2. 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).
 - 1.2. In the case of official visits to the countries not listed in the table hereunder:
 - 1.2.1. The reasonable actual expenses in respect of accommodation, dry cleaning, and laundering;
 - 1.2.2. The reasonable actual costs of three meals; and
 - 1.2.3. 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 do not form part of meals, etc). This allowance is currently R63.50 per day and is revised with effect from 1 April every year.
2. The amounts set out in the table hereunder are maximum amounts. Therefore 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, the payment of a reduced special daily allowance must be considered.

Due to the above, it is advisable to have a departmental policy on the payment of such reduced amounts. In the formulation of such policy, departments are strongly advised to consider the following breakdown of the special daily allowance to determine the reduced special daily allowance to be paid:

- 2.1 Incidental expenses (15%)
- 2.2 Breakfast (20%)
- 2.3 Lunch (20%)
- 2.4 Dinner (45%)

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Albania	Euro	88	56
Algeria	US \$	167	126
Angola	US \$	174	131
Antigua and Barbuda	US \$	200	151
Argentina	US \$	49	37
Armenia	US \$	254	191
Austria	Euro	98	74
Australia	A \$	135	102
Azerbaijan	US \$	132	99
Bahamas	US \$	174	132
Bahrain	B Dinars	33	25
Bangladesh	US \$	72	54
Barbados	US \$	184	139
Belarus	US \$	137	104
Belgium	Euro	101	76
Belize	US \$	138	104
Benin	Euro	81	61
Bolivia	US \$	43	33
Bosnia-Herzegovina	Euro	65	49
Botswana	Pula	312	235
Brazil	US \$	71	53
Brunei	US \$	60	60
Bulgaria	Euro	74	56
Burkina Faso	Euro	87	65
Burundi	US \$	125	94
Cambodia	US \$	82	62
Cameroon	Euro	91	69
Canada	C \$	142	107
Cape Verde Islands	Euro	64	48
Central African Republic	Euro	87	66
Chad	Euro	89	67
Chile	US \$	91	68
Colombia	US \$	73	55

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Comoro Island	Euro	73	55
Cook Islands	New Zealand \$	138	104
Costa Rica	US \$	56	42
Croatia	Euro	85	64
Cuba	Euro	97	73
Cyprus	Euro	80	60
Czech Republic	Euro	73	55
Democratic Republic of Congo	US \$	175	132
Denmark	Euro	145	109
Djibouti	US \$	90	68
Dominican Republic	US \$	90	68
Ecuador	US \$	70	53
Egypt	US \$	76	57
El Salvador	US \$	73	55
Equatorial Guinea	Euro	90	68
Eritrea	US \$	96	72
Estonia	Euro	75	57
Ethiopia	US \$	69	45
Fiji	Fijian \$	182	137
Finland	Euro	124	93
France	Euro	105	79
Gabon	Euro	178	134
Gambia	Euro	81	61
Georgia	US \$	237	179
Germany	Euro	97	73
Ghana	US \$	77	58
Greece	Euro	100	76
Grenada	US \$	137	103
Guatemala	US \$	77	58
Guinea	Euro	71	54
Guinea Bissau	Euro	48	36
Guyana	US \$	107	81
Haiti	US \$	89	75
Honduras	US \$	81	48
Hong Kong	Hong Kong \$	909	685

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1954 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Hungary	Euro	66	49
Iceland	Norwegian Kroner	1,451	1,094
India	US \$	84	63
Indonesia	US \$	78	59
Iran	US \$	61	48
Iraq	US \$	114	86
Ireland	Euro	119	90
Israel	US \$	111	84
Italy	Euro	101	78
Ivory Coast	Euro	104	78
Jamaica	US \$	137	104
Japan	Yen	14,836	11,188
Jordan	US \$	118	87
Kazakhstan	US \$	94	71
Kenya	US \$	79	60
Kiribati	Australian \$	212	160
Korea	WON	130,213	98,194
Kuwait (State of)	US \$	109	82
Kyrgyzstan	US \$	88	66
Laos	US \$	91	68
Latvia	Euro	67	50
Lebanon	US \$	103	77
Lesotho	Rand	439	331
Liberia	US \$	88	67
Libya	US \$	69	52
Lithuania	Euro	140	106
Macao	Hong Kong \$	1,087	820
Macedonia (Former Yugoslav)	Euro	91	68
Madagascar	Euro	61	46
Madeira	Euro	264	199
Malawi	US \$	89	67
Malaysia	Ringgit	257	193
Maldives	US \$	184	139
Mali	Euro	92	69
Malta	Euro	120	91

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Marshall Islands	US \$	232	175
Mauritania	Euro	104	79
Mauritius	Mauritian Rupee	3,347	2,524
Mexico	US \$	78	59
Moldova	US \$	150	113
Mongolia	US \$	63	48
Montenegro	Euro	114	88
Morocco	US \$	96	72
Mozambique	US \$	63	47
Myanmar (Burma)	US \$	67	51
Namibia	Namibian \$	471	355
Nauru	Australian \$	242	183
Nepal	US \$	58	43
Netherlands	Euro	115	87
New Zealand	New Zealand \$	135	102
Nicaragua	US \$	59	45
Niger	Euro	90	67
Nigeria	US \$	110	83
Niue	New Zealand \$	204	154
Norway	Norwegian Kroner	1,428	1,077
Oman	Rials Oman	44	33
Pakistan	US \$	48	37
Palau	US \$	241	182
Panama	US \$	83	62
Papua New Guinea	Kina	259	195
Paraguay	US \$	39	29
People's Republic of China (Beijing)	US \$	143	108
Peru	US \$	79	60
Philippines	US \$	71	53
Poland	Euro	81	61
Portugal	Euro	94	71
Qatar	Qatar Riyals	434	327
Republic of Congo	Euro	135	101
Reunion	Euro	149	113
Romania	Euro	71	54

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Russia	US \$	165	125
Rwanda	US \$	89	67
Samoa	Tala	157	118
Sao Tome	Euro	86	72
Saudi-Arabia	Saudi Riyal	306	231
Senegal	Euro	113	85
Serbia	Euro	80	61
Seychelles	US \$	139	105
Sierra Leone	US \$	82	62
Singapore	Singapore \$	140	106
Slovakia	Euro	58	44
Slovenia	Euro	60	45
Solomon Islands	US \$	312	235
Spain	Euro	99	75
Sri Lanka	US \$	52	39
St Kitts & Nevis	US \$	206	156
St Lucia	US \$	195	147
St Vincent & the Grenadines	US \$	170	128
Sudan	US \$	110	83
Suriname	US \$	97	73
Swaziland	Rand	374	282
Sweden	Swedish Krona	766	578
Switzerland	S Franc	186	140
Syria	US \$	80	60
Taiwan	US \$	88	67
Tajikistan	US \$	106	80
Tanzania	US \$	52	39
Thailand	Baht	2,017	1,521
Togo	Euro	71	54
Tonga	Pa'anga	237	179
Trinidad & Tobago	US \$	194	146
Tunisia	Tunisian Dinar	98	74
Turkey	US \$	114	86

Country	Currency	Special Daily Allowance	
		Head of Departments mentioned in the first Schedule of the Public Service Act, 1994 or employees (irrespective of rank) accompanying a Minister or Deputy Minister	Other employees
Turkmenistan	USA \$	114	86
Tuvalu	Australian \$	285	217
Uganda	US \$	64	49
Ukraine	Euro	86	65
United Arab Emirates	Dirhams	373	281
United Kingdom	Pounds Sterling	86	65
Uruguay	US \$	74	55
USA	US \$	122	92
Uzbekistan	US \$	74	56
Vanuatu	US \$	124	93
Venezuela	US \$	78	59
Vietnam	US \$	51	39
Yemen	US \$	85	64
Zambia	US \$	108	82
Zimbabwe	US \$	89	67

Verwysing
Reference
Isalathiso

517/P

Navrae
Enquiries
Imbuzo

G Fortuin

Telefoon
Telephone
Ifowoni

(021) 483-6613



Departement van Maatskaplike Ontwikkeling
Department of Social Development
(Sebe loPhuhliso loLuntu)

HR CIRCULAR:

HR 05/08

TO:

CHIEF DIRECTORS, DIRECTORS, DISTRICT OFFICE
MANAGERS AND HEAD OF FACILITIES

SUBJECT:

DIRECTIVES ON ACCOMMODATION AND TRAVEL EXPENSES
WHILE ON OFFICIAL DUTY

1. The departmental directives on accommodation and travel expenses while on official duty aims at managing the utilisation of costs incurred by staff members when undertaking official duties at places other than their normal workplace.
2. The said directives are applicable as from 1 February 2008 and are attached.
3. Any amendments to the directives will be communicated accordingly.
4. Should more information be required in this regard please do not hesitate to contact the following officials:
 - Mr Vernon Titus Tel: (021) 483 6077 E-mail: Vrtitus@pgwc.gov.za
 - Mr Gary Fortuin Tel: (021) 483 6613 E-mail: Gfortuin@pgwc.gov.za
5. Kindly bring the contents of this circular to the attention of all staff under your control.


DIRECTORATE: HUMAN RESOURCE MANAGEMENT
DATE: 2008-02-21



the dpsa

**Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA**

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax (012) 326 7802
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax (021) 465 5484

Enquiries : Salome Motaung
Telephone : (012) 336 1072
File : 17/5/P

TO: ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

ANNUAL REVISION OF SUBSISTENCE AND CAMPING ALLOWANCES

1. The Minister for Public Service and Administration has determined that with effect from 1 April 2012, the maximum subsistence and camping allowances payable in terms of parts XII and XIII of PSCBC Resolution 3 of 1999, be adjusted as indicated below:

Type of Allowance	Current Maximum Allowance	Maximum Allowance w.e.f. 01 April 2012
Special daily allowance to compensate for incidental expenses where actual expenses are claimed	R88.00	R93.00
Fixed daily subsistence allowance payable in circumstances where actual expenses are not claimed	R286.00	R303.00
Daily allowances payable to camping personnel	R106.50	R112.50

2. The National Treasury has granted approval dated 12 March 2012 under reference 17/5P, in terms of section 5(3) of the Public Service Act, 1994, as amended, for the implementation of the revised tariffs. However, the resulting additional expenditure incurred as a result of this approval will have to be met from existing budgets of affected departments.

SPHAWA
for DIRECTOR-GENERAL

DATE: 23-03-2012

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeliso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tsa Mmuso . Ndzawulo ya Vutirela-Mfumo na Valawuzi

LiTiko le Tebasabenti baHulumende nokuPhata . ISebe leNkonzo kaRhulumente noLawulo . UmNyango wemiSebenzi kaRhulumente nokuPhata

DEPARTMENT OF SOCIAL DEVELOPMENT

CHECK LIST

FILE REFERENCE: 3/28
 NAME OF OFFICIAL: _____
 PERSONAL NUMBER: _____

	Complier		Verifier		Fin Acc.		REASON FOR RETURN	COMMENTS
	Yes () No (X)	Yes () No (X)	Yes () No (X)	Yes () No (X)	Yes () No (X)	Yes () No (X)		
SUBSISTENCE AND TRAVEL CLAIM								
Signatures and initials + Surname in block letters in all the blocks applicable								
Delegated authority signature								
Calculations correct according to tariffs for the period claimed								
Allocation codes correct								
Every copy certified and signed								
Documentation are certified correct								
Invitation								
Agenda and motivation letter								
Invoices for accommodation								
Actual receipts (not speed point slips)								
Copy of attendance register								
Letter (if acting delegated authority)								
Z43 = KM and places visited must be completed								
Odometer beginning and end reading for each journey stipulated								
Copy of GMT kilometer tariffs used to claim								
Separate travel details for each month as the fuel tariffs differ								
Z43 excludes SMS members								
Adherence to updated delegations								
Timeously submission of claim (within 5 days on return trip)								
Authorisation for usage of private car must be attached (not applicable to officials whose package is structured)								
Submission for approval-S&T outside borders of Western Cape								
Sworn affidavit when receipt bill slip not available								
Open lines and blocks ruled off								

Signature of Applicant: _____
 Date: ____/____/____

Signature of Verifier: _____
 Date: ____/____/____

Finance: _____
 Date: ____/____/____

Returned date to Finance: ____/____/____

APPLICATION TO TRAVEL

EXPLANATORY GUIDE

1. General
- 1.1 Read the Instructions carefully before the form is filled in.
- 1.2 The application forms part of the Vehicle Issue Form (GMT2004/04) and Vehicle Check List (GMT2007/01) wrt GG-vehicles.
2. A.1 Full names to be filled in and not initials.
3. A.2-10 The information is compulsory.
4. A.11 Full names to be filled in and not initials.
5. A.12-13 The information is compulsory.
6. A.14-15 The information is compulsory. Only required in the following instances:
A vehicle to carry 12 passengers or more, including the driver.
AND/OR
A vehicle with a gross vehicle mass (GVM) of 3 500 kg or more.
7. A.16 The driver will be held responsible for allowing unauthorised passengers in/on the vehicle if he/she fails to include the particulars of all passengers or attach a passenger list to the Form.
8. A.17 Indicate the type of garaging required. A separate Form (GMT2004/06) must be used to authorise the facility wrt GG-vehicles.
9. B.1 A short description of the purpose of the trip and places to be visited is required. Attach invitations when available.
10. B.2-6 The information is compulsory.
11. C.1-5 Indicate the type of transport required. If a GG-vehicle cannot be provided from the existing pool, alternative arrangements will be facilitated via private contracts. Each client department must follow the prescripts in terms of the national Department of Transport Circular 5 of 2002 dated 10 June 2002.
12. C.5-8 The information is compulsory.
13. C.9 The odo meter reading of the vehicle before departure is required. This is also required for private rentals to verify accounts.
14. C.10 The odo meter reading can only be inserted on return. This is also required for private rentals to verify accounts.
15. C.11-16 Only to be utilised when air transport is required. All particulars required at C13/15 might only be available once the flight reservation is confirmed.
16. D.1-8 The information is compulsory and required in terms of financial prescripts.
17. D.9 The information is compulsory when a GG-vehicle is required to enable the eBilling to be correct at the end of each month.
18. D.10 The applicant must sign here.
19. D.11 The date is compulsory.
20. E1-12 The information is compulsory. Each client department must formulate own operational delegations wrt who can recommend and approve applications.
21. E13 This is compulsory and an audit requirement. Each client department must establish its own records for audit purposes.
22. E14. The information is compulsory and will only be available once a vehicle has been allocated.



**Western Cape
Government**

Transport and Public Works

Johan Koegelenberg
Government Motor Transport
E-mail: johan.koegelenberg@pgwc.gov.za
tel: +27 21 467 4701 fax: +27 86 615 4748

Reference: 15/6/P

CIRCULAR U2 02/2012-13 (GMT)

TO ALL HEADS OF DEPARTMENT, PROVINCIAL CHIEF FINANCIAL OFFICERS, HEADS OF PROVINCIAL MEC OFFICES AND TRANSPORT OFFICERS/CONTROL OFFICERS (PROVINCIAL CLIENT DEPARTMENTS)

OFFICIAL TRANSPORT: REVISED APPLICATION TO TRAVEL FORMAT

PURPOSE

1. To introduce the revised Application to Travel Form.

BACKGROUND

2. The new Western Cape Government branding policy necessitated that all official stationary needs to be revised in order to adhere to the policy.
3. The Application to Travel Form has been updated and is hereby attached for your immediate implementation.
4. Kindly inform all users as well as their supervisors of the contents of this circular. It should be noted that the contents of this circular is for official purposes and distribution only and should not be distributed to any person outside the State.

SUMMARY

5. Any enquiries can be directed to Stuart Kirkman.
6. This circular is published on the GMT Web Portal. Use the following URL:

<http://intrawp.pgwc.gov.za/transportandpublicworks/transport/default.asp>

The new route will facilitate improved access to GMT's information. Use the buttons on the left of the home/landing page to navigate via the sub menus. The GMT Publications (Circulars) are

1 | Page

located under documents. Click on the sub folder Circulars numeric order or Subject order (Trip Authority) to access this circular.

7. Your co-operation will be appreciated.

**HEAD: GOVERNMENT MOTOR TRANSPORT
FOR HEAD OF DEPARTMENT**

DATE: 17 April 2012

Johan Koegelenberg /2012/05/02 06:55:00 AMC:\Users\50596021\CIRCULARS\CIRCULAR U2 02-2012-13 (GMT) (Application to Travel).doc

EIS TEN OPSIGTE VAN REISE MET PRIVATE MOTORVERVOER OP AMPTELIKE DIENS
CLAIM IN RESPECT OF OFFICIAL JOURNEYS UNDERTAKEN BY PRIVATELY OWNED MOTOR TRANSPORT

Geëls deur (in drukskrif) Claimed by (in block letters).....	Departement van Department of.....
Rang Rank.....	
Adres (waardeen skakelsorder gestuur moet word) Address (to which warrant voucher must be send).....	Maand Month.....
	Vir Rekenmeester/for Accountant
Hoofkwartier/Headquarters.....	Eis/Claim No.

BESKRYWING VAN VOERTUIG/DESCRIPTION OF VEHICLE

Fabrikaat en model Make and model	Jaar van vervaardiging Year of manufacture	Type (motor, motorfiets, bromponie, ens.) Type (motor-car, motor cycle, scooter, etc.)	Registrasie-nommer Registration number	Enjinslag, volumegroep in cm ³ Engine swept volume group in cm ³

OPSOMMING VAN REISE AGELË EN EIS OM TOELAES
SUMMARY OF JOURNEYS UNDERTAKEN AND CLAIM FOR ALLOWANCES

(Vir besonderhede sien anderkant/For details see reverse)

					Vir Rekenmeester For Accountant	
	Kilometer gereis Kilometres travelled (Kol. 9—Col. 9)	Tarief per kilometer Tariff per kilometre	Bedrag Amount		Toewysing Allocation	Kode Code
			R	c		
Kilometer-toelae Kilometre allowance						
*Passasiers-toelae Kilometre allowance						
*Stalling en parkeerling Garaging and parking						
*Nie van toepassing op motorfietse en bromponies nie. Not applicable in the case of motor cycles and scooters.						
		Totaal Total				

Ek sertifiseer dat dit vir my nodig was om amptshalwe die reise te onderneem ten opsigte waarvan ek 'n eis indien en dat die toelae
 I certify that I was required to perform the travelling claimed for on official duty and that the allowance claimed are in accordance with the
 wat ek efs in ooreenstemming is met die gemagtigde tariewe ten opsigte van my motorkar/motorfiets/bromponie en dat die passasiers werlik en
 rates authorised in respect of my motor-car/motor cycle/scooter and that the passengers were actually and necessarily conveyed on official
 noodsaaklik op amtelike diens vervoer is.
 business.

Handtekening van eiser
Signature of claimant.....

Datum
Date.....

KORREK VERKLAAR/CERTIFIED CORRECT:

GOEDGEKEUR/APPROVED:

Hoof van Afdeling/Kantoor—Head of Branch/Office

Departementshoof/Head of Department

Datum/Date.....

Datum/Date.....

Ontvang van die rekenpligtige amptenaar die bedrag van
Received from the accounting officer the amount of

Rand.....

sent.
cent.

Betaal per S/O No.
Paid by W.V. No.

Handtekening/Signature

Datum/Date

Datum
Date

REQUEST FOR ACCOMMODATION AND OFFICIAL TRANSPORT

VA -26

DIRECTORATE :

RANK :

NAME :

PURPOSE OF TRIP :

DESTINATION :

RESPONSIBILITY :

OBJECTIVE :

ACCOMMODATION :

DATE REQUIRED :

VEHICLE WITHOUT DRIVER:

VEHICLE SIZE (CODE/CC):

DATE AND TIME REQUIRED :

GOVERNMENT GARAGE :

DATE AND TIME OF RETURN :

TICKETS REQUIRED: AIR : SINGLE : RETURN : NUMBER:

FROM: TO:

FWD JOURN: DATE: DEPART: ARRIVE: FLIGHT NO:

RET. JOURN: DATE: DEPART: ARRIVE: FLIGHT NO:

IS PLACE RESERVED?

IF SO, NAME OF AGENT:

IT'S HEREBY CERTIFIED THAT JOURNEY IS OFFICIAL AND FUNDS ARE AVAILABLE TO COVER EXPENDITURE

APPLICANT

APPROVED
(DIRECTOR OR HIGHER)

(NAME & RANK)

DATE:

DATE:



Example

THE DEPARTMENT OF TRANSPORT

Enquiries: Tel: 012 309 3697

Email: mhlopeT@dot.gov.za, Fax: 012 326 1969

Reference: T118

4 June 2012

**TO: All heads of departments
Accounting officers**

TARIFFS FOR THE USE OF MOTOR TRANSPORT

1. Amendment No 6 of 2012 of the Annexure to Transport Circular No 1 of 1977 (Transport Handbook on Tariffs for the use of Motor Transport) as amended; and (Private)
2. Amendment of Annexure B of the instructions with regard to the new Subsidized Motor Scheme (Subsidized Scheme A and C).

As a result of the fluctuation of the fuel price on the 6th June 2012 the following tariffs are consequently amended from the 1st June 2012.

Please note:

- **Private rates include fuel, maintenance, capital, insurance and depreciation.**
These rates are to be used by all individuals making use of their own motor vehicle transport, including individuals whom structured for car allowances and all officials partaking in Scheme B of the Subsidized Motor Transport scheme.
- **Subsidized Scheme A rates are only inclusive of fuel.**
These rates are to be used by all officials taking part in Scheme A of the Subsidized Motor Transport scheme where government contributes towards the capital, insurance and maintenance of the vehicle.
- **Subsidized Scheme C rates are only inclusive of maintenance.**
These rates are to be used by all officials taking part in Scheme C of the Subsidized Motor Transport scheme. This rate needs to be added to the rate in Scheme A to determine the rate of reimbursement in cents per kilometre.

Andries Schoeman

For DIRECTOR-GENERAL: TRANSPORT

June-2012

**Category A: Sedans
Station Wagons**

PETROL VEHICLES

Engine Category	Private	Sub Scheme A	Sub Scheme C
Up to 1250 CC	233.4	75.2	25.3
1251 - 1550	296.3	85.7	31.6
1551-1750	325.2	93.5	37.7
1751-1950	380.5	104.4	42.1
1951-2150	393.5	107.9	51.6
2151-2500	462.4	125.7	61.7
2501-3500	573.7	132.2	71.5
Greater than 3500	655.1	154.9	89.2

June-2012

**Category A: Sedans
Station Wagons**

DIESEL VEHICLES

Engine Category	Private	Sub Scheme A	Sub Scheme C
Up to 1250	216.2	51.9	31.3
1251-1550	287.3	71.2	37.1
1551-1750	313.1	78.8	40.3
1751-1950	332.3	89.9	48.3
1951-2150	382.5	91.5	57.1
2151-2500	442.0	98.8	68.2
Greater than 2500	562.1	113.8	78.4

June-2012

Category B: Light Delivery Vehicles
Single Cab 4x2
Extended Cab 4x2

PETROL

Engine Category	Private	Sub Scheme A	Sub Scheme C
Up to 1250	222.8	110.9	23.9
1251-1550	262.0	103.0	25.9
1551-1750	272.1	108.6	30.4
1751-1950	324.9	113.2	32.7
1951-2150	361.6	147.0	35.6
2151-2500	371.2	153.7	38.5
2501-3500	400.8	166.2	40.6
Greater than 3500	454.2	171.9	48.3

June-2012

Category B: Light Delivery Vehicles
Single Cab 4x2
Extended Cab 4x2

DIESEL

Engine Category	Private	Sub Scheme A	Sub Scheme C
Up to 1250	252.5	91.2	24.0
1251-1550	305.6	92.9	26.6
1551-1750	334.6	95.9	30.7
1751-1950	342.8	119.7	35.9
1951-2150	353.5	121.6	42.1
2151-2500	378.8	134.2	40.3
2501-3500	410.7	141.5	43.3
Greater than 3500	491.7	165.9	50.8

June-2012

**Category C: 4x4 Light Delivery Vehicles
All Double Cabs
4x4 Single/ Extended Cabs**

PETROL

Engine Category	Private	Sub Scheme A	Sub Scheme C
Up to 2000	344.2	128.4	36.8
2001 to 2500	396.2	163.4	38.8
2501-3500	452.1	176.2	41.9
Greater than 3500	514.7	186.7	53.0

DIESEL

Engine Category	Private	Sub Scheme A	Sub Scheme C
Up to 2000	349.5	126.3	44.2
2001 to 2500	415.2	135.9	45.3
2501-3500	466.9	142.6	49.3
Greater than 3500	531.8	172.3	84.5

June-2012

**Category D: Multi Purpose Vehicles
Sports Utility Vehicles
Crossover vehicles**

PETROL

Engine Category	Private	Sub Scheme A	Sub Scheme C
Up to 1550	324.3	107.9	37.4
1550-1950	359.1	120.6	44.5
1951-2150	413.9	130.8	49.1
2151-2500	479.8	150.2	54.6
2501-3500	587.0	152.9	64.2
Greater than 3500	658.0	176.6	70.4

DIESEL

Engine Category	Private	Sub Scheme A	Sub Scheme C
Up to 2150	432.0	104.5	52.5
2151-2500	539.3	122.9	59.4
2501-3500	575.3	140.1	65.2
Greater than 3500	662.6	168.5	83.1

June-2012

**Category F: Motor Cycle
Scooter**

Engine Category	Private	Sub Scheme A	Sub Scheme C
Up to 250	108.6	N/a	N/a
Over 250	153.7	N/a	N/a

DEPARTMENT OF SOCIAL DEVELOPMENT

CHECK LIST

FILE REFERENCE: 3/2/8
 NAME OF OFFICIAL: _____
 PERSALNUMBER: _____

	Compiler		Verifier		Fin Acc.		REASON FOR RETURN	COMMENTS
	Yes () No (X)	Yes () No (X)	Yes () No (X)	Yes () No (X)	Yes () No (X)	Yes () No (X)		
SUBSISTENCE AND TRAVEL ADVANCE								
Signatures and initials + Surname in block letters in all the blocks applicable								
Delegated authority signature								
Allocation codes correct								
Every copy certified and signed								
Invitation								
Agenda and motivation letter								
Quotations for accommodation as per SCM delegations								
Letter (if acting delegated authority)								
Adherence to updated delegations								
Timely submission of advance								
Authorisation for usage of private car must be attached (not applicable to officials whose package is structured)								
Open lines and blocks ruled off								

Signature of Applicant: _____
 Date: ____/____/____

Signature of Verifier: _____
 Date: ____/____/____

Returned date to Finance: ____/____/____

ANNEXURE A

SUBSISTENCE AND TRANSPORT

AUTHORISATION FOR ADVANCE/OFFICIAL JOURNEY

DIRECTORATE : _____

NAME : _____

DESTINATION : _____

PURPOSE OF JOURNEY : _____

PERIOD FROM : _____ PERIOD TO: _____

TOTAL NUMBER OF DAYS : _____

HOTEL/GUESTHOUSE NAME : _____

*Accommodation cost per day	Estimated total cost to cover accommodation
R.....	R.....
**Cost of meals per day	Estimated total cost to cover meals
R.....	R.....
Official journey undertaken by privately owned motor transport	Estimated total cost to cover transport
Reason for not utilising Government Motor Transport:(Estimated kilometres to be travelled) X (Current GMT tariff per kilometre) R.....

TOTAL ADVANCE REQUIRED/COST OF OFFICIAL TRIP: R.....

It is hereby certified that the journey is official and funds are available to cover the expenditure.

Applicant
Date:

Supervisor/Manager
Date:

*The most cost effective accommodation providers should be considered.

**Cost of meals should be reasonable.

Reference : 577P
Enquiries : A.Gqubile
Telephone : 021 483 6613

HR CIRCULAR: HR 20/ 08

TO: CHIEF DIRECTORS, DIRECTORS, DISTRICT OFFICE MANAGERS
AND HEAD OF FACILITIES

SUBJECT: REVISION OF ANNEXURE A OF THE DIRECTIVES ON
ACCOMMODATION AND TRAVEL;
EXPENSES MAXIMUM AMOUNTS FOR MEALS AND BEVERAGES
FOR 2008/09

1. The "Departmental Directives on Accommodation and Travel Expenses while on Official Duty" regulate the compensation for staff members who, in the interest of the Department of Social Development, are required to perform duties away from their normal workplace.
2. Given the changes in the CPIX Annexure A of the said Directives has been revised.
3. New maximum amounts for meals and beverages for 2008/2009 are effective as from the 1st September 2008.
4. It should be noted that all claims that were submitted before the 1st September 2008 would fall on the previous year's (2007/2008) tariffs.
5. Should more information be required in this regard please do not hesitate to contact the following officials:

✓ Mr. Vernon Titus	Tel: (021) 483 6077	Email: Vrtitus@pgwc.gov.za
✓ Mr. Asanda Gqubile	Tel: (021) 483 6613	Email: Agqubile@pgwc.gov.za
6. Kindly bring the contents of this circular to the attention of all staff under your control.



DIRECTORATE: HUMAN RESOURCE MANAGEMENT
DATE: 2009-09-05

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

REFERENCE: 5/7/P

MAXIMUM AMOUNTS FOR MEALS AND BEVERAGES FOR 2008/2009:

1. The following amounts will be adjusted on an annual basis according to the Consumer Price Index (CPIX).

Breakfast: Maximum R 45.00 (When residence left before 06h00 on the date of departure. Only purchased between 06h00 and 10h00)

Lunch: Maximum R 55.00 (Only purchased between 12h00 and 14h00.)

Supper: Maximum R 100.00 (Only purchased after 18h00.)

Note:

1. *Time schedule reflecting arrival and departure times to be submitted with regard to the above.*
2. *If a staff member does not utilise the entire amount allocated to a specific meal as indicated above, the remaining funds cannot be used for other purchases.*



DIRECTORATE: HUMAN RESOURCE MANAGEMENT

DATE: 2008-02-01



**Western Cape
Government**

Department of the Premier

CORPORATE SERVICES CENTRE
Directorate Policy & Planning
PO Box 659, Cape Town, 8000

Email: Elsa.Olivier@pgwc.gov.za
tel: +27 21 4839141

Reference: 3/3/1/1

HEAD OF DEPARTMENT: AGRICULTURE
HEAD OF DEPARTMENT: COMMUNITY SAFETY
HEAD OF DEPARTMENT: CULTURAL AFFAIRS & SPORT
HEAD OF DEPARTMENT: ECONOMIC DEVELOPMENT & TOURISM
HEAD OF DEPARTMENT: EDUCATION
HEAD OF DEPARTMENT: ENVIRONMENTAL AFFAIRS & DEVELOPMENT PLANNING
HEAD OF DEPARTMENT: HEALTH
HEAD OF DEPARTMENT: HUMAN SETTLEMENTS
HEAD OF DEPARTMENT: LOCAL GOVERNMENT
HEAD OFFICIAL: PROVINCIAL TREASURY
HEAD OF DEPARTMENT: SOCIAL DEVELOPMENT
HEAD OF DEPARTMENT: TRANSPORT & PUBLIC WORKS

**COMPENSATION FOR REASONABLE ACTUAL EXPENDITURE FOR OFFICIAL PURPOSES:
PERIODS LESS THAN 24 HOURS: REVISED COST STRUCTURE FOR 2012/13**

In accordance with stipulations of PSCBC Resolution 3 of 1999, the employer shall meet reasonable actual costs should an employee be obligated to undertake an official journey lasting under 24 hours. Expenditure limits must however be determined. Adjustments are effected as at 1 April of each year.

Revised expenditure limits must be calculated in line with the Customer Price Index (CPI for food). The price index for food reflects that the rates have increased by 9.6% as compared to the previous financial year, (i.e the CPIX for food at February 2011 compared with February 2012). For this reason it is recommended that the expenditure limits for official journeys less than 24 hours be changed with immediate effect, to:

	Previous fees: 2011/12	Revised fees: 2012/13	Conditions
Breakfast	R37.94	R41.58	Must leave before 06:00
Lunch	R46.82	R51.31	Must return after 14:00
Supper	R65.85	R72.17	Must return after 20:00
Midnight snack/ Meal	R46.82	R51.31	Must return after 02:00
Tea/ cold drink	R7.56	R8.29	Maximum R16.58 per day. No alcoholic beverages.

In order to claim actual expenses for official journey lasting less than 24 hours the measures contained in the attached Annexure will apply.

Kindly bring the contents of this circular to the attention of all staff members under your control.



ADV B. GERBER

DIRECTOR-GENERAL

DATE 18/5/2012

MEASURES APPLICABLE TO CLAIM FOR ACTUAL EXPENSES FOR OFFICIAL JOURNEYS LASTING LESS THAN 24 HOURS

Employees are reminded of the following measures that apply to claims for expenditure incurred during official visits/trips away from the normal place of work, and for periods less than 24 hours:

- Submission of receipts, till slips or payment slips must accompany claims for reimbursement of actual expenditure. However, costs are limited to the approved maximum amounts, as determined annually at the start of a financial year;
- Where a receipt, till slip or payment slip is not available for whatever reason, the relevant employee must submit a sworn affidavit to this effect;
- Claims for actual expenditure must be submitted on the official Subsistence and Travel Claim Form, for re-imbursment through Persal.
- In terms of Treasury Instructions claims in respect of subsistence and other relevant expenses must be submitted immediately after the person's return to his/her office.

For the purposes of the above measures:-

- It is accepted that employees generally provide their own meals/beverages during working hours;
- It is accepted that this policy framework makes provision for *ad hoc*-situations and not the general rule;
- The normal place of work is regarded as the place(s) where the employee will usually be busy with the execution of his/her daily tasks;
- In cases where it is expected of an employee to attend meetings or attend to work related matters away from the office, and it is expected of the employee to travel or spend relatively long periods of time in a vehicle (e.g. inspections or site visits) that employee will be regarded to be at the normal place of work;
- Departments must introduce effective control mechanisms to prevent misuse of this provision.

Departments may make use of the attached summary sheet to accompany claims for meals and/or beverages.

SUMMARY SHEET

COMPENSATION FOR REASONABLE ACTUAL EXPENSES DURING ABSENCE FROM THEIR PLACE OF WORK FOR PERIODS SHORTER THAN 24 HOURS

Department:

Branch/Chief Directorate/Directorate:

The actual expenditure for an official visit, as per attached claim form, was necessitated for the following reason/s:

.....
.....
.....
.....

Date of visit: From (time) to

The following maximum expenses are claimed:

<input type="checkbox"/>	Breakfast	R37.94	(Must leave before 06:00)
<input type="checkbox"/>	Lunch	R46.82	(Must return after 14:00)
<input type="checkbox"/>	Supper	R65.85	(Must return after 20:00)
<input type="checkbox"/>	Midnight snack/ Meal	R46.82	(Must return after 02:00)
<input type="checkbox"/>	Tea/ cold drink	R7.56	(Maximum R15.12 per day)
	No alcoholic beverages		