

# ANNEXURE A



**national treasury**

Department  
National Treasury  
REPUBLIC OF SOUTH AFRICA

**NATIONAL TREASURY  
REPUBLIC OF SOUTH AFRICA**

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**NATIONAL TRAVEL POLICY FRAMEWORK**

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## **1. ACKNOWLEDGEMENT**

National Treasury gratefully acknowledges the important contributions provided by the organs of state and would like to extend sincere gratitude to:

- Department of Agriculture and Forestry
- Department of Basic Education
- Department of Correctional Services
- Department of Defence
- Department of Economic Development
- Department of Environment
- Department of Higher Education and Training
- Department of Home Affairs
- Department of International Relations and Cooperation
- Department of Justice and Constitutional Development
- Department of Labour
- Department of Public Enterprises
- Department of Public Service and Administration
- Department of Public Works
- Department of Rural Development and Land Affairs
- Department of Statistics South Africa
- Department of Telecommunications and Postal Services
- Department of Tourism
- Department of Trade and Industry
- Department of Water and Sanitation
- Provincial Treasury Eastern Cape
- Provincial Treasury Free State
- Provincial Treasury Gauteng
- Provincial Treasury KwaZulu-Natal
- Provincial Treasury Limpopo
- Provincial Treasury Mpumalanga
- Provincial Treasury Northern Cape
- Provincial Treasury North West
- Provincial Treasury Western Cape
- South African Police Service
- South African Revenue Service

## **2. PREAMBLE**

Section 45(b) and (c) and section 57(b) and (c) of the Public Finance Management Act No 1 of 1999 (PFMA), places the onus on each employee within organs of state to take responsibility for the effective, efficient, economical and transparent use of financial and other resources within that employee's area of responsibility. In particular, the employee must take effective and appropriate steps to prevent, within that employee's area of responsibility, any unauthorised, irregular, fruitless and wasteful expenditure.

### **3. PURPOSE OF THE POLICY**

The purpose of this National Travel Policy Framework is to create minimum norms and standards for employees travelling on government business both domestically and internationally. Employees shall make every effort to ensure that their travel arrangements are in accordance with the guidelines outlined herein and utilise these as the benchmark to ensure efficient, cost effective, transparent and responsible travel related arrangements.

Institutions are to adopt the Policy as a minimum standard to develop similar or more stringent Institutional Policies, Instructions and standard operating procedures where applicable.

### **4. POLICY OBJECTIVES**

The key objectives of this policy framework are:

- 4.1 To provide a policy framework for consistent decision making for institutions with the view to facilitate travel and accommodation and related expenditure, by officials and other defined individuals or groups;
- 4.2 To set parameters within which officials and defined individuals and groups may claim reimbursement for costs incurred prior to, during and after the trip has been undertaken.

### **5. SCOPE OF APPLICATION**

- 5.1 This Policy applies to all permanent, temporary and contracted employees, interview candidates and other government employees where an employer-employee relationship exists as defined in the Labour Relations Act and other applicable legislation, as amended.
- 5.2 When independent contractors or consultants are required to travel for official government business the Travel Policy will apply. Any deviations must be approved by the Accounting Officer/Delegated Authority. In addition, care should be taken to include clear guidelines on which party (either Institution or the person or his/her employer) is responsible for the respective financial and non-financial risks associated with travel. Aspects that should be considered are:
  - a) Appropriate travel insurance cover and the payment thereof;
  - b) The Travel Policy most suitable for the arrangement between the parties;
  - c) The responsibility for the funding of the visit; and
  - d) The principle that expenses and/or allowances cannot be paid twice or more than twice.
- 5.3 The Policy covers both international and domestic travel and accommodation as most of the Policy issues are principally the same. Where distinction is required, it will be clearly indicated.
- 5.4 The Policy contains policy principles relevant to certain circumstances; it does not include procedures or processes.

5.5 Travellers may include, but are not limited to the following:

**Table 1: Scope of the Application of the Policy**

<b>Traveller</b>	<b>Main business</b>	<b>Extent to which this policy applies</b>
All Institutions	Delivering on the mandate of the Institution(s).	Institutional Travel Policy applies.
Individuals employed by Departments on Contract in terms of the Public Service Act (Contract Travellers & Secondments) and other relevant legislation	Delivering on the mandate of the Institution(s).	Institutional Travel Policy applies.
Independent Individual Contractor (IIC)/Consultants	Delivering on the mandate of the Institution(s).	These Travellers are compensated in accordance with the contractual agreements in place with the individual or their employer, which may include addendums with standard rates for each type of travel. The Institutional Travel Policy applies.
Interview candidates	Individuals attending interviews.	The Institutional Travel Policy applies.
Companion/Spouse	Spouses/companions accompanying officials on invitation of the Institution.	The Institutional Travel Policy applies with the exception of the fixed and incidental allowances.
Family or Dependants of Officials on sessional duties	The reunion of an official on sessional duties with his/her family every four months can be considered. In exceptional cases the spouse and/or dependants can travel to join the official.	The Institutional Travel Policy applies with the exception of fixed and incidental allowances.
Local and International guests travelling on invitation	Any person travelling on invitation of the Institution, for example as speaker at a conference, attending an event, etc.	The Institutional Travel Policy applies with the exception of allowances. Special approval to be obtained to utilise most appropriate travel allowance.
Care attendants to a Traveller with a disability	Approved care attendants (that are not employed by the Institution) may travel with the official with a disability.	The Institutional Travel Policy applies, including allowances for meals. Special approval required to utilise daily allowance.

## 6. SOURCES OF AUTHORITY

The following laws, regulations and guidelines apply to this Policy:

- 6.1 The Public Finance Management Act (PFMA), Act 1 of 1999 as amended;
- 6.2 The Treasury Regulations issued in terms of the PFMA;
- 6.3 Transport Tariffs as determined by the Department of Transport;
- 6.4 Public Service Act, 1994 as amended;
- 6.5 Public Service Regulations;
- 6.6 Income Tax Act and guidelines issued by the South African Revenue Services;
- 6.7 Financial Manual as published by the Department of Public Service and Administration (DPSA) from time to time;
- 6.8 Cost Containment Instructions issued by National Treasury from time to time;
- 6.9 Any approved directives by the Minister and/or Director General;
- 6.10 South African Civil Aviation Act 13 of 2009 and Civil Aviation Regulations;
- 6.11 State of the Nation Address (SONA) Directive with regard to Foreign Travel dated 3 March 2016;
- 6.12 Ministerial Handbook.

## 7. DEFINITIONS

**Accommodation** means the rental of lodging facilities while away from one's place of abode, but on authorised official duty.

**After-hours reservation** refers to the travel request that is actioned after normal working hours.

**Air travel** means travel by airline on authorised official business.

**Authorising Official** means the employee who has been appointed to authorise travel in respect of travel requests and expenses.

**Car Rental** means the rental of a vehicle for a short period of time by a Traveller for official purposes.

**Domestic travel** means travel within the borders of the Republic of South Africa.

**Emergency reservation** means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trip.

**Governance Committee** means members belonging to a body that provides oversight and assurance functions over the daily operations of an institution. Such governance committees may include:

- a) Board Committees;
- b) Audit Committees;
- c) Risk Committees and/or
- d) Anti-corruption Committees.

**Government Official** means a person employed by the government of the Republic of South Africa.

**International travel** refers to travel outside the borders of the Republic of South Africa.

**Institution** refers to all departments, constitutional institutions; public entities listed in schedule 1, 2 and 3 to the PFMA, trading entities, and government components unless specified otherwise in this policy.

**Non-Executive Member** means an external member of the relevant committee who does not form part of the executive team.

**Place of work** means the place where principal duties of the official are performed.

**Shuttle Service** means the service offered to transfer a Traveller from one point to another, for example from place of work to the airport.

**Traveller** refers to a government official, consultant or contractor travelling on official business on behalf of Government.

**Travel Advance** refers to the funds paid to an official prior to going on an official trip.

**Travel Authorisation** is the official form utilised by the Institution reflecting the detail and order number of the trip that is approved by the relevant authorising official.

**Travel Booker** is the person coordinating travel reservations with the Travel Management Company (TMC) consultant on behalf of the Traveller.

**Travel Expenses** refer to expenses incurred by the government official on an official business trip.

**Travel Management Company** refers to the Company contracted to provide travel management services (Travel Agents).

**Travel Voucher** means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.

## **8. GENERAL PRINCIPLES**

- 8.1 The Travel Management Company are only permitted to make booking arrangements on behalf of the Institution in line with the provision so the Travel Policy.
- 8.2 The Travel Management Company will book the negotiated government corporate rates and fares where applicable.
- 8.3 Each Traveller should exercise good and ethical judgement when incurring travel expenses.
- 8.4 Each Traveller should obtain prior approval from a duly authorised official for any travel.
- 8.5 Each Traveller will further conduct business with integrity and comply with all applicable policies and in a manner that excludes considerations of personal advantage.

- 8.6 On approving travel requests every manager should consider:
- The necessity to travel;
  - The benefit to the Institution;
  - The most cost-effective option.
- 8.7 All requests for international travel should include the following:
- A motivation for the visit, especially its benefit for the Government and the country;
  - The financial implications of the visit;
  - The list of the support delegation, including the roles of each official.
- 8.8 Compliance with this policy is the responsibility of the Traveller(s). Institution(s) will reimburse all necessary business-related expenditure incurred by a government official in accordance with Section 18 of this Policy (Administration of Travel Expenses).
- 8.9 Each Traveller will safeguard Government information and assets while travelling and avoid compromising that security.
- 8.10 It is incumbent upon each travelling official to maintain the validity of necessary personal travel documents such as passport, visa, international driver's licence, etc. Any justifiable costs of doing so may be claimed from Government.
- 8.11 Where discrepancy exists between the amount authorised and the final invoice, Travellers should confirm the accuracy and completeness of such invoices within five (5) working days and provide other supporting documents before the payment is made.
- 8.12 Travellers should plan official travel well in advance and obtain approval and make a booking/reservation at least seven (7) working days prior to departure. It should be noted that the most cost effective options are available when bookings/reservations are made more than fourteen (14) days prior to departure.
- 8.13 International travel should be limited to absolute critical trips and the number of the delegation should be limited and should only include Travellers that are directly involved in the subject matter of the meeting or event.
- 8.14 Before the Traveller departs to a destination, he/she is responsible for obtaining as much information as possible. The following should be considered:
- What is the most appropriate method of payment for accommodation and services, i.e. lodge card, cash (to be taken with or withdrawn from ATM) or foreign debit cards?
  - What is the most practical currency to use? (If possible, obtain small change before departure to pay for public transport, tips, and refreshments.)
  - Consult a Travel Clinic well in advance;
  - Take cognisance of the political and security situation in the country, and
  - Confirm the business etiquette that is applicable.
- 8.15 Travellers are not allowed to approve their own requests and expenditure for travel and accommodation.

## **9. CLASS OF TRAVEL**

The following class of travel will be applicable to the different levels of Travellers:



## 9.1 Air Travel

<b>Employee Level/Designation</b>	<b>Class of Travel</b>
<b>International air travel exceeding 5 hours</b>	
Minister / Premier / MEC / Speaker	Business Class
Deputy Minister / Deputy Speaker	Business Class
Director General / HOD	Business Class
Deputy Director General <sup>1</sup>	Business Class
Chief Director	Business Class
Persons appointed on grounds of policy considerations in terms of Section 12A of the Public Service Act 1994 (i.e. Advisors to executive authorities)	Business Class
Other Employees	Economy Class. Business Class subject to the recommendation of the Accounting Officer and approval by the Minister
Non-Employees if his/her status is similar to that of the Director General or more senior official	Business Class
Non-Executive members serving on any governance committee of Public Entities listed in Schedule 2 and 3 of PFMA and Constitutional Institutions	Business Class
<b>International Air Travel less than 5 hours</b>	
Minister / Premier / MEC / Speaker	Business Class
Deputy Minister / Deputy Speaker	Business Class
Director General / HOD	Business Class
All other employees	Economy Class
<b>Domestic Air Travel</b>	
Minister / Premier / MEC / Speaker	Business Class
Deputy Minister / Deputy Speaker	Business Class
Director General / HOD	Business Class
All other employees	Economy Class

**Note:** Departments, Constitutional Institutions and Public Entities must align the above table to reflect equal and appropriate positions/ designations in their Institutional Policy to determine the Class of Air Travel.

- 9.1.1 If there is a specific business need to upgrade the class of travel by any member of a group to travel with a more senior official, it is subject to approval by the Accounting Officer/Delegated Authority.
- 9.1.2 Business Class travel can be approved in the following scenarios:
- Travellers with disabilities;
  - Travellers with special needs based on medical grounds (e.g. Deep Vein Thrombosis, varicose veins, recent surgery, pregnancy). In this instance, a medical certificate noting the medical need and the applicable period of time must be provided. If this is a long-term condition, an updated Doctor's Certificate should be presented on an annual basis to confirm that the

<sup>1</sup> This is not applicable to persons holding other ranks/positions but who are remunerated at salary level 15

condition still exists.

- c) In the event where economy class tickets are not available, in which case a complete and accurate trail of such cases must be kept by the Accounting Officer or Delegated Authority for verification by the department/constitutional institution/public entity's CFO or delegated official and the Auditor-General.

9.1.3 Travellers are not allowed to accept an up-graded ticket unless it can be confirmed that the permitted airline class was full.

9.1.4 Core staff supporting Ministers, Premiers, Deputy Ministers and Members of the Executive Council (MECs) also fall in the category "All other employees." Examples are:

- a) Chief of Staff of the Ministry;
- b) Administrative secretary;
- c) Media Liaison Officer/Parliamentary Officer;
- d) Private Secretary;
- e) Appointments Secretary;
- f) Secretary/Receptionist;
- g) Registry Clerk;
- h) Aide or Driver/Messenger; and
- i) VIP protection unit.

**9.1.5 Air Travel for Public Entities listed in Schedule 2 and 3 to the PFMA**

9.1.5.1 Accounting authorities of public entities must only purchase economy class tickets for its employees where the flying time for their flights is for five (5) hours or less.

9.1.5.2 The exception to paragraph 9.1.5.1 is that business class tickets may be purchased for flights less than five (5) hours, but only for:

- (a) Members of the accounting authority;
- (b) Non-executive members serving on any of the Public Entity's governance committees; and
- (c) The chief executive officer or another person in charge of the Public Entity.

9.1.5.3 For flights exceeding five (5) hours, business class tickets may only be purchased for:

- (a) Members of the accounting authority;
- (b) Non-executive members serving on any of the Public Entity's governance committees;
- (c) The chief executive officer or another person in charge of the Public Entity; and
- (d) Employees at the level of senior management that report directly to the chief executive officer or to the other person in charge of the Public Entity.

9.1.5.4 Paragraphs 9.1.1, 9.1.2 and 9.1.3 also apply.

## 9.2 Accommodation

<b>Employee Level/Designation</b>	<b>Domestic Hotel Star Grading or similar</b>	<b>International Hotel Star Grading or similar</b>
Minister / Premier / MEC / Speaker	5 Star	5 star
Deputy Minister / Deputy Speaker	5 Star	5 Star
Director General / HOD	5 Star	5 star
Deputy Director General	4 Star	4 star
Chief Director	3 Star	4 star
Director	3 Star	4 star
Deputy Director	3 Star	4 star
Assistant Director and other employees	1, 2 or 3 Star	4 star

**Note:** Departments, Constitutional Institutions and Public Entities must align the above table to reflect equal and appropriate positions/ designations in their Institutional Policy to determine the Class of Accommodation.

9.2.1 The Domestic Accommodation Rate Grid (Annexure A) will determine the maximum allowable rate per star grading within which the Traveller is allowed to stay in accordance with the Employee Levels.

9.2.3 If a negotiated rate for a specific star grading is equivalent to or lower than the rate for the lower star grading that the Traveller is allowed to stay in, the Traveller can stay in the accommodation with the higher star grading.

## 9.3 Car Rental and Shuttle Services

<b>Employee Level/Designation</b>	<b>Vehicle Category</b>	<b>Shuttle &amp; Transfer Services</b>
Minister/ Premier/ MEC/ Speaker, Deputy Minister, Deputy Speaker	Luxury, 4-5 Door Automatic or Manual Vehicle with air-conditioning (LDMR/LDAR)	Luxury Sedan
Director General, HOD and Deputy Director General	Intermediate/Premium, 4-5 Door Manual Vehicle with air-conditioning (IDMR/PDMR)	Luxury Sedan
Chief Director and all other employees	Economy/Compact 4-5 door, Manual vehicle with air-conditioning (EDMR/CDMR)	Economy Sedan

**Note:** Departments, Constitutional Institutions and Public Entities must align the above table to reflect equal and appropriate positions/ designations in their Institutional Policy to determine the Car Rental Vehicle Category.

- 9.3.1 When a Car Rental service provider is appointed by the Institution, identify the most appropriate car group within the fleet that meets the specific description and requirements and is the most cost effective option for each Employee Level/Designation as per 9.3 above. The specific Car Groups will be reflected in the Institutional Policy.
- 9.3.2 The minimum safety requirements for any rental vehicle will include power steering, airbags and Anti-Lock Braking System (ABS). Vehicles must also feature air-conditioning.
- 9.3.3 The rental of an automatic vehicle is treated as an exception. If the request for an automatic vehicle is based on a permanent requirement, a standing approval should be obtained and attached to each Travel Authorisation when booking a vehicle.
- 9.3.4 A different class of vehicle (Intermediate or Compact Sports Utility Vehicle (IFMR/CFMR)) can be rented if required for a particular terrain or to cater for the special needs of any employee. Mountainous and gravel roads are considered difficult terrain and vehicles with higher ground clearance may be required.
- 9.3.5 A Standard or Full Size Vehicle (SDMR/FDMR) can be rented in instances where:
- Three or more Travellers are travelling together;
  - Extra luggage must be accommodated;
  - The return journey to be travelled exceeds four hundred (400) kilometres;
  - To cater for the special needs of a Traveller.
- 9.3.6 A Traveller is permitted to accept a higher category of rental vehicle if such an upgrade is free of charge or at a reduced cost.
- 9.3.7 The Accounting Officer/Delegated Authority of the Institution must provide prior written approval for a higher group of vehicle to be hired.

## 10. AUTHORISATION MATRIX

<b>Business Activity</b>		<b>Approval Authority</b>	<b>Recommendations required/Reporting</b>
10.1	<b>Governance of the Travel Policy</b>		
10.1.1	National Travel Framework Policy Formulation and amendments to Travel Policy	Chief Procurement Officer, National Treasury	
10.1.2	Institutional Travel Policy Formulation and amendments to Travel Policy	Accounting Officer/ Delegated Authority	
10.2	<b>Corporate agreements with TMCs and Providers of Travel Related Services</b>		
10.2.1	<b>Travel Management Companies</b>		
10.2.1.1	<ul style="list-style-type: none"> <li>Appointment of Panel of TMCs from which Institutions will invite bids</li> <li>Scope of minimum requirements</li> </ul>	Office of the Chief Procurement Officer, National Treasury	Bid Adjudication Committee

<b>Business Activity</b>		<b>Approval Authority</b>	<b>Recommendations required/Reporting</b>
10.2.1.2	<ul style="list-style-type: none"> <li>Appointment of a TMC by the Institution from the approved Panel identified by the National Treasury</li> <li>Terms of Agreement</li> </ul>	Accounting Officer/ Delegated Authority	Bid Adjudication Committee
10.2.2	<b>Providers of Travel Related Services</b>		
10.2.2.1	<ul style="list-style-type: none"> <li>Appointment of the Panel of Travel Related Service Providers (i.e. airlines and hotels)</li> <li>Scope of minimum requirements</li> <li>Negotiation and approval of the terms of the agreement</li> </ul>	Office of the Chief Procurement Officer, National Treasury	National Treasury Strategic Procurement
	<ul style="list-style-type: none"> <li>Appointment of the Panel of Travel Related Service Providers (i.e. car rental, shuttle services and hotels)</li> <li>Scope of minimum requirements</li> <li>Negotiation and approval of the terms of the agreement</li> </ul>	Office of the Chief Procurement Officer, National Treasury	Bid Adjudication Committee
10.2.2.2	<ul style="list-style-type: none"> <li>Appointment of Travel Service Providers by the Institution from an approved Panel of Service Providers (car rental, shuttle services)</li> <li>Terms of agreement</li> </ul>	Accounting Officer/ Delegated Authority	Bid Adjudication Committee
10.3	<b>Authorisation of Travel Arrangements</b>		
10.3.1	<b>Domestic Trip</b>		
10.3.1.1	Domestic Trip (air ticket, accommodation, car rental, shuttle services)	Accounting Officer/ Delegated Authority	
10.3.2	<b>International Trip</b>		
10.3.2.1	Trip to be undertaken by the Director General and other Travellers	Principal approval by the Minister and expenditure by the Accounting Officer	<p>Approval request should be routed via the Accounting Officer/Delegated Authority and the Deputy Minister to the Minister.</p> <p>All requests should include:</p> <ul style="list-style-type: none"> <li>- Motivation for the visit, especially it benefits for Government and the country;</li> <li>- The financial implications of the visits;</li> </ul>

<b>Business Activity</b>		<b>Approval Authority</b>	<b>Recommendations required/Reporting</b>
			-The list of the support delegation, including the role of each official.
10.3.2.2	Trips undertaken by the Minister and the Deputy Minister	The office of the President or the Deputy President as per the Ministerial Handbook	All requests should include: - Motivation for the visit, especially it benefits for Government and the country; -The financial implications of the visits; -The list of the support delegation including the role of each official.
10.3.2.3	Travel in business class by a guest/non-Employee if his/her status is similar to that of a Director General or more senior official	Accounting Officer/ Delegated Authority	
10.3.3	<b>Chartering of aircraft</b>		
10.3.3.1	Chartering of aircraft for the Minister, Deputy Minister or the Director-General	The office of the President or Deputy President if for the Minister or Deputy Minister. The Minister to approve for the Director-General	
10.3.4	<b>Upgrade of Class of Travel (Car Rental and Air)</b>		
10.3.4.1	Rental of an automatic vehicle	Accounting Officer/ Delegated Authority	Standing Approval to be attached to each Travel Authorisation
10.3.4.2	Upgrade of vehicle due to the fact that three or more people are travelling together	Accounting Officer/ Delegated Authority	
10.3.4.3	Upgrade to a higher category vehicle when the return journey to be travelled exceeds 400 kilometres	Accounting Officer/ Delegated Authority	
10.3.4.4	Upgrade to a higher category vehicle to cater for particular terrain	Accounting Officer/ Delegated Authority	
10.3.4.5	Upgrade to a higher class to be on the same class as the senior person in the Group	Accounting Officer/ Delegated Authority	
10.3.4.6	Upgrade to a higher class of travel to accommodate medical or special needs	Accounting Officer/ Delegated Authority	
10.3.4.7	Upgrade due to the unavailability of an economy class flight	Accounting Officer/ Delegated Authority	Accurate trail to be recorded by Accounting Officer
10.3.4.8	After hour deviation with regard to class of travel, including air and car rental group and exceeding accommodation limits	Accounting Officer/ Delegated Authority	Contraventions reported to the Chief Financial Officer
10.3.4.9	Deviation exceeds the limit amount per night during peak periods and increased demand	Accounting Officer/ Delegated Authority	Contraventions reported to the Chief Financial Officer

<b>Business Activity</b>		<b>Approval Authority</b>	<b>Recommendations required/Reporting</b>
10.3.5	<b>Non-employee Travel</b>		
10.3.5.1	Companion/spouse travelling on invitation	Accounting Officer/ Delegated Authority	
10.3.5.2	Travelling of family and/or dependants of Travellers on sessional duties	Accounting Officer/ Delegated Authority	
10.3.5.3	Other guests on invitation (local and international)	Accounting Officer/ Delegated Authority	
10.3.5.4	Care attendants to persons with a disability	Accounting Officer/ Delegated Authority	
10.3.5.5	Independent Individual Contractor (IIC)/Consultants whose travel will be covered by the Institution directly	Budget Manager	
10.3.6	<b>Changes to existing reservations</b>		
10.3.6.1	Change to a domestic reservation after approval	Accounting Officer/ Delegated Authority	
10.3.6.2	Changes to approved international reservations that have financial implications	Minister/Accounting Officer/ Delegated Authority	New submission explaining reason for amendments and cost implications by Traveller
10.3.7	<b>After-hours/Emergency travel arrangements</b>		
10.3.7.1	The TMC will accept verbal approval or approval via SMS or email with the intention that a Travel Authorisation or Purchase Order be submitted the next working day	Accounting Officer/ Delegated Authority	
10.4	<b>External Meeting Venues</b>		
10.4.1	Hiring of venues for attendance by internal staff members	Accounting Officer/ Delegated Authority	
10.4.2	Hiring of a venue where the cheapest option is not selected	Accounting Officer/ Delegated Authority	
10.4.3	Approval of quotation for external venue hire	Accounting Officer/ Delegated Authority	
10.5	<b>Reimbursement of travel expenses</b>		
10.5.1	Travel advance	Accounting Officer/ Delegated Authority	
10.5.2	Payment of Subsistence allowance to Employees and Consultants, Facilitators or Guests travelling on invitation by Government	Accounting Officer/ Delegated Authority	
10.5.3	Expense claims	Accounting Officer/ Delegated Authority	
10.6	<b>Use of Private vehicle for official purposes</b>		
10.6.1	Once off request	Accounting Officer/ Delegated Authority	

**Note:** Departments, Constitutional Institutions and Public Entities must align the above table to reflect the appropriate "Approval Authority" and "Recommendations required/Reporting" in their Institutional Policy



## **11. RESTRICTION OF JOINT TRAVEL**

### **11.1 Risk Management**

- 11.1.1 In order to minimise the risk and protect the interests of the State, there are certain restrictions on joint travel by certain categories of Travellers. This will be applicable to air and ground transportation.
- 11.1.2 The following Travellers are not allowed to travel together in the same aircraft or vehicle:
  - a) The Minister and the Deputy Minister.
  - b) The Deputy Minister and the Director General.
  - c) The Director General and more than half of the number of the Deputy Director Generals.
  - d) Not more than a third of the senior management team of the Institution.
- 11.1.3 Based on the guidelines provided, similar restrictions should be formulated by and adhered to on an Institutional level.
- 11.1.4 Ministers and Deputy Ministers are only allowed to be accompanied abroad by their protectors subject to the President's permission and on the advice of the State Security Agency as outlined in Clause 2.1 of Annexure A of the Ministerial Handbook.

### **11.2 Cost Containment**

- 11.2.1 The number of employees travelling on official duty for the same matter is limited to three (3) employees, unless otherwise approved in advance by the relevant Accounting Officer or accounting authority.
- 11.2.2 This does not apply to:
  - a) Accounting Officers of Departments and constitutional institutions;
  - b) Deputy Directors General or persons holding equivalent ranks (in Departments);
  - c) persons appointed on grounds of policy considerations in terms of 12A of the Public Service Act, 1994;
  - d) employees at the level of management that report directly to the chief executive officer of a constitutional institution;
  - e) members of the accounting authority of a Public Entity;
  - f) non-executive members serving on any governance committee in a Public Entity listed in Schedule 3A and 3C of the PFMA;
  - g) the chief executive officer or another person in charge of the Public Entity;
  - h) employees at the level of management that report directly to the chief executive officer or to the other person in charge of the Public Entity; and
  - i) employees performing Parliamentary duties.



## **12. TRAVEL MANAGEMENT SERVICES**

### **12.1 Travel Management Company (Travel Agents)**

- 12.1.1 Travellers and Travel Bookers shall only make use of the Travel Management Company (TMC) officially appointed by the respective organ of state. The use of any other Travel Management Company shall be by approval of the Accounting Officer/Delegated Authority and shall be in cases where the contracted agency cannot provide the service required.
- 12.1.2 In the absence of the contracted services of a TMC, Institutions would have the option to administrate the procurement of travel related services via the Supply Chain Management (SCM) unit (in consultation with the Traveller) or through a system where Travellers are reimbursed for expenses on personal/business credit cards.

### **12.2 Travel Authorisation and Reservations**

- 12.2.1 The Traveller or the Travel Booker should obtain authorisation for the Trip from the Accounting Officer/Delegated Authority.
- 12.2.2 Travellers should plan official travel well in advance and obtain approval at least seven (7) working days prior to departure.
- 12.2.3 When a booking is made in less than seven (7) working days from the date of departure, a detailed motivation should be prepared by the Traveller and presented to the Accounting Officer/Delegated Authority for approval.
- 12.2.4 The TMC shall only issue vouchers (accommodation and ground transportation) and air tickets after the receipt of the Travel Authorisation or Purchase Order.
- 12.2.5 In the event of an after-hours reservation, the TMC will execute the request based on verbal approval or approval via Short Message Service (SMS) or email. The Travel Authorisation or Purchase Order must be presented to the TMC on the next working day.

### **12.3 Notification to the Relevant Embassy for International Travel**

The Traveller should provide a copy of the travel arrangements to the Department of International Relations and Cooperation that can provide guidance and direct the Traveller to the relevant embassy.

### **12.4 Changes and Cancellations to Travel Reservations**

- 12.4.1 In the event that the Traveller makes any changes to an authorised Trip prior to the commencement thereof, the TMC must be informed of the changes and a new Travel Authorisation or Purchase Order should be presented.

These changes include and are not limited to:

- a) Change in period of stay. For foreign travel a new Ministerial approval will be required).
- b) Additional accommodation required.

- c) Inclusion of hired or chauffeur drive vehicles.
- d) Change in dates of air tickets (if it is not on the same day).
- e) Change in amount.

12.4.2 If the Traveller requests any changes after the commencement of an official trip, the following will apply:

- a) If it happens during office hours, the Travel Booker must be contacted to submit an amended Travel Authorisation or Purchase Order to the TMC;
- b) In the event of changes required after hours, the TMC should be contacted. Based on their obtaining verbal approval or approval via SMS or email, they will effect the changes. The updated approved Travel Authorisation or Purchase Order will be submitted on the next working day.

12.4.3 If changes to an international trip have financial implications, a new submission explaining the reason for the amendments and cost implications thereof must be prepared by the Traveller for approval by the Minister within two (2) working days. The payment of additional allowances is subject to the Minister's approval.

12.4.4 As soon as the Traveller becomes aware of the cancellation of the trip or any specific component of the trip, the TMC should be informed immediately to ensure the cancellation of the reservation/s to avoid cancellation and no-show penalties.

## **12.5 After Hour Arrangements**

12.5.1 After-hour requests must be limited to emergencies and are subject to additional service charges.

12.5.2 If the Travel Authorisation or Purchase Order is not available at the time of the after-hour reservation, it must be forwarded to the TMC on the next working day.

## **13. GROUND TRANSPORTATION**

### **13.1 General Principles**

13.1.1 The most cost-effective mode of transportation should be employed at all times.

13.1.2 Travellers should make use of public transport (i.e. Uber, Gautrain, etc.) or shuttle services when travelling to/from the airport if it is more cost effective than the cost of car rental or the cost of parking and kilometres claimed.

13.1.3 When the Traveller is travelling by air on a one-day visit to another Institution, where possible, make arrangements with the relevant Institution to be picked up from and dropped off at the airport.

13.1.4 In cases where both air and road travel are convenient, Travellers must attach proof that the selected mode is the cheapest, taking into account the cost of the trip, time consumed and productivity.

13.1.5 Where a number of Travellers/officials are attending the same official function/meeting, they shall at all times attempt to reduce the cost to the Institution

by using one vehicle where circumstances permit.

- 13.1.6 Only employees (permanent, temporary and contracted) will be allowed to drive rental vehicles and Institutional fleet vehicles.
- 13.1.7 Where Institutional vehicles are used, no claims shall be paid, except for unforeseen circumstances, such as breakdowns, refuelling, and parking.
- 13.1.8 The Institution and the TMC will not be held responsible for any injuries and/or damages caused by a Traveller who is not a licensed driver, when driving a rental vehicle or any other vehicle while on official business.
- 13.1.9 Any fines, penalties and administration fees payable as a result of the contravention of any traffic rules and regulations will be for the Traveller's personal account.
- 13.1.10 The Traveller must take every precaution to safeguard a rental or fleet vehicle against damage, theft or irregular use while driving it and when it is parked.
- 13.1.11 The use of a cell phone while driving is prohibited. The Institution will not be held liable for any injuries and/or damages caused by a Traveller while using a cell phone while driving a rental or any other vehicle while on official business.
- 13.1.12 The Institution will not be held liable in the case of an accident or any other loss or damage if non-employees are transported in privately owned, hired or Institutional fleet vehicles during official trips.
- 13.1.13 Travellers are encouraged to make use of public transport when traveling internationally, instead of renting vehicles or using expensive transfer and chauffeur services.
- 13.1.14 A Professional Driving Permit (PDP) is required to drive a minibus or a bus with seating for more than twelve (12) passengers including the driver.

## **13.2 Institutional Vehicles**

Travellers should use Institutional fleet vehicles, if they are available, when travelling in close proximity to the place of work instead of renting vehicles for official trips.

## **13.3 Public Transportation**

- 13.3.1 The Traveller will be reimbursed when making use of public transport for official business.
- 13.3.2 The Traveller must submit a receipt as proof of payment.
- 13.3.3 In the absence of the proof of payment, the Traveller must submit an Affidavit, signed by the Legal Department or Head of Security, detailing the cost incurred and the reason/s for the absence of the receipt or proof of payment.

## 13.4 Car Rental

### 13.4.1 General Principles

- a) The Traveller should only book a rental vehicle for the period that it is actually required for official business, because the car rental companies charge a full daily rate for a 24-hour cycle or part thereof. If the vehicle is returned after 26 hours, the cost will be calculated based on a two-day rental.
- b) The Traveller must ensure that the vehicle is returned within the specified rental period as it can be regarded as stolen if the vehicle is not returned in time without any notification to the car rental company. The Traveller will be held responsible for the additional charges for the late return of the vehicle.
- c) When a vehicle is rented, cost consideration must be given to the vehicle group, the number of rental days, the kilometres driven, and the time and place for the collection and return of the vehicle.
- d) If the Traveller needs to extend the rental period for official business purposes, the Traveller must obtain approval and the TMC will issue a voucher for the extended period.
- e) Only the designated driver is allowed to drive the rental vehicle at any time.
- f) Any fines, penalties and administration fees payable as a result of the contravention of any traffic rules and regulations while driving a rental vehicle will be for the Traveller's personal account. The Traveller should settle the amount within thirty (30) days of receipt of the fine and should then provide proof of payment to the TMC.
- g) Any extra charges for special requests such as special models, colour, personal indemnity insurance, etc. (excluding those mentioned in 17.3.3) are the sole responsibility of the Traveller. The Institution will not be liable for any charges.
- h) Under no circumstances may a rental vehicle be used for private purposes.
- i) If exceptional circumstances necessitate the use of a petrol card provided by the Car Rental Company, the Accounting Officer/Delegated Authority must authorise the issuing of the card.
- j) If the Traveller extends his/her stay for personal reasons, the charges will be for the Traveller's personal account. The TMC and car rental company must be informed of the arrangement. The Traveller must enter into a separate rental agreement for the period that personal travel will be conducted.
- k) Reasonable extra charges relating to accommodating the needs of persons with disabilities, including the rental of higher vehicle categories, may be allowed.

### 13.4.2 Car Rental Inspections

The Traveller should verify and complete the Quality Check Card prior to leaving the car rental premises, both on collection and return of the rental vehicle. He/she should ensure that all scratches, chips, dents, windscreen cracks and chips are marked on the card and signed off by the car rental attendant. Failure to complete the Quality Check Card could result in the Traveller (Renter) being held personally responsible for any damages.

### **13.5 Shuttle and Transfer Services**

- 13.5.1 A Traveller should make use of shuttle services if the cost of such a service is lower than the cost of renting a vehicle. The analysis should take into account the petrol cost and distance.
- 13.5.2 Also consider the use of shuttle services if the costs of the claimable kilometres and parking are higher than the cost of a shuttle service.

### **13.6 Private Vehicles used by Traveller**

- 13.6.1 The Terms and Conditions for using private vehicles to carry out official duties by Senior Management Service members (regardless if they structured for a vehicle allowance or not) and Middle Management Service members who opted for a monthly vehicle allowance ("SMS/MMS employee) are set out in the Public Service Handbook for SMS and Circular 4 of 2006 for Middle Management.
- 13.6.2 Any journey between a Traveller's home and normal work place constitutes a private journey except when required to attend to official matters at the normal place of work on a weekend or public holiday and such day is not a normal day of work such trip will be considered an official trip. If required to return to the normal place of work after hours such trip will also be considered an official trip.
- 13.6.3 In cases where the Traveller departs from home directly to a meeting, conference etc. or returns from such a venue directly to home that will be considered as an official trip. In such cases, the normal distance between an employee's home and work place must be subtracted from the total distance travelled when claims are submitted
- 13.6.4 When a Traveller is required to make use of his private vehicle for official purposes, the Traveller must obtain Travel Authorisation prior to commencing with the journey provided that it will save time and reduce costs.
- 13.6.5 In cases where an employee travels to an official event in their private vehicle without prior approval, the Institution may not reimburse the Traveller except for SMS members who do not require travel plans when traveling for official purposes.
- 13.6.6 If a Traveller makes use of a private vehicle that is not roadworthy for official purposes, the Institution shall not be held liable for any injuries and/or damage caused as a result thereof.
- 13.6.7 Under no circumstances shall fuel advances be paid for privately owned vehicles.
- 13.6.8 When private vehicles are used by SMS/MMS employees for business purposes, the following must be noted:
  - 13.6.8.1 Requirements regarding the vehicle and its use:
    - a) The Traveller is obliged to maintain a reliable vehicle to be used for official journeys;

- b) The Traveller must at all times have his/her vehicle (or a substitute vehicle) available for official journeys;
- c) As far as possible, the Traveller is obliged to provide free transport to employees travelling to the same destination on an official journey;
- d) If the Traveller uses his/her private vehicle to carry out official duties, the Institution will, on receiving an approved claim, compensate the employee for official kilometres travelled per month, according to the tariffs payable for privately-owned vehicles as prescribed by the Department of Transport.

13.6.8.2 If the Traveller should undertake an official trip, and his/her vehicle is undergoing repairs or services, the Traveller may obtain and utilise another private vehicle. Compensation may be provided as if he/she used his/her vehicle.

13.6.8.3 The Traveller must use his/her vehicle for all official business, except in cases where:

- a) the Traveller has to travel by road after a flight to another city or country.
- b) other means of transport would be more reasonable and/or practical. For instance, rather use a shuttle service or the Gautrain to the airport and back instead of leaving the vehicle at the airport at very expensive parking rates.
- c) flights leave very early or very late, personal safety may be compromised if employees have to travel alone in the dark and/or on dangerous roads.
- d) the roads are too rough for a normal passenger vehicle.

### **13.7 Parking and Toll Fees**

13.7.1 The Traveller should consider the most cost effective and safe parking option when parking at the airport. (For example at OR Tambo International Airport the offsite longer-term parking should be considered).

13.7.2 The Traveller will be reimbursed for parking fees while on an official trip.

13.7.3 When travelling on official business, toll fees will be reimbursed.

## **14. AIR TRAVEL**

### **14.1 General Principles**

14.1.1 Air Travel bookings should be approved at least seven (7) working days before departure.

14.1.2 Any bookings not meeting this requirement must be motivated and authorised by the Institution's Accounting Officer/Delegated Authority.

- 14.1.3 If exceptional circumstances necessitate a change to a booking and it has a cost impact, it must be authorised by the Accounting Officer/Delegated Authority. These changes should be kept to a minimum as they result in fruitless and wasteful expenditure.
- 14.1.4 Make every attempt to reduce travel costs by comparing the cost advantage of using alternative transport modes.

#### **14.2 Changes to Air Tickets**

- 14.2.1 The Traveller should limit the number of changes to air tickets.
- 14.2.2 The cost associated with changes will be subject to the rules of the particular ticket and can include penalty fees.
- 14.2.3 The cost incurred as a result of changes requested by a Traveller for his/her convenience or lack of discipline will be for the Traveller's personal account. The Institution will cover the initial cost and recover the amount from the Traveller.
- 14.2.4 The cost for changes as a result of changed business requirements or any circumstances outside the Traveller's control will be carried by the Institution.

#### **14.3 Cancellations and Refunds**

- 14.3.1 The Traveller must inform the TMC and the Travel Booker immediately if he/she realises that he/she will not take a specific flight.
- 14.3.2 If there is a very small chance that the specific individual will fly to the same destination within the next six months (in the case of a domestic destination) or a year (in the case of an international destination), cancel the ticket immediately and get a refund.
- 14.3.3 If the Traveller will be travelling to the same domestic destination within the next six months, or to the same international destination within the next year, immediately amend the ticket to the new date.
- 14.3.4 The Traveller and/or Travel Booker should inform the TMC that the Traveller has a valid air ticket prior to booking a new ticket. If the ticket is not used within the six-month or year period, ask the TMC to cancel the ticket before the expiry date.

#### **14.4 Baggage Allowance**

- 14.4.1 The Traveller must know the Baggage Policy of the airline that he/she will be travelling on. The Baggage Policy will provide information on the prescribed baggage allowance and the cost for baggage in instances where the airline charges separately for baggage.
- 14.4.2 Based on the class of travel, the airline will prescribe the specific number of pieces of luggage that will be allowed as well as the weight and size per piece.
- 14.4.3 The Traveller will be charged a fee if his/her baggage exceeds the weight, specified dimensions or the number of items allowed.



- 14.4.4 The reimbursement of excess baggage is subject to the Traveller obtaining approval for exceeding the baggage allowance due to a valid business reason, prior to the trip.

#### **14.5 Airport Lounge Facilities**

Business Class Travellers and Travellers with selected loyalty card status have access to the lounge facilities of the respective airlines. Lounge facilities are available at a cost to economy class Travellers at certain airports. These costs will be for the Traveller's personal account.

#### **14.6 Denied Boarding Compensation**

- 14.6.1 Travellers are discouraged from volunteering to be bumped off flights for compensation. If a Traveller volunteers to be bumped off a flight, the Traveller is extending the travel time for personal reasons and is then personally responsible for all expenses that result from the extended trip. Any vouchers for a free ticket should be declared and applied for business purposes.
- 14.6.2 Any vouchers for a future free ticket to a Traveller as compensation for delayed flights, when passengers are downgraded or when boarding is denied in spite of confirmed reservations, enforced by the airline, should be declared and applied for business purposes.

#### **14.7 Chartering of Aircraft**

- 14.7.1 The Minister, Deputy Minister or the Director General may make use of aircraft charter services for official purposes in the following circumstances:
- a) If there are time constraints in reaching the destination by vehicle or a scheduled commercial flight due to other official duties; or
  - b) If the services of the commercial airlines are not readily available in the specific instance.
- 14.7.2 The restriction of joint travel rules will also apply to chartered aircraft and will limit the specific category of Travellers and the number of Travellers on the same aircraft.
- 14.7.3 Charter aircraft bookings can be done through the TMC, the South African National Defence Force or through the procurement process via Supply Chain Management.
- 14.7.4 The following classifications of aircraft are considered as the minimum acceptable for passenger charters for the Institution:
- a) Twin turbine engine aircraft;
  - b) Twin turbine engine helicopter;
  - c) Twin jet engine aircraft;
  - d) Twin piston engine aircraft.
- 14.7.5 The operation of the charter service must be in accordance with the South African Civil Aviation Act and Regulations.



## **15. ACCOMMODATION**

### **15.1 General Principles**

- 15.1.1 The Institution will carry the cost of accommodation for all Travellers on official business.
- 15.1.2 The Traveller must ensure that his/her domestic accommodation costs do not exceed the rates referred to in the Domestic Accommodation Rate Grid set out in Annexure A. National Treasury may periodically review these amounts.
- 15.1.3 Should the occasion warrant or require more than the prescribed standard of accommodation (as per Annexure A), the Traveller must present a motivation to the Accounting Officer/Delegated Authority for approval.
- 15.1.4 Overnight accommodation is limited to instances where the distance travelled by road by the Traveller exceeds five hundred (500) kilometres to and from the destination (return journey), unless approved otherwise by the Accounting Officer/Delegated Authority.
- 15.1.5 The Traveller must check out at time of departure to sign the final invoice and settle any other expenses.
- 15.1.6 Only the services as approved and described on the voucher that correspond with the Travel Authorisation can be signed off at time of check-out. These are the only costs that are allowed to reflect on the hotel invoice. All other charges must be settled directly by the Traveller.
- 15.1.7 The Traveller may not redeem a Travel Accommodation Voucher or part thereof for cash.

### **15.2 No-Shows and Cancellations**

- 15.2.1 The Traveller is responsible to notify the TMC and the Travel Booker of any cancellations of reserved accommodation as soon as he/she becomes aware of the fact. Each establishment has different rulings in terms of cancellations. This means that last-minute cancellations can still result in the payment of a cancellation fee. The Traveller must familiarise himself/herself of the cancellation policy of the specific establishment.
- 15.2.2 The Traveller should inform the TMC or the establishment if he/she expects to be arriving later than the expected arrival time to ensure that the reservation is not cancelled or a cancellation fee is charged.
- 15.2.3 If the Traveller does not check in at all without any prior notification to the TMC or the establishment, a no-show fee of at least one night's accommodation will be charged and is regarded as fruitless and wasteful expenditure.
- 15.2.4 The Traveller will be responsible for any fruitless expenditure incurred due to a no-show or late cancellation where it was in his/her ability to cancel the booking in time. The Institution will cover the initial costs for the no-show or late cancellation and recover the amount from the Traveller.

### **15.3 Additional Expenses**

- 15.3.1 All additional expenses such as private phone calls, newspapers, alcoholic drinks, toiletries, movies, tips for porters etc. shall be for the Traveller's own account. The Traveller shall settle these expenses at the time of departure.
- 15.3.2 If the Traveller fails to settle the additional charges at time of check-out, the Institution must take disciplinary action.
- 15.3.3 Expenses for dry cleaning and laundry while on a domestic trip shall only be considered under special circumstances by the Accounting Officer/Delegated Authority. The Traveller must pay the account for these expenses on departure.
- 15.3.4 A Traveller is allowed to incur reasonable expenses related to dry cleaning and laundry while on an official international trip. The Traveller will be reimbursed upon the submission of proof of payment.

### **15.4 Private Accommodation**

- 15.4.1 Travellers can choose to make use of private accommodation (staying with family or friends) when he/she is required to spend at least one night away from home for business purposes.
- 15.4.2 Travellers will be compensated at the Fixed Daily Allowance amount for each night reflected in 1.1.2 in Table 1 of the Subsistence Allowances (Annexure B).

## **16. TRAVELLER HEALTH AND SAFETY**

- 16.1 It is the duty of the Traveller to ensure that he/she is aware of and/or comply with any health requirements and recommended precautions relevant to his/her travel.
- 16.2 The Traveller should consult his/her doctor or Travel Clinic prior to commencing travel to ensure that the necessary vaccinations are administered.
- 16.3 A Traveller will only be allowed to enter certain countries if he/she shows proof of the required vaccinations.
- 16.4 The Traveller must carry the necessary vaccination document with him/her at all times.
- 16.5 It is not advisable for pregnant women to undertake flights during their first and third trimesters. Pregnant women are advised to consult their doctors before a flight.

## **17. TRAVEL INSURANCE**

The Traveller must familiarise him/herself with the relevant terms of the Institution's Insurance Policy before embarking on his/her journey and must always adhere to it.

The following arrangements are applicable to Employees and non-Employees:

National Travel Policy Framework

## **17.1 Medical Insurance**

- 17.1.1 In the case of sickness or injury during a domestic trip, the Traveller will be responsible for his/her own medical expenses.
- 17.1.2 For international trips, the Institution will arrange insurance cover that includes medical and other related travel expenses.

## **17.2 Baggage insurance**

- 17.2.1 No insurance is offered for domestic trips as each Institution carries its own risk. Each case of loss or damage will be considered on its own merit.
- 17.2.2 In the case of damage to or loss of a Traveller's property (excluding vehicles), the Traveller can claim compensation in terms of the Institutional Policy and Procedure on Losses and Claims, if the damage or loss is not covered in terms of an Insurance Policy.

## **17.3 Car Insurance**

- 17.3.1 The State shall bear its own damage and accident risks.
- 17.3.2 The Institution self-insures vehicles rented for official purposes in South Africa. The Traveller must decline all waivers offered by the car rental company.
- 17.3.3 Whenever a vehicle is rented in any country outside the Republic of South Africa, the Comprehensive Motor Vehicle Insurance (Collision and Damage Waiver, Theft Waiver and Personal Liability) offered by car rental companies should be accepted.
- 17.3.4 In the event of an accident, the Traveller must notify the car rental company immediately and report it within twenty-four (24) hours at the nearest Police Station to obtain a case number. The Traveller should also notify the Institution and the TMC. The incident report required by the car rental company should be completed within the period specified, failing which the Traveller could be held responsible for all damage charges.
- 17.3.5 Private vehicles utilised for official trips should be insured by the owner of the vehicle. Wear and tear on the vehicle including the replacement of tyres due to mileage is included in the rate per kilometre as determined by the Department of Transport.

## **18. ADMINISTRATION OF TRAVEL EXPENSES**

### **18.1 General Principles**

- 18.1.1 The Institution should budget and account for all travel and subsistence expenditure.
- 18.1.2 The Traveller cannot claim actual expenses for expenses that are covered in terms of the allowance. Meals included in accommodation rates will be excluded from the

allowance e.g. breakfast cannot be claimed if the accommodation rate includes breakfast.

- 18.1.3 Where possible, Travellers and authorising officials should try to find the most benefit to the Institution at the best possible cost.
- 18.1.4 The Institution must settle all expenses as per the regulated thirty (30) day payment cycle.
- 18.1.5 The following table provides guidelines related to expenses usually associated with travel.

<b>Type of Expense</b>	<b>Comment/Condition</b>
Laundry	Special circumstances will determine the reimbursement of the expense
Toll fees	Paid on presentation of supporting documentation
Use of business centres and communication	Most cost effective mode of communication to be selected i.e. fax, email, roaming in accordance with the Cellphone Policy
Entertainment expenses	Actual expenses can be claimed if it is not covered by any Entertainment or similar allowance
Gratuities/Tips	The Institution regards this as included in incidental expenses
Travel clinic	The Institution covers all expenses
Passports and visas	The Institution covers all expenses
Excess baggage	The Institution will pay for excess baggage when motivated and properly approved prior to incurring the cost
Forex costs/Commissions	The Institution covers all expenses
Cancellation/No-show	The Traveller will be held responsible if the TMC is not timeously informed of the cancellation
Airport parking/Shuttle service	The most cost effective and safe method should be used, depending on the airport and country
Refuelling of hired vehicle	Costs will be reimbursed on submission of proof of expenditure

## 18.2 Travel Lodge Cards

- 18.2.1 Institutions may use travel lodge cards as a mechanism to improve the regulated thirty (30) day payment cycle for travel expenses.
- 18.2.2 The lodge card can be used to pay for costs incurred for air travel, ground transportation and accommodation.

- 18.2.3 The management fee payable to the TMC must not be reimbursed through the lodge card and will be settled directly by the Institution.

### 18.3 Subsistence Allowance

#### 18.3.1 General Principles

- a) A subsistence allowance is money paid to a Traveller travelling on the Institution's business to cover cost of travel, meals, and other associated expenses.
- b) Subsistence allowances may be claimed by any employee or interviewee of the Institution.
- c) A fixed daily allowance is payable when the Traveller is not claiming the actual expenses.
- d) A special daily allowance is paid to compensate for incidental expenses when actual expenses are claimed.

#### 18.3.2 Domestic Trips Longer than 24 Hours

- a) Allowances for official domestic official trips apply when Travellers are away from the place of work for twenty four (24) hours or longer. It is recorded hourly thereafter.
- b) The calculation of the allowance shall take effect from the hour that the Traveller departs from the office or residence (whichever one is the latest) and shall end on the hour when the Traveller arrives back at the office or residence (whichever is the earliest).
- c) When a Traveller stays in a guest house or hotel, he/she qualifies for the Special Daily Allowance and a Meal Allowance, subject to 18.3.2.f.i).
- d) If the Traveller makes use of private accommodation while on an official trip, he/she will only receive the Fixed Daily Allowance.
- e) The subsistence allowance tariffs for domestic travel are prescribed in terms of Part XII and XIII of PSCBC Resolution 3 of 1999 (Table 1 of Annexure B). Provision is made for two kinds of allowances namely:

- i) *Special daily allowance*

The Special Daily Allowance is to compensate for incidental expenses when the Traveller is claiming the actual expenses for meals. This will include private phone calls, newspapers, liquid refreshments between meals, etc. The Traveller does not need to submit invoices for incidental expenses.

- ii) *Fixed daily subsistence allowances*

The fixed daily subsistence allowance is payable in circumstances where actual expenses are not claimed. The Traveller does not need to present invoices to substantiate any expenses.

- f) Allowances for meals

- i) Meal allowances can be claimed in the following circumstances:

*Breakfast*

- If it is not included in the hotel arrangements and/or
- If the Traveller leaves his/her residence or office before 06h00

*Lunch*

- Lunch may only be claimed if it is not provided by the host

*Dinner*

- If it is not included in the hotel arrangements and/or
- If the Traveller returns to his/her residence or office after 20h00.

- ii) Refer to Table 2.1 of the Subsistence Allowance (Annexure B) for the specific amounts of allowances.
- iii) Tips on meals are for the Traveller's own account.
- iv) Receipts for meals should be kept and attached to the claim form.
- v) In cases where receipts are lost, the Traveller should submit an affidavit. The claim can only be processed once approval has been obtained from the Accounting Officer/Delegated Authority.
- vi) Travellers will not be reimbursed for any consumable items taken from mini bars in a hotel.

### **18.3.3 Domestic Trips Less than 24 Hours**

- a) When an official trip is less than twenty four (24) hours, the Traveller will qualify for a meal allowance in cases where meals are not provided by the host, under the following conditions:
  - i) Leaving office/residence before 06h00 and only returning to office/residence after 20h00;
  - ii) The total duration of the trip is 8 hours or more;
  - iii) The total duration of the trip is more than 4 hours but fewer than 8 hours.
- b) Refer to Table 2.2 of the Subsistence Allowances (Annexure B) for the specific amounts for the allowances.
- c) Proof of the expenditure must be submitted and the claim must be approved by the Accounting Officer/Delegated Authority.

### **18.3.4 International Trips**

- a) For international travel, the different allowance rates for different destination countries are prescribed in terms of the Financial Manual and Circulars issued by the Department of Public Service and Administration (DPSA) (International Subsistence Allowances, Annexure B).

- b) Allowances for international travel are to be calculated where the Traveller is away from his/her place of work for twenty four (24) hours or longer, and hourly thereafter. The calculation of the allowance shall take effect three (3) hours before flight departure and shall end three (3) hours after the return flight has landed.
- c) When expenditure on accommodation is covered by public funds, the Traveller is compensated on the following basis
  - i) In the event of official visits to the countries listed:
    - The reasonable actual expenses in respect of accommodation, dry cleaning and laundering; and
    - A special daily allowance to compensate for the Traveller's three meals and incidental expenses (e.g. reading matter, private telephone calls and soft drinks which do not form part of meals).
  - ii) In the case of official visits to the countries that are not listed in the table published on an annual basis, the Traveller can claim the following:
    - The reasonable actual expenses in respect of accommodation, dry cleaning and laundering;
    - The reasonable actual cost of three meals; and
    - A special daily allowance, equal to the special daily allowance for local official visits when actual expenses are claimed, to defray incidental expenses (reading material, private phone calls, soft drinks which do not form part of meals, etc.).
- d) The amounts referred to in Section 2 of Subsistence Allowances (Annexure B) are maximum amounts. Allowances should be reduced by the following percentages for meals and expenses that are included in hotel arrangements as per the Financial Manual:
  - i) Breakfast: 20%
  - ii) Lunch: 20%
  - iii) Dinner: 45%
  - iv) Incidental expenses: 15%. This covers tips, newspapers, room service, private telephone calls and soft drinks that are not part of meals.

#### 18.4 Advances for Travel

To avoid undue hardship to Travellers, the Institution may grant Subsistence and Travel (S&T) advances to qualifying Travellers to defray travel and subsistence costs under the following conditions:

- 18.4.1 Advances will be calculated for meals, private transportation and special daily allowances.
- 18.4.2 Where possible, the Advance should be approved seven (7) working days prior to the trip.
- 18.4.3 For international travel, the Institution will facilitate the procurement of foreign currency upon receipt of the Minister's approval.
- 18.4.4 Advances may not be paid out more than ten (10) days prior to departure.
- 18.4.5 The Accounting Officer/Delegated Authority should approve the need for S&T advances that are included in the financial implication of all submissions.



- 18.4.6 Advances will not be granted to Travellers with any outstanding advances.
- 18.4.7 If an official trip is cancelled and the Traveller does not pay the full advance amount to the Institution within fourteen (14) days after the cancellation date, the amount will be deducted from the Traveller's salary.

#### **18.5 Kilometre Travel Claims**

- 18.5.1 The Traveller must attach the kilometre calculation to the expenditure claim to verify that the kilometres claimed are reasonable. The Traveller should attach proof of a reputable map (e.g. Google maps) confirming the distances between the two locations.
- 18.5.2 If a Traveller (other than a SMS or MMS member who is receiving a car allowance) uses his/her private vehicle to carry out official duties, the Traveller will be compensated for the official kilometres travelled according to the tariffs payable for privately-owned vehicles.
- 18.5.3 Vehicle travel claims must be restricted to the actual distance travelled in excess of the normal distance from the Traveller's residence to his/her place of work.
- 18.5.4 The minimum kilometres that can be claimed must be set at fifty (50) kilometres cumulative in a month.
- 18.5.5 The Traveller will be compensated in accordance with the Tariffs for the Use of Motor Transport issued by the Department of Transport.

#### **18.6 Parking & Tollgate Costs**

- 18.6.1 Parking and tollgate costs incurred while on official business are reimbursable. The Traveller has to supply the proof of expenses or original receipts to the Accounting Officer/Delegated Authority when submitting a claim.
- 18.6.2 Claims not accompanied by the relevant proof of payment or original receipts will be regarded as non-compliant and will not be paid.

#### **18.7 Submission of Claims**

- 18.7.1 All claims for travel and subsistence should be completed within seven (7) days from the date of the Traveller's return.
- 18.7.2 Claims that are older than one (1) month must be accompanied by a written motivation for late submission recommended by the Accounting Officer/Delegated Authority.
- 18.7.3 Claims related to a specific financial year must be submitted before the end of that financial year. Only claims related to March will be considered for payment in the following financial year.
- 18.7.4 If the advance is more than the claim, the difference shall be deducted from the Traveller's salary in one amount or the amount can be paid in cash by the Traveller.



- 18.7.5 If the Traveller has received an advance, he/she must submit a claim within twenty one (21) working days from his/her date of return from the trip. If the Traveller fails to do that, the full amount will be deducted from his/her salary.

## **18.8 Donor Funded Foreign Official Trips**

- 18.8.1 The Accounting Officer/Delegated Authority must submit the detail of all expenses claimed against a donor fund to the Minister.
- 18.8.2 The information must be included in the annual financial statements in terms of the prescripts regulating approval for the acceptance of gifts/donations and sponsorship (Treasury Regulations 21.2.1).
- 18.8.3 If donors provide a daily allowance to the Traveller equal to or higher than the prescribed allowance, the Traveller shall not receive any allowance from the Institution.
- 18.8.4 If the allowance paid by the donor is lower than the prescribed allowance as per the Subsistence Allowance (Annexure B), the Traveller will receive the difference, unless the Accounting Officer/Delegated Authority or Minister decides otherwise.
- 18.8.5 In cases where the allowance paid by the donor is only for certain meals, the prescribed allowance per meal and/or a flat rate of fifteen percent (15%) for incidental expenses can be paid by the Institution on approval by the Accounting Officer/Delegated Authority.
- 18.8.6 If the accommodation costs are funded by donors,, the Institution will not be responsible for the expenses.
- 18.8.7 If a donor requests that the Institution pays, or that the expenses are only claimed from the donor after the trip, it is the responsibility of the Traveller to:
- a) Obtain proof of this arrangement and contact details in writing from the donor prior to the trip, and to
  - b) Provide proof of expenses (i.e. invoices, receipts, copies of tickets, etc.) to be submitted to the Accounting Officer/Delegated Authority for reconciliation and claiming purposes.

## **19. EXTERNAL MEETING VENUES**

- 19.1 As far as possible, meetings and planning sessions must be held in-house or at the facilities of other government institutions.
- 19.2 External meeting venues may be booked through the TMC or the Institution's SCM unit.
- 19.3 A minimum of three quotations must be obtained.
- 19.4 The required authorisation documentation must be completed and approved.

- 19.5 If the Venue requires the signing of a contract containing the Terms and Conditions, the Institution should sign the Contract. The Traveller/Institution should acknowledge and adhere to the terms and conditions.

## **20. GENERAL MATTERS**

### **20.1 Loyalty Programmes**

- 20.1.1 All Travellers may join the loyalty programmes on offer from airlines, hotels and car rental companies with which the National Treasury/the Institution has corporate agreements in place. Travellers can use the accrued benefits of such programmes for their own benefit.
- 20.1.2 The fact that the Institution and/or any Traveller is a member of a Loyalty Programme should not override the SCM principle to procure at the best possible price, unless otherwise determined by the corporate agreement with the travel service provider. If this principle is violated, the traveller will be liable and disciplinary steps may be taken by the Institution
- 20.1.3 Certain loyalty programmes require a once-off or an annual subscription fee. These membership fees will be for the Traveller's personal account and the Institution will not reimburse a Traveller any membership fees.
- 20.1.4 Although the TMC will record the loyalty programme number of the Traveller when making a reservation at the relevant supplier, the Traveller is responsible for the management, tracking and redemption of his/her loyalty miles.

### **20.2 Donor Funded Trips**

Although trips funded by other organisations are considered official, it will not be the responsibility of the Institution to make the necessary travel arrangements. As a result, the Institution will not incur any expenses to that effect, with the exception of S&T allowances.

### **20.3 Private Travel**

- 20.3.1 Any private reservation requests to the appointed TMC must be indicated as such and must be settled directly with the TMC in the Traveller's private capacity. The processing of payment through the official process is not allowed.
- 20.3.2 Personal travel may be combined with an official authorised trip if it does not conflict with the conduct of the Institution's business and does not lead to additional expenses for the Institution. Additional expenses incurred in connection with personal travel will not be reimbursed. It must be paid by the Traveller in his/her private capacity. If the cost of the air ticket is more expensive as a result of the flight on a different day than required by the business, the difference in cost must be paid by the Traveller.
- 20.3.3 When a Traveller extends his/her business trip to incorporate leisure days and the leisure period, excluding weekends, is equal to or exceeds the period of business travel, fringe benefit tax will be deducted. The tax will be calculated based on the

cost of the airfare as apportioned between the period of business travel and the leisure period.

- 20.3.4 It is the duty of the Traveller, at all times, to disclose information regarding the leisure portion to the Accounting Officer/Delegated Authority.

## **21. REPORTING**

- 21.1 The Traveller should, at all times, share the knowledge gained when travelling for the benefit of the Institution.
- 21.2 The Traveller must prepare and distribute a comprehensive written report after his/her return to office from an international trip.

## **22. TRAVEL POLICY REVIEW AND GOVERNANCE**

- 22.1 The Chief Directorate Strategic Procurement in the Office of the Chief Procurement Officer must review the appropriateness of this Policy on an annual basis and, if necessary, propose amendments to the Accounting Officer/Delegated Authority.
- 22.2 The Annexures to the Policy will be updated from time to time as per instructions issued by the National Treasury.
- 22.3 Adherence to this Policy will be monitored closely and contraventions will be reported to the Office of the Chief Procurement Officer of National Treasury and the Accounting Officer/Delegated Authority of the Institution. This may lead to consequence management against the offender in accordance with the Disciplinary Code and Procedure.


## **23. EFFECTIVE DATE OF POLICY**

This Policy is effective from 1 July 2016. Each Institution is required to amend the Institutional Travel Policy in accordance with the National Travel Policy Framework by no later than 30 June 2016.

## ANNEXURE A DOMESTIC ACCOMMODATION RATE GRID

1. The Accounting Officer/Delegated Authority should ensure that domestic accommodation costs do not exceed the rates referred to in the table below.
2. The National Treasury may periodically review these amounts.

**Table 1: Maximum Rate Levels set for Domestic Accommodation**

Accommodation Grid National Treasury						
Voucher Includes	BAND 1		BAND 2		BAND 3	
	Room only		Bed & Breakfast		Dinner, Bed and Breakfast	
	Tourism levy		Tourism levy		Tourism levy	
	VAT		VAT		VAT	
					2 x soft drink at dinner	
ACCOMMODATION GRID FOR GRADED HOTELS						
	BAND 1		BAND 2		BAND 3	
1 Star property	R	580,00	R	710,00	R	855,00
2 Star property	R	900,00	R	1 030,00	R	1 230,00
3 Star property	R	1 100,00	R	1 200,00	R	1 400,00
4 Star property	R	1 250,00	R	1 350,00	R	1 550,00
5 Star property	R	2 100,00	R	2 200,00	R	2 500,00
ACCOMMODATION GRID FOR BED & BREAKFAST AND GUESTHOUSE ESTABLISHMENTS						
	BAND 1		BAND 2		BAND 3	
1 Star property	R	-	R	180,00	R	270,00
2 Star property	R	-	R	250,00	R	350,00
3 Star property	R	-	R	400,00	R	520,00
4 Star property	R	-	R	600,00	R	750,00
5 Star property	R	-	R	800,00	R	975,00
SUBSISTENCE AND TRAVEL ALLOWANCE (S&T)						
S&T Allowances	BAND 1		BAND 2		BAND 3	
Breakfast	R	120,00	R	-	R	-
Lunch	R	150,00	R	150,00	R	-
Dinner	R	150,00	R	150,00	R	-
Total as per TP	R	420,00	R	300,00	R	-
S&T Claims may be accepted based on Travel Policy detail include						
Parking						
Laundry						
Wi Fi						
Toll Fees						
IMPORTANT NOTE: ALL OTHER COSTS INCURRED ARE FOR THE INDIVIDUALS ACCOUNT						

## ANNEXURE B SUBSISTENCE ALLOWANCES IN TERMS OF THE FINANCIAL MANUAL PUBLISHED BY THE DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

### 1. DOMESTIC SUBSISTENCE ALLOWANCES

The Domestic Subsistence Allowances are reviewed on an annual basis and new amounts will be effective from 1 April each year.

#### 1.1 Special and Fixed Daily Allowance

The Minister for Public Service and Administration has determined that, with effect from 1 April 2016, the maximum subsistence and camping allowances payable in terms of parts XII and XIII of PSCBC Resolution 3 of 1999 are:

**Table 1**

	<i>Type of Allowance</i>	<i>Allowance Amount</i>
1.1.1	Special daily allowance to compensate for incidental expenses where actual expenses are claimed	R115.00
1.1.2	Fixed Daily subsistence payable in circumstances where actual expenses are not claimed	R372.00
1.1.3	Daily allowance payable to camping personnel	R139.50

#### 1.2 Meal Allowance

The Meal Allowances are not published in the Financial Manual. National Treasury will review these amounts in conjunction with the Department of Public Service and Administration on an annual basis.

The Institution must determine the amounts within the maximum amounts set in the tables below.

##### 1.2.1 Meal Allowance for trips exceeding 24 hours

The following Table reflects the maximum amount per meal type that can be claimed:

**Table 2.1**

<i>Meal Type</i>	<i>Maximum Amount</i>
Breakfast	R120.00
Lunch	R150.00
Dinner	R150.00

### 1.2.2 Meal Allowance for trips less than 24 hours

**Table 2.2**

<b>Scenario</b>	<b>Maximum Amount</b>
Leaving office/home before 06h00 and return after 20h00	R300.00
Total duration of trip more than 8 hours	R150.00
Total duration of trip more than 4 hours but less than 8 hours	R80.00

## 2. INTERNATIONAL SUBSISTENCE ALLOWANCES

- 2.1 The Minister for the Public Service and Administration determines, in terms of section 3(5)(a) and 5(6)(b) of the Public Service Act, 1994, read with Part V/E 2(a) of the Public Service Regulations 2001, the daily allowances in respect of certain countries for official visits abroad that will be effective 1 March of each year.
- 2.2 The Institution must refer to the Financial Manual published by the Department of Public Service and Administration (DPSA) and the Circulars on the DPSA website for the latest adjustments prior to implementing the allowances in the Table.