



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

PFMA SCM INSTRUCTION NO. 06 OF 2022/2023

**PUBLIC FINANCE MANAGEMENT ACT
(ACT 1 OF 1999)**

NATIONAL TRAVEL FRAMEWORK (NTF)

TO ALL:	ACCOUNTING OFFICERS OF DEPARTMENTS ACCOUNTING OFFICERS OF CONSTITUTIONAL INSTITUTIONS ACCOUNTING AUTHORITIES OF SCHEDULE 2 AND 3 PUBLIC ENTITIES HEAD OFFICIALS OF PROVINCIAL TREASURIES
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1. PURPOSE

- 1.1. This National Treasury Instruction prescribes a National Travel Framework (NTF) as contained in **Annexure A** of this Treasury Instruction for implementation by all accounting officers and accounting authorities.
- 1.2. This National Treasury Instruction must be read in conjunction with National Treasury Instruction No. 07 of 2022/2023 on Cost Containment Measures related to Travel and Subsistence for further understanding and application.

2. BACKGROUND

- 2.1 Sections 38(1)(a)(iii) and 51(1)(a)(iii) of the Public Finance Management Act, 1999 (Act No.1 of 1999) (the PFMA) require accounting officers and accounting authorities to ensure that their respective institutions have and maintain appropriate procurement and provisioning systems which are fair, equitable, transparent, competitive and cost-effective.
- 2.2 Section 38(1)(b) of the PFMA requires accounting officers of departments and constitutional institutions to be responsible for the effective, efficient, economical and transparent use of their respective institutions' resources.
- 2.3 According to section 38(1)(c)(ii) of the PFMA, accounting officers of departments and constitutional institutions must take effective and appropriate steps to prevent unauthorised expenditure, irregular expenditure and fruitless and wasteful expenditure.
- 2.4 Section 51(1)(b)(ii) of the PFMA requires accounting authorities of public entities to take effective and appropriate steps to prevent irregular expenditure and fruitless and wasteful expenditure.

3. PURPOSE OF THE NATIONAL TRAVEL FRAMEWORK

- 3.1 The purpose of the NTF is to determine minimum norms and standards for official business trips both domestically and internationally.
- 3.2 Institutions must ensure that travel arrangements are in accordance with the minimum norms and standards outlined in the NTF and utilise these minimum norms and standards to ensure efficient, cost effective, transparent and responsible travel related arrangements.

4. COMPLIANCE WITH THE TREASURY INSTRUCTION

- 4.1 Sections 45(c) and 57(c) of the PFMA requires officials to take effective and appropriate steps to prevent unauthorised expenditure (in the case of employees of departments), irregular expenditure and fruitless and wasteful expenditure (in the case of employees of departments, constitutional institutions and public entities) within their areas of responsibility.
- 4.2 Departments, constitutional institutions and public entities must adopt and adapt the NTF as the minimum norms and standards to develop similar or more stringent institutional policies and standard operating procedures in line with their business requirements and delegations of authority.

5. APPLICABILITY

This Treasury Instruction applies to all departments and institutions, listed in Schedules 1, 2 and 3 to the PFMA.

6. REPEAL OF NATIONAL TREASURY INSTRUCTION

This Treasury Instruction repeals National Treasury Instruction 02 of 2017/18 - National Travel Policy Framework and its related Annexure (National Travel Policy Framework 1st Edition).

7. DISSEMINATION OF INFORMATION CONTAINED IN THIS INSTRUCTION

- 7.1 Accounting officers of departments and constitutional institutions must bring the contents of this Treasury Instruction to the attention of:
 - a) Chief Financial Officers and supply chain management officials of their respective departments and constitutional institutions;
 - b) Accounting authorities of public entities reporting to their executive authorities.
- 7.2 Heads of provincial treasuries are requested to bring the contents of this Treasury Instruction to the attention of accounting officers, chief financial officers and supply chain management officials in their respective provincial departments.

7.3 Accounting authorities of Schedules 2 and 3 public entities must bring the contents of this Treasury Instruction to the attention of Chief Financial Officers and supply chain management officials of their respective public entities.

8. AUTHORITY FOR THIS TREASURY INSTRUCTION

This Treasury Instruction is issued in terms of section 76(4)(c) of the PFMA.

9. EFFECTIVE DATE

This Treasury Instruction takes effect on 1 September 2022.

10. CONTACT INFORMATION

10.1 Accounting officers of departments and constitutional institutions and accounting authorities of public entities may submit formal written enquires in respect of this Treasury Instruction to:

The Chief Procurement Officer
National Treasury
Private Bag X115
PRETORIA
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For attention: The Chief Procurement Officer
cpo@treasury.gov.za

10.2 The written enquiries referred to in paragraph 10.1 above may also be submitted to:

Estelle Setan
Chief Director: Strategic Procurement
Phone: 012 315 5919
E-mail: estelle.setan@treasury.gov.za

Phale Naake
Director: Strategic Procurement
(012) 315 5884
phale.naake@treasury.gov.za

MOLEFE ISAAC FANI
ACTING CHIEF PROCUREMENT OFFICER
DATE:

ATTACHMENT

ANNEXURE A – NATIONAL TRAVEL FRAMEWORK