

**TO ALL: ACCOUNTING OFFICERS OF DEPARTMENTS AND  
CONSTITUTIONAL INSTITUTIONS  
ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES LISTED IN  
SCHEDULES 2 & 3 TO THE PFMA  
HEAD OFFICIALS OF PROVINCIAL TREASURIES**

**NATIONAL TREASURY INSTRUCTION NO. 03 OF 2016/2017**

**COST CONTAINMENT MEASURES RELATED TO TRAVEL AND SUBSISTENCE**

**1. PURPOSE**

- 1.1. This National Treasury Instruction prescribes new measures related to travel and subsistence to be implemented by accounting officers of departments and constitutional institutions and accounting authorities of public entities listed in Schedules 2 and 3 to the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999).
- 1.2. Cost containment measures related to travel and subsistence that are applicable to executive authorities will be prescribed in the Ministerial Handbook.
- 1.3. This National Treasury Instruction must be read in conjunction with National Treasury Instruction No. 02 of 2016/2017 dated 30 September 2016 on Cost Containment Measures.

**2. BACKGROUND**

- 2.1 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. Sections 38(1)(c)(iii) and 51(1)(b)(iii) of the PFMA also require accounting officers and accounting authorities to take effective and appropriate steps to manage the available working capital of their respective institutions effectively and efficiently.
- 2.2 Accounting officers and accounting authorities are therefore required to implement control measures to ensure that all expenditure incurred by their respective institutions is necessary, appropriate and cost-effective. Accounting officers and accounting authorities are also required to ensure that all invoices are paid within 30 days from receipt of an invoice, unless otherwise agreed in a contract or other agreement with the supplier. All expenditure must be recorded and reported, as prescribed by the relevant legislative framework.
- 2.3 Accounting officers and accounting authorities are also responsible to ensure that all employees in their respective institutions are mindful of the current economic realities and the need to intensify efforts to improve efficiency in expenditure and to exercise vigilance over supply chain management processes and procedures.
- 2.4 Cabinet resolved that all spheres of government must implement measures to contain costs and eliminate all non-essential expenditure.

- 2.5 In the 2016 State of the Nation Address, the President re-emphasised the need to contain costs, to reduce excessive expenditure and to eliminate wasteful and unnecessary expenditure.

### **3. NATIONAL TRAVEL POLICY FRAMEWORK**

#### **Travel and Accommodation Rates**

- 3.1. The National Treasury has negotiated improved upfront discounts on domestic flights for all departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the PFMA.
- 3.2. The National Treasury has also established maximum allowable rates for domestic accommodation applicable to all departments, constitutional institutions and public entities.
- 3.3. Departments, constitutional institutions and public entities must use the discounted rates alluded to in paragraph 3.1 and as referred to in paragraph 5.4 of this Treasury Instruction. Institutions are encouraged to negotiate lower rates or utilise service providers that offer rates that are lower than the rates alluded to in paragraph 3.2 and as referred to in paragraph and as referred to in paragraph 5.16 of this Treasury Instruction.

#### **Net and Non-Commissionable Rates**

- 3.4. All rates offered to Government for domestic air and land arrangements must be net and non-commissionable<sup>1</sup> with effect from the date of this Treasury Instruction. This will include rates offered by domestic airlines, hotels, car rental companies and the informal accommodation market e.g. Guest Houses, Bed & Breakfast or similar establishments.

#### **National Travel Policy Framework**

- 3.5. During December 2016, the National Treasury will issue a National Travel Policy Framework. Departments, constitutional institutions and public entities must adapt their institutional instructions, policies and standard operating procedures to this National Travel Policy Framework by no later than 31 March 2017.
- 3.6. The National Travel Policy Framework and the adapted institutional instructions, policies and standard operating procedures referred to in paragraph 3.5 of this Treasury Instruction shall take effect from 1 April 2017.

### **4. ENFORCEMENT OF COST CONTAINMENT MEASURES**

- 4.1. In terms of sections 38(1)(n) and 51(1)(h) of the PFMA, accounting officers and accounting authorities must comply and ensure compliance with the PFMA, Treasury Regulations and Treasury Instructions.
- 4.2. Sections 45(c) and 57(c) of the PFMA require employees 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 all institutions) within their areas of responsibility.
- 4.3. Accounting officers and accounting authorities are reminded that adherence to Treasury Instructions is subject to the enforcement provisions of the PFMA and non-compliance with the provisions of this National Treasury Instruction can constitute grounds for financial misconduct, as referred to in Chapter 10 of the PFMA.

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<sup>1</sup> The net and non-commissionable rate means a rate that does not include any third party reward, i.e. a rate that is not marked up to include any commissions.

- 4.4. Expenditure in contravention of the provisions of this Treasury Instruction may result in irregular expenditure and, if so, such expenditure must be recorded in the irregular expenditure register and disclosed appropriately in the annual financial statements of the institution.

## **5. COST CONTAINMENT MEASURES**

### **Employees travelling on same engagements**

- 5.1. Accounting officers and accounting authorities must implement policies and procedures to restrict the number of employees and, where applicable, persons appointed on policy considerations in terms of section 12A of the Public Service Act, 1994 travelling to the same event, conference, consultation or meeting to reasonable and necessary representation, including representations to Parliament or Provincial Legislatures.
- 5.2. Delegations to the same event, conference, consultation or meeting may only exceed three (3) employees or persons appointed on grounds of policy considerations if approved in advance by the relevant accounting officer or accounting authority.
- 5.3. The provisions of paragraphs 5.1 and 5.2 of this Treasury Instruction do not apply to –
- (a) accounting officers of departments and constitutional institutions;
  - (b) deputy directors-general or persons holding equivalent ranks in departments<sup>2</sup>
  - (c) persons appointed on grounds of policy considerations in terms of section 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) the chief executive officer or any other person in charge of the public entity;
  - (g) employees at the level of management that report directly to the chief executive officer or to any other person in charge of the public entity;
  - (h) employees of departments, constitutional institutions and public entities performing official duties in Parliament or in a provincial legislature other than those referred to in paragraph 5.1 of this Treasury Instruction; and
  - (i) Non-executive members serving on any governance committee in a department, constitutional institution or public entity.

### **Domestic air travel upfront discounted fares**

- 5.4. The National Treasury has negotiated with South African Airways (SAA) and Comair/British Airways (BA) for upfront discounted air fares for government employees travelling domestically on official business. The Domestic Air Travel Fares are attached as **Annexure A** and will be regularly reviewed by the National Treasury.

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<sup>2</sup> This does not apply to persons holding other ranks/positions in departments but who are remunerated at salary levels 15.

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- 5.5. Employees of departments, constitutional institutions and public entities must implement the **best-fare-of-the-day**<sup>3</sup> by making use of the negotiated discounted rates with SAA and BA. These agreements are **not exclusive** agreements and, before confirming a booking, accounting officers and accounting authorities must ensure that their appointed Travel Management Companies (TMCs) or persons making their bookings, whichever applicable, compare the rates of SAA and BA with other airlines servicing the specific routes, including the low cost carriers.
- 5.6. In order to make full use of the corporate discount with SAA and BA, departments, constitutional institutions and public entities must instruct their appointed TMCs or persons making their bookings for domestic airline tickets, to book against the following relevant deal codes<sup>4</sup> assigned to Government:
- (a) SAA Government deal code: **CK3282**
  - (b) BA Government deal code: **Deal code per department (Annexure B)**

**Air travel arrangements for departments and constitutional institutions**

- 5.7. Employees of departments and constitutional institutions, including support staff, administrative staff, the Chief of Staff, media liaison officers, parliamentary officers, private secretaries, assistant appointment secretaries, receptionists, registry clerks, drivers, messengers and VIP protection personnel may only travel economy class if the flying duration is for **five (5) hours or less**.
- 5.8. Business class tickets for flights that are **five (5) hours or less** may only be purchased for:
- (a) Directors-General or persons holding equivalent ranks in departments;
  - (b) persons appointed on grounds of policy considerations in terms of Section 12A of the Public Service Act, 1994 (i.e. advisors to executive authorities); and
  - (c) accounting officers of constitutional institutions.
- 5.9. For flights **exceeding five (5) hours**, business class tickets may only be purchased for –
- (a) Directors-General or persons holding equivalent ranks in departments;
  - (b) Deputy Directors-General and Chief Directors or persons holding equivalent ranks in a department<sup>5</sup>;
  - (c) persons appointed on grounds of policy considerations in terms of section 12A of the Public Service Act, 1994 (i.e. advisors to executive authorities);
  - (d) accounting officers of constitutional institutions;
  - (e) employees at the level of management that report directly to the accounting officer of a constitutional institution;

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<sup>3</sup> The lowest fare at the time of booking and for which a seat is available, that meets the business requirements of the traveller.

<sup>4</sup> The code that the Travel Management Companies must quote/insert when making the booking in order to benefit from the negotiated discounted fares.

<sup>5</sup> This does not apply to persons holding other ranks/positions but who are remunerated at salary levels 14 or 15.

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- (f) employees at the level of management that report directly to the employees referred to in paragraph (e) above; and
  - (g) non-executive members serving on any governance committee of a department or constitutional institution<sup>6</sup>.
- 5.10. Notwithstanding the provisions of paragraphs 5.7, 5.8 and 5.9 of this Treasury Instruction, accounting officers of departments and constitutional institutions may approve the purchase of business class tickets –
- (a) for employees with disabilities;
  - (b) for employees with special needs<sup>7</sup>;
  - (c) in cases where economy class flights are not available<sup>8</sup>; or
  - (d) where the business class ticket is the same price or cheaper than the economy class ticket<sup>9</sup>.

**Air travel arrangements for public entities listed in Schedules 2 and 3 to the PFMA**

- 5.11. Employees of public entities may only travel economy class if the flying duration is **five (5) hours or less**.
- 5.12. Business class tickets for flights that are for **less than five (5) hours** may only be purchased for –
- (a) members of the accounting authority;
  - (b) the chief executive officer or other person in charge of the public entity;
  - (c) 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
  - (d) non-executive members serving on any governance committee of the public entity<sup>10</sup>.
- 5.13. For flights **exceeding five (5) hours**, business class tickets may only be purchased for:
- (a) members of the accounting authority;
  - (b) the chief executive officer or other person in charge of the public entity;
  - (c) 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;
  - (d) employees at the level of management that report directly to the employees referred to in (c) above; and
  - (e) non-executive members serving on any governance committee of the public entity.

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<sup>6</sup> These governance committees include audit committees and risk management committees.

<sup>7</sup> Special needs means a distinctly different need of an employee that requires the accounting officer or accounting authority to make a judgment call to provide for such a need.

<sup>8</sup> A complete and accurate trail of such cases must be kept by the accounting officer for audit purposes.

<sup>9</sup> A complete and accurate trail of such cases must be kept by the accounting officer for audit purposes.

<sup>10</sup> These governance committees include audit, risk and remuneration committees.

- 5.14. Notwithstanding the provisions of paragraph 5.11, 5.12 and 5.13 of this Treasury Instruction, the accounting authority may approve the purchase of business class tickets –
- (a) for employees with disabilities;
  - (b) for employees with special needs;
  - (c) in cases where economy class flights are not available<sup>11</sup>; or
  - (d) where the business class ticket is the same price or cheaper than the economy class ticket<sup>12</sup>.

### **Corporate miles**

- 5.15. Accounting officers and accounting authorities must, where applicable, ensure that corporate air miles accumulated through loyalty programmes are used to acquire air tickets.

### **Domestic accommodation**

- 5.16. Accounting officers and accounting authorities must ensure that accommodation and subsistence expenditure is in accordance with the maximum allowable rates set out in the Domestic Accommodation Rate Grid enclosed as **Annexure C** to this Treasury Instruction. The National Treasury will regularly review the rates contained in the enclosed **Annexure C**.
- 5.17. Departments, constitutional institutions and public entities may negotiate with accommodation facilities to secure rates that are lower than those prescribed in the enclosed **Annexure C**.
- 5.18. The Domestic Accommodation Rate Grid enclosed as **Annexure C** determines the maximum allowable rate per star grading within which an employee is allowed to be accommodated in accordance with his or her employee level.
- 5.19. Accounting officers and accounting authorities must utilise the information contained in **Table 1** to reflect equal and appropriate positions/designations in the institutional policy of the department, constitutional institution or public entity to determine the class of accommodation that an employee is allowed to book.

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<sup>11</sup> A complete and accurate trail of such cases must be kept by the accounting authority for audit purposes.

<sup>12</sup> A complete and accurate trail of such cases must be kept by the accounting authority for audit purposes.

**Table 1: Preferred star grading per employee level for local and international accommodation**

<b>Employee Level/Designation</b>	<b>Domestic Accommodation Star Grading or similar (including other lodging)</b>	<b>International Accommodation Star Grading or similar</b>
Accounting officer of a department or constitutional institution; accounting authority of a public entity, chief executive officer of a public entity or the other person in charge of the public entity	5 Star	5 star
Deputy Directors-General in a department, Executives at the level of management reporting to the CEO or other person in charge of a public entity or the chief executive officer of a constitutional institution	4/5 Star	4 star
Chief Directors, Directors and persons serving in senior management of constitutional institutions or public entities	3/4 Star	4 star
Deputy Directors, Assistant Director sand persons serving in middle management of constitutional institutions and public entities	3/4 Star	4 star
Junior management and other employees	1, 2 or 3 Star	4 star

- 5.20. If a negotiated rate for a specific star grading is equivalent to or lower than the rate for the lower star grading, the employee may be accommodated in the establishment with the higher star grading<sup>13</sup>. This means that an employee may be accommodated at a four star establishment if the rate at the four star establishment is the same as or lower than a three star establishment.
- 5.21. Where there is an alternative star grading indicated in **Table 1** (i.e. 4/5 or 3/4), the maximum allowable rate of the lower star grading will be the benchmark. The higher star grading can only be booked if:

<sup>13</sup> A complete and accurate trail of such cases must be kept by the accounting officer/ accounting authority for audit purposes.

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- (a) the higher star graded facility is the only available option due to location and availability<sup>14</sup>; or
  - (b) the department, constitutional institution or public entity has negotiated lower rates with the higher star graded facility<sup>15</sup>.
- 5.22. Accounting officers and accounting authorities may only approve accommodation costs that exceed the amount prescribed in **Annexure C** of this Treasury Instruction –
- (a) during peak holiday periods; and
  - (b) when South Africa is hosting an event in the country or in a particular geographical area that results in an abnormal increase in the number of local and/or international guests in the country or in that particular geographical area.
- 5.23. Accounting officers and accounting authorities must ensure that overnight accommodation for employees is limited to instances where the distance travelled by road (by the employee) exceeds 500 kilometers to and from the destination (return journey), unless approved otherwise by the accounting officer or accounting authority.
- 5.24. The provisions contained in paragraphs 5.22 and 5.23 of this Treasury Instruction are also applicable to accounting authorities of public entities and to non-executive members serving on any of the public entity's governance committees.
- 5.25. Subsistence for meals may not be claimed if the rate of the accommodation facility already includes dinner and/or breakfast or if the conference fee includes lunch and/or dinner.
- 5.26. Special dietary requirements must be considered when the most relevant accommodation option is booked. If the establishment does not have dinner facilities or does not cater for special dietary requirements then a room excluding the meals must be booked (bed-and-breakfast or room only) and the employee may claim subsistence for his or her meals.
- 5.27. Accounting officers and accounting authorities may, in institutional instructions, reduce the subsistence allowances of employees.

**Vehicle hire (car rental)**

- 5.28. Accounting officers and accounting authorities are responsible for the cost-effective management of travel reimbursement and vehicle hire (car rental) expenses and for the adoption of policies and procedures to this effect.
- 5.29. **Table 2** indicates the Car Rental Vehicle Category that is permissible per employee level/designation. Accounting officers and accounting authorities must align the information contained in **Table 2** with the institutional policies of their respective institutions to reflect equal and appropriate positions/designations to determine the Car Rental Vehicle Category that employees may rent.
- 5.30. The travel policy and procedures of departments, constitutional institutions and public entities must require employees and persons appointed on grounds of policy considerations in terms of section 12A of the Public Service Act, 1994, to make use of

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<sup>14</sup> A complete and accurate trail of such cases must be kept by the accounting officer/ accounting authority for audit purposes

<sup>15</sup> A complete and accurate trail of such cases must be kept by the accounting officer/ accounting authority for audit purposes



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cost-effective travel arrangements, including shuttle or taxi services, the use of own or departmental transport and, where applicable, public transport.

**Table 2: Car Rental Vehicle Category**

<b>Employee Level/Designation</b>	<b>Vehicle Category</b>	<b>Shuttle &amp; Transfer Services</b>
Accounting officers of departments and constitutional institutions; accounting authorities of public entities, chief executive officers of public entities or the other person in charge of a public entity	Intermediate 4-5 Door Manual or Automatic Vehicle with air-conditioning (IDAR/ RDAR/ FDMR/ FDAR/ FCAR/ ICAR/ ICMR) <sup>16</sup>	Luxury Sedan
Deputy Directors-General and all other employees of a department	Economy 4-5 door, Manual vehicle with air-conditioning (EDMR)	Economy Sedan
Employees reporting directly to the accounting officer of a constitutional institution and all other employees		
Employees reporting directly to the CEO of the public entity and all other employees		

- 5.31. Notwithstanding the provision of Table 2, accounting officers or accounting authorities may provide prior written approval for the hiring of a Standard or Compact vehicle (CDMR/CDAR/SDAR/SCMR/SDMR) in instances where –
- (a) three or more employees are travelling together;
  - (b) the return journey to be travelled exceeds 400 kilometers to and from the destination (return journey); or

<sup>16</sup> ACRISS or SIPP codes are used by car rental companies to define car models. Each character represents a definable feature of the vehicle: 1<sup>st</sup> character denotes the category based on size, cost, power and luxury factor; 2<sup>nd</sup> character defines the vehicle type for example if it is a SUV or sedan; 3<sup>rd</sup> character describes the transmission and the 4<sup>th</sup> character defines the fuel type and whether air-conditioned.

- (c) the special needs<sup>17</sup> of an employee are to be catered for.
- 5.32. A different class of vehicle (Intermediate or Standard Sports Utility Vehicle (IFMR/IFAR/SFMR/SFAR) may be rented if required for a particular terrain. Mountainous and gravel roads are considered difficult terrain and vehicles with higher ground clearance may be required.
- 5.33. The provisions contained in paragraphs 5.30, 5.31 and 5.32 of this National Treasury Instruction are also applicable to members of the accounting authority and to non-executive members serving on any of the public entity's governance committees.

### **Engagement of Travel Management Companies**

- 5.34. Accounting officers and accounting authorities must ensure that the following are contained in the contracts with their appointed Travel Management Company (TMC):
- (a) Travel Management Companies are not allowed to receive rebates, overrides and any volume driven target incentives<sup>18</sup> earned for government business. These payments and the practice of overrides must be discontinued for government business when this Treasury Instruction takes effect.
  - (b) Travel Management Companies or persons effecting bookings on behalf of departments, constitutional institutions and public entities are required to compare various accommodation facility rates before confirming a booking as the principles of competitiveness and cost effectiveness must always be maintained.

## **6. MONTHLY REPORTING**

To facilitate effective monitoring and evaluation of cost containment measures, accounting officers and accounting authorities must, in a format as prescribed in paragraph 7.2 of Treasury Instruction No. 02 of 2016/17 dated 30 September 2016 on Cost Containment Measures, include a report on implementation of cost containment measures indicated in paragraph 5 of this Treasury Instruction in their monthly financial reports to the relevant treasury. The monthly cost containment report must be submitted on the link below:

<http://pfmportal.treasury.gov.za/sites/costcontainment>

## **7. APPLICABILITY**

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

## **8. EFFECTIVE DATE**

This Treasury Instruction takes effect from 1 November 2016.

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<sup>17</sup> Special needs means a means a distinctly different need of an official that requires the accounting officer or accounting authority to make a judgment call to provide for such a need.

<sup>18</sup> Rebates, overrides and target driven incentives are rewards from the supplier to the TMC for volume business, in most instances these rewards are linked to an increased target.

**9. REPEAL OF NATIONAL TREASURY INSTRUCTION NO. 1 OF 2013/2014**

Treasury Instruction No. 1 of 2013/2014 on Cost Containment Measures contained, amongst others, provisions related travel and accommodation. This Treasury Instruction has been repealed through Treasury Instruction No. 2 of 2016/2017 on Cost Containment Measures dated 30 September 2016.

**10. DISSEMINATION OF INFORMATION CONTAINED IN THIS INSTRUCTION**

10.1. Accounting officers of national departments are requested to bring the contents of this Treasury Instruction to the attention of all –

- (a) accounting officers of constitutional institutions that are funded through their respective departmental votes; and
- (b) accounting authorities of public entities reporting to their executive authorities.

10.2. Head officials of provincial treasuries are requested to bring the contents of this Treasury Instruction to the attention of all accounting officers of departments and accounting authorities of public entities in their respective provinces.

**11. AUTHORITY FOR THIS INSTRUCTION**

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

**12. CONTACT INFORMATION**

12.1 Accounting officers and accounting authorities of departments, constitutional institutions and public entities may submit formal enquires in terms of this National Treasury Instruction to:

**The Director-General**  
**National Treasury**  
**Private Bag X115**  
**PRETORIA**  
**0001**

**For attention: The Chief Procurement Officer**

12.2 Queries related to this Treasury Instruction may be submitted to:

- (a) [travelpolicyqueries@treasury.gov.za](mailto:travelpolicyqueries@treasury.gov.za); or
- (b) Log a query on the PFM queries portal on <http://pfmportal.treasury.gov.za/>

12.3 Enquiries related to this Instruction may be directed to:

**Potso Makgatho**  
Deputy Director: Strategic Procurement  
[potso.makgatho@treasury.gov.za](mailto:potso.makgatho@treasury.gov.za)  
012 315 5351

**Graham Louw**  
Director: Strategic Procurement  
[graham.louw@treasury.gov.za](mailto:graham.louw@treasury.gov.za)  
012 315 5073



**JAYCE M NAIR**  
**ACTING ACCOUNTANT-GENERAL**  
**DATE: 30 SEPTEMBER 2016**

**ATTACHMENTS**

- ANNEXURE A: DOMESTIC AIR TRAVEL UPFRONT DISCOUNTS**
- ANNEXURE B: BA/COMAIR DEAL CODES PER DEPARTMENT**
- ANNEXURE C: MAXIMUM ALLOWABLE RATES FOR DOMESTIC  
ACOMMODATION AND MEALS**

## ANNEXURE A: DOMESTIC AIR TRAVEL UPFRONT FARE DISCOUNTS



Applicable Fare discounts																
	Business Class				Economy Class											
Booking classes	C	J	Z	D	Y	B	M	K	H	S	Q	T	V	L	G	W
Percentage discount applicable to the published fares for domestic routes	26	24	24	10	30	na	27	27	27	12	8	7	7	5	0	0



Applicable Fare discounts						
	Business Class		Economy Class			
Booking classes	J	Y	B & H	M & K	V,S,N,	Q and O
Percentage discount applicable to the published fares for domestic routes	20%	25%	16%	12%	10%	10%
					7 Days Advance Purchase	14 days Advance Purchase

## ANNEXURE B:

### BA/COMAIR DEAL CODES PER DEPARTMENT

The table below lists the deal codes for departments, constitutional institutions and public entities listed in Schedules 2 and 3 of the PFMA, with British Airways/ Comair which must be quoted when booking domestic flights for officials.

Should any department, constitutional institution or public entity not be listed below, it is requested that the accounting officer/authority contact BA/Comair to obtain a deal code for the department, constitutional institution or public entity.

#### Contact Details

Nangamso Letlape

National Account Manager: Government

[Nan.letlape@comair.co.za](mailto:Nan.letlape@comair.co.za)

GOVERNMENT	
NAME	DEAL CODE
<b>NATIONAL DEPARTMENTS</b>	
Department of National Treasury	1008791
Department of Basic Education	1008792
Department of Tourism	1008793
Department of Co-operative Governance	1008794
Department of Correctional Services	1008795
Department of Public Works	1008796
Department of Environmental Affairs	1009167
Department Agriculture, Fisheries and Forestry	1012314
Department of Telecommunication and Postal Services	1012317
Department of Transport	1012318
Department of Justice Constitutional Development	1012319
Department of Health	1012710
Department of Human Settlements	1012711
Department of the Provincial Government KZN	1016167
Department of Art and Culture	1016964
Department of Military Veterans	1018665
Department of Defence	1018666
Department of Energy	1018667
Department of Home Affairs	1018668
Department: Independent Police Investigative Directorate (IPID)	1018669
Department of International Relations and Cooperation	1018670
Department of Mineral Resources	1018671
Department of Labour	1018672
Department of Police	1018674
Palama / National School of Government	1018675
Department of Public Enterprises	1018676
Department of Public Service and Administration	1018677

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<b>GOVERNMENT</b>	
<b>NAME</b>	<b>DEAL CODE</b>
Department of Public Service Commission	1018678
Department of Rural Development and Land Affairs	1018679
Department of Science and Technology	1018680
Department of Social Development	1018681
Department of Sports and Recreation	1018682
Department of Statistics	1018683
The Presidency	1018684
Department of Trade and Industry	1018686
Department of Water and Sanitation	1018687
Department of Women, Children and People with Disabilities	1018688
Department of Higher Education and Training	1020079
Planning and Evaluation	1020077
Government Communication and Information System	1020078
<b>PROVINCIAL DEPARTMENTS</b>	<b>DEAL CODE</b>
<b>EASTERN CAPE PROVINCE</b>	
EC Office of the Premier	1020063
EC Department of Economic Development, Environmental Affairs and Tourism	1020064
EC Department of Education	1020065
EC Department of Human Settlements	1020066
EC Department of Local Government and Traditional Affairs	1020067
EC Department of Provincial Planning and Treasury	1020068
EC Department of Roads and Public Works	1020069
EC Department of Rural Development and Agrarian Reform	1020070
EC Department of Safety and Liaison	1020071
EC Department of Social Development	1020072
EC Department of Sports Recreation, Arts and Culture	1020073
EC Department of Transport	1020074
<b>FREE STATE PROVINCE</b>	
Free State Office of the Premier	1020953
Free State Department of Agriculture and Rural Development	1020366
Free State Department of Economic Small Business Development Tourism and Environmental Affairs	1020367
Free State Department of Cooperative Governance and Traditional Affairs	1020368
Free State Department of Police Roads and Transport	1020369
Free State Department of Health	1020370
Free State Department of Public Works	1020371
Free State Department of Social Development	1020372
Free State Department of Education	1020373
Free State Department of Sports Arts Culture and Recreation	1020374
Free State Provincial Treasury	1020375
<b>GAUTENG PROVINCE</b>	

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<b>GOVERNMENT</b>	
<b>NAME</b>	<b>DEAL CODE</b>
Gauteng Department of Education	1020247
Gauteng Department of Roads and Transport	1020248
Gauteng Department of Infrastructure Development	1020249
Gauteng Department of Housing and Local Government	1020250
Gauteng Department of Health	1020251
Gauteng Department of Social Development	1020252
Gauteng Department of Sports Arts Culture and Recreation	1020253
Gauteng Department of Agriculture and Rural Development	1020254
Gauteng Department of Economic Development	1020255
Gauteng Department of Community Safety	1020256
Gauteng Department of Finance	1020257
<b>MPUMALANGA PROVINCE</b>	
Mpumalanga Office of the Premier	1020317
Mpumalanga Department of Agriculture Rural Development and Land Administration	1020318
Mpumalanga Department of Economic Development Environment and Tourism	1020319
Mpumalanga Department of Cooperative Governance and Traditional Affairs	1020320
Mpumalanga Department of Community Safety Security and Liaison	1020321
Mpumalanga Department of Health	1020322
Mpumalanga Department of Culture Sports and Recreation	1020323
Mpumalanga Department of Human Settlement	1020324
Mpumalanga Department of Social Development	1020325
Mpumalanga Department of Education	1020326
Mpumalanga Department of Public Works Roads and Transport	1020327
Mpumalanga Department of Finance	1020328
<b>KWA-ZULU NATAL</b>	
KZN Economic Development, Tourism and Environmental Affairs	1020129
KZN Department of Health	1020130
KZN Department of Agriculture and Rural Development	1020131
KZN Development of Cooperative Governance	1020132
KZN Department of Arts, Culture, Sports and Recreation	1020133
KZN Department of human settlements and public works	1020134
KZN Department of Transport, Community Safety and Liaison	1020125
KZN Office of the Premier	1020128
KZN Department of Social Development	1020141
<b>NORTH WEST PROVINCE</b>	
North West Premier	1020351
North West Department of Education and Sports Development	1020352
North West Department of Local Government and Human Settlements	1020353
North West Department of Public Works and Roads	1020354



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<b>GOVERNMENT</b>	
<b>NAME</b>	<b>DEAL CODE</b>
North West Department of Health	1020355
North West Department of Social Development	1020359
North West Department of Culture Arts and Traditional Affairs	1020360
North West Department of Rural Environmental and Agriculture Development	1020361
North West Department of Tourism	1020362
North West Department of Community Safety and Transport Management	1020363
North West Department of Finance Economy and Enterprise Development	1020364
<b>NORTHERN CAPE PROVINCE</b>	
Northern Cape Premier	1020332
Northern Cape Department of Education	1020333
Northern Cape Department of Public Works and Roads	1020334
Northern Cape Department of Transport Safety and Liaison	1020335
Northern Cape Department of Cooperative Governance Human Settlement and Traditional Affairs	1020336
Northern Cape Department of Health	1020337
Northern Cape Department of Social Development	1020338
Northern Cape Department of Sports Arts and Culture	1020339
Northern Cape Department of Agriculture Land Reform and Rural Development	1020340
Northern Cape Department of Economic Development and Tourism	1020341
Northern cape department of community safety	1020342
Northern cape treasury department	1020343
Northern Cape Department of Environment and Nature Conservation	1020344
<b>LIMPOPO PROVINCE</b>	
Limpopo Office of the Premier	1020294
Limpopo Department of Agriculture	1020295
Limpopo Department of Economic Development Environment and Tourism	1020296
Limpopo Department of Cooperative Governance Human Settlement and Traditional Affairs	1020297
Limpopo Department of Public Works Roads and Infrastructure Development	1020298
Limpopo Department of Health	1020299
Limpopo Department of Transport	1020300
Limpopo Department of Safety Security and Liaison	1020301
Limpopo Department of Social Development	1020302
Limpopo Department of Education	1020303
Limpopo Department of Sports Arts and Culture	1020304
Limpopo Provincial Treasury	1020305
<b>WESTERN CAPE PROVINCE</b>	
WC Department of Local Government	1018693

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<b>GOVERNMENT</b>	
<b>NAME</b>	<b>DEAL CODE</b>
Department of Provincial Treasury	1017298
WC Department of Agricultural Forestry and Fisheries	1018695
WC Department of Transport	1018728
WC Department of Human Settlements	1018729
WC Department of Health	1018730
Western Cape Education	1009080
WC Department of Tourism	1020952

<b>SCHEDULE 3A AND 3C</b>	
<b>NAME</b>	<b>DEAL CODE</b>
Accounting Standards Board (ASB)	1008791
Africa Institute of South Africa (AISA)	1018680
African Renaissance and International Cooperation Fund (ARICF)	1018670
Agricultural Research Council (ARC)	1012314
Agricultural Sector Education and Training Authority (AgriSETA)	102009
Artscape	1016964
Banking Sector Education and Training Authority (BankSETA)	1020079
Boxing South Africa (BOSA)	1018682
Brand SA	1018684
Breede River Catchment Management Agency	1009167
Castle Control Board (CCB)	1016964
Chemical Industries Education and Training Authority (CHIETA)	1020079
Commission for Conciliation Mediation & Arbitration (CCMA)	1012316
Community Schemes Ombud Service	1012711
Companies and Intellectual Property Commission (CIPC)	1018686
Companies Tribunal	1018686
Compensation Fund, including Reserve Fund	1018672
Competition Commission (part of the DTI)	1018686
Competition Tribunal (part of the DTI)	1018686
Construction Education and Training Authority (CETA)	1020079
Construction Industry Development Board (CIDB)	1008796
Council for Geoscience	1018671
Council for Medical Schemes (CMS)	1012710
Council for the Built Environment (CBE)	1008796
Council on Higher Education (CHE)	1020079
Cross-Border Road Transport Agency (CBRTA)	1012318
Culture, Arts, Tourism, Hospitality and Sports Education and Training Authority CATHSETA)	1020079
Die Afrikaanse Taal Museum	1016964
Ditsong: Museums of South Africa	1016964
EDI Holdings (Pty) Ltd	1018667
Education Labour Relations Council (ELRC)	1008792

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<b>SCHEDULE 3A AND 3C</b>	
<b>NAME</b>	<b>DEAL CODE</b>
Education, Training and Development Practices SETA (ETDPSETA)	1020079
Energy and Water Sector Education and Training Authority (EWSETA)	1020079
Estate Agency Affairs Board (EAAB)	1012711
Fibre Processing Manufacturing Sector Education and Training Authority (FPMSETA)	1020079
Film and Publication Board (FPB)	1018668
Financial and Accounting Services SETA	1020079
Financial Intelligence Centre (FIC)	1008791
Financial Services Board (FSB)	1008791
Food and Beverages Manufacturing Industry (FBMI)	1020079
Freedom Park Trust (FPT)	1016964
Health and Welfare Sector Education and Training Authority (HWSETA)	1020079
Housing Development Agency (HAD)	1012711
Human Sciences Research Council (HSRC)	1008968
Independent Regulatory Board for Auditors (IRBA)	1008791
Ingonyama Trust Board	1018679
Inkomati Catchment Management Agency	1009167
Insurance Sector Education and Training Authority (ISETA)	1020079
International Trade Administration Commission (part of the DTI)	1018686
iSimangaliso Wetland Park	1009167
Iziko Museums of South Africa	1020628
KwaZulu-Natal Museum	1016964
Legal Aid South Africa	1012320
Local Government Education and Training Authority (LGETA)	1020079
Luthuli Museum	1016964
Manufacturing, Engineering and Related Services Education and Training Authority (MERSETA)	1020079
Marine Living Resources Fund (MLRF)	1012314
Market Theatre Foundation (MTF)	1016964
Media Development Diversity Agency (MDDA)	1020078
Media, Information and Communication Technologies Sector Education and Training Authority (MICTSETA)	1020079
Medical Research Council of South Africa (MRC)	1012710
Mine Health and Safety Council (MHSC)	1018671
Mining Qualifications Authority (MQA)	1018671
Municipal Infrastructure Investment Unit (MIIU)	1008794
National Agricultural Marketing Council (NAMC)	1012314
National Arts Council of South Africa (NACSA)	1016964
National Consumer Commission (NCC)	1018686
National Consumer Tribunal (NCT)	1018686
National Credit Regulator (NCR)	1018686
National Development Agency (NDA)	1018681

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<b>SCHEDULE 3A AND 3C</b>	
<b>NAME</b>	<b>DEAL CODE</b>
National Economic Development and Labour Council (NEDLC)	1018672
National Electronic Media Institute of South Africa (NEMISA)	1012317
National Empowerment Fund (NEF)	1009007
National Energy Regulator of South Africa (NERSA)	1018692
National Film and Video Foundation of South Africa (NFVFSA)	1016964
National Gambling Board of South Africa (NGBSA)	1018686
National Health Laboratory Service (NHLS)	1020629
National Heritage Council of South Africa (NHCSA)	1016964
National Home Builders Registration Council (NHBR)	1012711
National Housing Finance Corporation Limited (NHFCL)	1012711
National Library of South Africa (NLSA)	1016964
National Lotteries Board (NLB)	1018686
National Metrology Institute of South Africa (NMISA)	1018686
National Museum, Bloemfontein	1016964
National Nuclear Regulator (NNR)	1018667
National Regulator for Compulsory Specifications (NRCS)	1018686
National Research Foundation	1018680
National Student Financial Aid Scheme (NSFAS)	1020079
National Urban Reconstruction and Housing Agency (NURHA)	1012711
National Youth Development Agency (NYDA)	1020077
Nelson Mandela National Museum (NMNM)	1016964
Office of Health Standards Compliance (OHSC)	1012710
Office of the Ombud for Financial Service Providers (OOFSP)	1008791
Office of the Pension Funds Adjudicator (OPFA)	1008791
Performing Arts Council of the Free State (PACFS)	1016964
Perishable Products Export Control Board (PPECB)	1012314
Ports Regulator of South Africa (PRSA)	1012318
Private Security Industry Regulatory Authority (PSIRA)	1018674
Productivity SA	1018672
Public Service Sector Education and Training Authority (PSSETA)	1020079
Quality Council for Trades and Occupations (QCTO)	1020079
Railway Safety Regulator (RSR)	1012318
Road Accident Fund (RAF)	1012318
Road Traffic Infringement Agency (RTIA)	1012318
Road Traffic Management Corporation (RTMC)	1012318
Robben Island Museum (RIM)	1016964
Rural Housing Loan Fund (RHLLF)	1012711
Safety and Security Education and Training Authority	1020079
Servcon Housing Solutions (Pty) Ltd	1012711
Services Sector Education and Training Authority	1020079
Small Enterprise Development Agency (SEDA)	1018686
Social Housing Foundation (SHF)	1012711
South African Civil Aviation Authority (CAA)	1012318


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<b>SCHEDULE 3A AND 3C</b>	
<b>NAME</b>	<b>DEAL CODE</b>
South African Council for Educators (SACE)	1008792
South African Diamond and Precious Metals Regulator (SADPMR)	1018671
South African Heritage Resources Agency (SAHRA)	1016724
South African Library for the Blind (SALB)	1016964
South African Local Government Association (SALGA)	1008794
South African Maritime Safety Authority (SAMSA)	1009167
South African National Accreditation System (SANAS)	1018686
South African National Biodiversity Institute (SANBI)	1009167
South African National Energy Development Institute (SANEDI)	1018667
South African National Parks (SANPARKS)	1009167
South African National Space Agency (SANSA)	1018680
South African Qualifications Authority (SAQA)	1020079
South African Revenue Service (SARS)	1009020
South African Social Security Agency (SASSA)	1018681
South African Tourism (SATOUR)	1008793
South African Weather Service (SAWS)	1009167
Special Investigation Unit (SIU)	1012319
State Information Technology Agency (SITA)	1009024
Technology Innovation Agency (TIA)	1018680
The Co-operatives Banks Development Agency	1008791
The National English Literary Museum	1016964
The National Radioactive Waste Disposal Institute (NRWDI)	1018667
The National Skills Fund (NSF)	1008791
The Playhouse Company	1016964
The Social Housing Regulatory Authority (SHRA)	1012711
The South African Institute for Drug-free Sport	1018682
The South African National Roads Agency Limited (SANRAL)	1018673
The South African State Theatre (SAST)	1016964
Thubelisha Homes	1012711
Transport Education and Training Authority (TETA)	1020079
uMalusi Council for Quality Assurance in General and Further Education and Training (Umalusi)	1008792
uMsunduzi Museum	1016964
Unemployment Insurance Fund (UIF)	1018689
Universal Service and Access Agency of South Africa (USAASA)	1012317
Universal Service and Access Fund (USAF)	1012317
Urban Transport Fund (UTF)	1012318
War Museum of the Boer Republics	1016964
Water Research Commission (WRC)	1009167
Wholesale and Retail Sector Education and Training Authority (WRSETA)	1020079
William Humphreys Art Gallery	1016964
Windybrow Theatre	1016964

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**ANNEXURE C: MAXIMUM ALLOWABLE RATES FOR DOMESTIC ACCOMMODATION AND MEALS**

**Table 1: Maximum Allowable Rates for Domestic Accommodation and Meals**

Voucher Includes	BAND 1	BAND 2	BAND 3
	Room Only Tourism Levy VAT	Bed & Breakfast Tourism Levy VAT	Dinner, Bed and Breakfast Tourism Levy VAT 2 x soft Drinks at Dinner
<b>Graded Hotel, Boutique Hotel, Lodge or Resort</b>			
	BAND 1	BAND 2	BAND 3
1 Star	R 580	R 710	R 855
2 Star	R 900	R 1 030	R 1 230
3 Star	R 1 100	R 1 200	R 1 400
4 Star	R 1 250	R 1 350	R 1 550
5 Star	R 2 100	R 2 200	R 2 500
<b>Bed &amp; Breakfast, Country House or Guest house</b>			
	BAND 1	BAND 2	BAND 3
1 Star	R 300	R 450	R 630
2 Star	R 500	R 650	R 830
3 Star	R 900	R 1 050	R 1 230
4 Star	R 1 000	R 1 150	R 1 330
5 Star	R 1 200	R 1 350	R 1 530
<b>Self-Catering*</b>			
	BAND 1	BAND 2	BAND 3
1 Star	R 580		
2 Star	R 900		
3 Star	R 1 100		
4 Star	R 1 250		
5 Star	R 1 450		
<b>Meals**</b>			
	BAND 1	BAND 2	BAND 3
<b>Breakfast</b>	R 120	R -	R -
<b>Lunch</b>	R 150	R 150	R 150
<b>Dinner</b>	R 150	R 150	R -
<b>Total</b>	<b>R 420</b>	<b>R 300</b>	<b>R 150</b>
<p><i>Accommodation costs are assumed to be inclusive of Parking and Wi-Fi (if available), and exclusive of Laundry expenses.</i></p> <p><i>*Including Exclusive and Shared Facilities. Exclusive facilities offer travellers a sole occupancy unit consisting of one or more bedrooms and self-contained public areas e.g. kitchen, dining area and lounge. Shared Facilities consisting of one or more bedrooms and self-contained shared public areas e.g. kitchen, dining area and lounge.</i></p> <p><i>**Maximum amounts that can be claimed for meals. The claim for the actual amounts must be supported by a receipt.</i></p>			