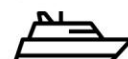




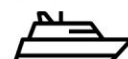
# SUBSISTENCE AND TRAVELLING POLICY





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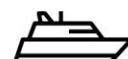
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Province of the  
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**Annexures** (i) Checklist for Subsistence and Travelling Claims and

(ii) S and T Claim forms

**1. INTRODUCTION**

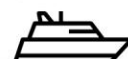
- 1.1 The department is committed to creating a working environment that is conducive to efficient service delivery and is sensitive to the circumstances of its employees.

**2. PURPOSE**

- 2.1 The purpose of this policy is to regulate the subsistence and travelling within the Department of Transport.

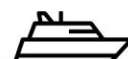
**3. DEFINITIONS**

- 3.1. **Accommodation:** means the rental of lodging facilities while away from one's place of abode, but on authorised official duty.
- 3.2. **Authorising Official:** means the Official who has delegated authority in terms of the Institution's delegations to approve travel requests and expenses.
- 3.3. **Air Travel:** means travel by airline on authorised official business.
- 3.4. **Delegated Official:** means an official or employee authorised in writing by the AO in terms of section 44 and 56, respectively, of the Public Finance Management Act, 1999 (Act No. 1 of 1999) or any other enabling legislation to exercise a power or perform a duty set out in the relevant legislation, subject to such conditions as may be determined by the relevant AO.
- 3.5. **Governance Committee:** means external members belonging to a body that provides oversight and assurance functions over the operations of an Institution.
- 3.6. **International Travel:** means travel outside the borders of the Republic of South Africa or outside the borders of the foreign country where the Official is based.





- 3.7. **Institution:** means all departments, constitutional institutions; public entities listed in schedule 2 and 3 to the PFMA, trading entities, organs of state and government components unless specified otherwise in this policy.
- 3.8. **Official:** means any person employed by, or seconded to, a department, constitutional institution; public entity listed in schedule 2 and 3 to the PFMA, trading entities, organs of state and government components, unless specified otherwise in this policy.
- 3.9. **Official Business:** means performing the Institution's functions in terms of their mandate and strategic, operational and performance plans.
- 3.10. **Place of Duty:** means the place, other than the Place of Work, where the Official performs official business or is otherwise on duty, e.g. an external meeting venue, conference venue or workshop.
- 3.11. **Place of Work:** means the place of work identified in the Official's contract of employment.
- 3.12. **Subsistence Allowance:** means the money paid to a Traveller travelling on Official Business to cover cost of travel, meals, and other associated expenses.
- 3.13. **Travel Authorisation Form:** means the official form utilised by the Institution reflecting the detail and order number or unique authority number of the trip that the relevant Authorising Official approves.
- 3.14. **Traveller:** means a person travelling at the behest of the Institution on Official Business.
- 3.15. **Travel Advance:** means the funds advanced to an Official or Traveller prior to embarking on an official trip.





3.16. **Travel Expenses:** means expenses incurred by a Traveller while he/she is on an Official Business trip. Examples of Travel Expenses may include money spent on lodging, transportation and meals.

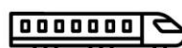
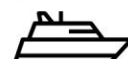
3.17. **Travel Advance:** means the funds advanced to an Official or Traveller prior to embarking on an official trip.

#### **4. SCOPE OF APPLICABILITY**

4.1. This policy is applicable to all permanent employees, those on fixed term contract in the Department, including the interns, candidates attending interviews or other official business such as officials attending Audit Committee meetings.

#### **5. LEGISLATIVE FRAMEWORK**

- a) Constitution of the Republic of South Africa, Act No 108 of 1996
- b) Treasury regulations
- c) National Travel policy Framework
- d) Cost Containment Instructions issued by National Treasury
- e) PSCBC Resolution 3 of 1999 - Remunerative Allowances and Benefits
- f) Public Finance Management Act, Act No. 1 of 1999
- g) Public Service Act, No. 103 of 1994
- h) Tariffs for the use of Motor Transport as determined by the Department of Transport
- i) Any instruments, directives or standards issued in terms of any of the above legislation, as it relates to travel.
- j) Financial Manual issued by the DPSA.
- k) Public Service Handbook for SMS and
- l) Circular 4 of 2006 for Middle Management.



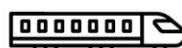
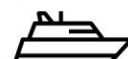


## 6. ACRONYM

AO	Accounting Officer
CFO	Chief Financial Officer
DOA	Delegation of Authority
DPSA	Department of Public Service and Administration
MMS	Middle Management Service
NTPF	National Travel Policy Framework
PFMA	Public Finance Management Act, No.1 of 1999.
S&T	Subsistence and Travel
SARS	South African Revenue Services.
SMS	Senior Management Service
TA	Travel Agent

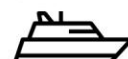
## 7. GENERAL PRINCIPLES

- 7.1. Each Traveller must exercise good and ethical judgement when incurring Travel Expenses.
- 7.2. Each Traveller must obtain prior approval from the Authorising Official for any travel arrangements.
- 7.3. The Authorising Official must consider, prior to approving travel requests:
  - a) The necessity to travel; limited to the absolute critical trips in support of the Institution's mandate
  - b) The benefit to the Institution;
  - c) Use of alternative face to face technologies i.e. Skype, video conference; and





- d) Compliance with the Institution's Travel Policy
- 7.4 Each Traveller conducts business in a manner that excludes considerations of personal advantage while complying with all applicable policies.
- 7.5. Each Traveller must safeguard the State's information and assets while travelling on Official Business and must avoid compromising on that security.
- 7.6 Each Traveller must maintain, for Official Business purposes, the validity of necessary personal travel documents such as a passport, visa, international driver's licence, etc. The Traveller may claim any justifiable costs of doing so from the department where the relevant Authorising Official provides prior approval.
- 7.7 The department must limit International Travel to critical trips and limit the number of the delegation to Travellers directly involved in the subject matter of the meeting or event.
- 7.8 All requests for International Travel must include the following:
- a) A motivation for the visit, especially its benefit for the Government and the country;
  - b) The financial implications of the visit; and
  - c) The support delegation, including the roles of each Official.
- 7.9 Motivation for International Travel does not apply in cases where South Africa has signed an international treaty with the particular country being visited (e.g. the Convention for Nuclear Safety) and, or, where an Institution is charged with a mandate to execute such an international treaty on behalf of the State.
- 7.10 Before a Traveller departs to an international destination, he or she is responsible for obtaining, with the assistance of the Travel Agent, information relating to the following:



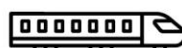
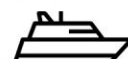




- a) What is the most appropriate method of payment for Accommodation and services, e.g. cash, virtual cards, cash cards, daily allowance advance or foreign debit cards;
- b) What is the most practical currency;
- c) Consult a travel clinic well in advance where inoculation is required;
- d) Take cognisance of the political and security situation in the country; and
- e) Confirm the applicable business etiquette.

## **8. COST CONTAINMENT MEASURES**

- 8.1 Accounting Officers must implement policies and procedures to restrict the number of Officials and, where applicable, persons appointed on policy considerations travelling to the same event, conference, consultation or meeting to reasonable and necessary representation, including representations to Parliament or Provincial Legislatures.
- 8.2 Delegations to the same event, conference, consultation or meeting may not exceed three (3) Officials or, where applicable, persons appointed on grounds of policy, if approved in advance by the relevant AO or Delegated Official.
- 8.3 The provisions of paragraphs 8.1 and 8.2 above do not apply to –
  - (a) AOs of departments;
  - (b) Deputy directors-general or persons holding equivalent ranks in departments
  - (c) Persons appointed on grounds of policy considerations in terms of section 12A of the Public Service Act, 1994.
- 8.4. Flat rate of R3.61 per kilometers be used for all travel claims. Only in exceptional cases may approval from the Head of Department be sought for a rate higher than R3.61 but not exceeding predetermined ceiling rate (R5.00 per km)

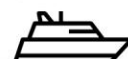




- 8.5. The introduction of a database of standardize trip descriptions and distances signed by Director/authorizing official will be introduced. Any distance that is claimed above 10% of the standard trip distance should be accompanied with a motivation for deviation.
- 8.6. Vehicle specifications be approved between the departmental transport officer and the claimant annually.
- 8.7. The department to consider, if it is more feasible, to issue claimants who travel more than 21000 kilometers per year, either with a fleet vehicle or subsidized vehicle.
- 8.8. The department to introduce standardized trip purpose categories, for example, and.
  - a) **Service delivery** – The purpose of the trip is toward department sustaining or achieving its service delivery objectives
  - b) **Administration** - The purpose of the trip is to fulfil some administrative objective of the department, including internal meeting, workshops, delivering or collecting a document and supervising staffs.
  - c) **Training/conferences** – The purpose of the trip is to attend training or a workshop that serves to improve the employee’s skills or maintaining professional development
- 8.9. The department to introduce limits the number of claimants to an event to one claim for every two participants in the event.

## 9. AUTHORISATION

- 9.1. Travellers are not allowed to approve their own travel requests and travel expenditure.
- 9.2. Where the Traveller is the Head of Department, and on condition that segregation of duties is upheld, the CFO must confirm the expenditure prior to departure in terms of a specific delegation of authority from the higher authority.

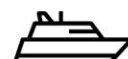




- 9.3. All travel approvals must be in writing and signed by the Authorising Official prior to departure. In cases where obtaining verbal authorization from the Authorising Official, it is the responsibility of the Traveller to have the authorisation ratified by the Authorising Official.
- 9.4. The Accounting Officer or Delegated Official may, in terms of the applicable legislation allowing department to delegate, delegate the approval of the following:
- i. Domestic Trips with its related expenses related to:
    - Air Travel
    - Ground Transportation
    - Accommodation
  - ii. International Trips with its related expenses related to:

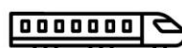
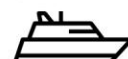
## 10. GROUND TRANSPORTATION

- 10.1. The Institutions must utilize the most cost-effective mode (e.g. Car Rental, public transport, Shuttle Service, etc) of transportation at all times.
- 10.2 Travellers are encouraged to make use of public transport (i.e. Uber, Gautrain, taxi, etc.) or Shuttle Services when travelling to and from the airport if it is safe and more cost effective than the cost of Car Rental and, or, the cost of parking and, or, kilometres claimed.
- 10.3 When the Traveller is travelling by air on a one-day visit to another Institution, he or she must, where possible, make arrangements with the relevant Institution to be picked up from and dropped off at the airport.
- 10.4 In cases where the trip includes both air and road travel, Travel Agent/authorizing official must select the mode and combination thereof that is the most cost-effective, taking into account the cost of the trip, time consumed and productivity.





- 10.5 Where a number of Travellers/Officials are attending the same official function or meeting, they must at all times attempt to reduce the cost to the Institution by using one vehicle where circumstances permit. This provision also applies to SMS Officials.
- 10.6 Only Officials (permanent and contracted) have the authority to drive rental vehicles and institutional fleet vehicles. In exceptional circumstances, Institutions may authorize other Travellers to drive rental vehicles or institutional vehicles for official purposes, subject to the completion of all relevant indemnities and approval in terms of the departmental delegations.
- 10.7 Institutions must manage claims against the State in terms of applicable legal frameworks and the law.
- 10.8 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 own personal account, whilst using an institutional or rental vehicle.
- 10.9 The Traveller must take every precaution to safeguard a rental or institutional vehicle against damage, theft or irregular use while driving it and when it is parked.
- 10.10 Travellers must make use of the most cost-effective and safe ground transport mode when traveling internationally, e.g. public transport, renting of vehicles, transfer or Shuttle Services.
- 10.11 A Professional Driving Permit (PDP) is required to drive a minibus or bus with seating for more than twelve (12) passengers including the driver. Institutions must ensure that the Travel Agent request that a copy of the PDP of the designated driver is submitted when booking a minibus or bus to transport Travellers for Official Business.



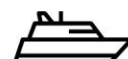


## 11. USE OF INSTITUTIONAL VEHICLES

- 11.1. Officials (permanent and contracted) must use institutional fleet vehicles if they are available, as opposed to renting vehicles for official business trips. In exceptional circumstances, Institutions may authorise other Travellers to drive institutional vehicles for official business purposes, subject to the completion of all relevant indemnities and approval in terms of the departmental delegations.
- 11.2 In cases where Institutions provide for the use of institutional vehicles for official purposes by Officials at the level of DDG, institutions must address the usage and rules related thereto in the Institution's Travel Policy. The Institution's Travel Policy must take into account the tax implications of such usage.
- 11.3 The utilisation of institutional vehicles by Institutions to transport Officials between their residence and Place of Work must be read together with the Financial Manual issued by the DPISA and PSCBC Resolution 3 of 1999.
- 11.4 Where institutional vehicles are used, Institutions do not pay claims, except in unforeseen circumstances, such as breakdowns and refueling.

## 12 USE OF PUBLIC TRANSPORTATION

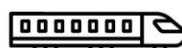
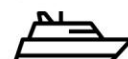
- 12.1. The Traveller will be reimbursed when making use of public transport for official business with prior authorization of the trip.
- 12.2 The Traveller must submit a receipt as proof of payment.
- 12.3 In the absence of the proof of payment, the Traveller must submit an affidavit, signed by the Traveller and ratified by a Delegated Official as per the departmental delegations, detailing the cost incurred and the reason/s for the absence of the receipt or proof of payment.





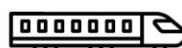
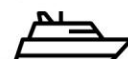
### 13 USE OF PRIVATE VEHICLES

- 13.1 This is the use of private vehicles by Senior Managers / Middle Managers who have structured an amount as a vehicle allowance on their salaries and, or, who receive such an allowance or through a subsidised vehicle allowance scheme.
- 13.2 For departments, 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.
- 13.3 Any journey between an Official's residence and normal Place of Work constitutes a private journey. Where the Institution requires an Official to attend to official business matters at the normal Place of Work on a weekend or public holiday and such day is not a normal working day, the trip is an official business trip. If required to return to the normal Place of Work after hours such trip is an official business trip.
- 13.4 In cases where the Official departs from his or her residence directly to a Place of Duty and, or, returns from such a venue directly to his or her residence, that is an official business trip. In such cases, when submitting claims, the Official must subtract the normal distance between his or her residence and Place of Work from the total distance travelled to the Place of Duty if the former is less than the latter. Institutions do not pay claims when the normal distance between an Official's residence and Place of Work is more than the total distance travelled to the Place of Duty.
- 13.5 When an Official is required to make use of his or her private vehicle for official business purposes, the Official must obtain travel authorisation prior to commencing with the journey, if the use of the private vehicle will save time and reduce costs.
- 13.6 In cases where an Official travels to an official event in his or her private vehicle without prior approval, the Institution will not reimburse the Official.





- 13.7 Under no circumstances are Institutions to pay fuel advances for the use of privately owned vehicles.
- 13.8 When private vehicles are used by senior managers/ middle managers receiving a vehicle allowance to enable him or her to purchase, lease, rent or otherwise procure a vehicle for official business purposes, the Institution applies the following:
- a) Requirements regarding the vehicle and its use:
    - i. The senior manager/ middle manager is obliged to maintain a reliable vehicle to be used for official journeys;
    - ii. The senior manager/ middle manager must have his or her vehicle (or a substitute vehicle) available for official journeys;
    - iii. As far as possible, the senior manager/ middle manager is obliged to provide free transport to Officials travelling to the same destination on an official return journey; and
    - iv. If the Senior Manager/ Middle Manager uses his or her private vehicle to carry out official duties, the Institution will, on receiving an approved claim, reimburse the senior manager/ middle manager for the official kilometres travelled, according to the Tariffs for the Use of Motor Transport, as determined by the Department of Transport, the SARS rates, or other service conditions as elected by the Institution.
  - b) If the senior manager/ middle manager undertakes an official business trip, and his or her vehicle is undergoing repairs or service, the senior manager/ middle manager may obtain and utilise another private vehicle. On receiving an approved claim, the senior manager/ middle manager will be reimbursed for the official kilometres travelled, as if he or she used his or her own private vehicle, according to the Tariffs for the Use of Motor Transport, as



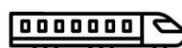
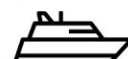


determined by the Department of Transport, the SARS rates or other service conditions, as elected by the Institution.

- c) The senior manager/ middle manager must, with prior approval, use his or her private vehicle for all official business, except in cases where:
- i. a specific duty is to be performed which requires the use of a specific type of vehicle;
  - ii. an official journey was undertaken to a place to which he or she did not travel with his or her private vehicle, e.g. travelled by air to another destination;
  - iii. the Official was required to leave from his or her residence or Place of Work to a place from where he or she will depart on an official journey and back; e.g. air transport;
  - iv. it will be unreasonable to expect from a senior manager / middle manager to use his or her private vehicle for the official journey to a place that is not accessible with the specific type of private vehicle, e.g. road conditions; and, or,
  - v. other means of transport would be more cost-effective and, or, practical (public transport, uber, gautrain, shuttle services etc.).

## **14 THE USE OF PRIVATE VEHICLES BY ALL OTHER OFFICIALS**

- 14.1 For departments, the Institution must only approve the use of private vehicles for official business purposes in exceptional circumstances if institutional vehicles or public transport is not readily available to undertake such official journey.

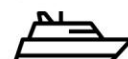






## 15 CAR RENTAL

- 15.1 AOs are responsible for the cost-effective management of travel reimbursement and Car Rental expenses.
- 15.2 The Travel Agent must book a rental vehicle for the period that it is actually required for official business.
- 15.3 The Traveller must return the vehicle within the specified rental period or notify the Car Rental Company. The Department must hold the Traveller responsible for the additional charges for the late return of the vehicle.
- 15.4 If the Traveller needs to extend the rental period for official business purposes, the Traveller must obtain prior approval and the TMC will issue a Travel Voucher for the extended period.
- 15.5 When renting a vehicle, the Institution must give cost consideration 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.
- 15.6 The Institution shall only allow the designated driver to drive the rental vehicle at any time.
- 15.7 Any extra charges for special requests such as special models, colour, personal indemnity insurance, etc. (excluding those mentioned in paragraph 15.5.3 below) are the sole responsibility of the Traveller and will be settled directly with the Car Rental Company. The Institution will not be liable for any charges. If the Traveller does not immediately settle the additional expense, the Institution will cover the initial cost, and if the Traveller is found liable, recover the amount from the Traveller.
- 15.8 The Traveller are to use the rental vehicle only for official business purposes.





15.9 If the Traveller extends his or her stay for personal reasons, the charges are for the Traveller's own personal account. The Traveller must enter into a separate rental agreement for the period conducting personal travel.

## 16 AIR TRAVEL

16.1 Travellers must plan official travel well in advance to take advantage of the cheaper economy class fares (e.g. V, S, N, Q class tickets) which requires bookings/reservations be made, where possible, at least seven (7) working days prior to departure. The most cost effective options are available when making bookings/reservations more than fourteen (14) days prior to departure.

16.2 Institutions, through their Travel Bookers and, or, TMCs, must make every attempt to reduce travel costs by comparing the cost advantage of using alternative transport modes.

16.3 Institutional policies must address the use of flexible ticket options as follows:

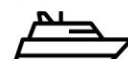
- a) Non-flexible tickets for the departure and return flight;
- b) Non-flexible tickets for the departure flight only;
- c) Flexible tickets for the departure and return flight.

## 17. CLASS OF TRAVEL (AIR TRAVEL)

### 17.1. Air Travel arrangements for departments and constitutional institutions

17.1.1 Employees of departments 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, unless approved otherwise by the AO or Delegated Official.

17.1.2. For flights that are **five (5) hours or less**, business class tickets may only be purchased for:





- a) 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

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

- a) Deputy Directors-General and Chief Directors or persons holding equivalent ranks in a department<sup>1</sup>;
- 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);
- c) Employees at the level of management that report directly to the Officials employees referred to in paragraph (e) above; and.
- d) Non-executive members serving on any Governance Committee of a department or constitutional institution.

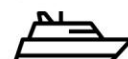
17.1.4. AOs or Delegated Officials of departments may approve the purchase of business class tickets –

- a) For Travellers with disabilities;
- b) For Travellers with special needs;
- c) In cases where economy class flights are not available; or
- d) Where the business class ticket is the same price or cheaper than the economy class ticket to the same destination.

## 17.2. CHANGES TO AIR TICKETS

17.2.1 The Traveller must limit the number of changes to air tickets.

17.2.2. If exceptional circumstances necessitate a change to a booking, it must be authorised by the AO or Delegated Official, irrespective of whether it has a cost implication. The delegated authorities must keep these changes to a minimum to mitigate the incurrence of fruitless and wasteful expenditure.





17.2.3. The cost associated with changes will be subject to the rules of the particular airline and may include penalty fees.

17.2.4. The cost incurred because of changes requested by a Traveller for his or her convenience or lack of discipline will be for the Traveller's personal account. If the Traveller does not immediately settle the additional expense, the department will cover the initial cost, and if the Traveller is found liable, recover the amount from the Traveller.

17.2.5. The Department will carry the cost for changes because of changed business requirements or any circumstances outside the Traveller's control, and if such expense is not justifiable, it is fruitless and wasteful expenditure.

### **17.3. CANCELLATIONS AND REFUNDS**

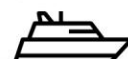
17.3.1 The Traveller must inform the Travel Agent immediately if he or she realises that they will not be able to take a specific flight.

17.3.2. If the Traveller will not 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), the ticket must be cancelled immediately and a refund must be obtained.

17.3.3. If the Traveller will be travelling 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), the ticket must be immediately amended to the new date if the exact date is known at the time.

17.3.4. The Traveller must inform the Travel Agent 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, the Institution must request the Travel agent to cancel the ticket prior to the expiry date.

17.3.5. If the Traveller fails to inform the Travel Agent before the ticket expires and a cancellation fee is incurred, the Institution will cover the initial cost, and if the Traveller is found liable, recover the amount from the Traveller.





17.3.6. Where non-refundable tickets are cancelled, the Travel Agent must disclose the amounts of taxes recoverable and the Travel agent must recover the taxes and credit the Institution accordingly.

## **18. ACCOMMODATION**

18.1 The Institution will carry the cost of Accommodation for all Travellers who are travelling on official business.

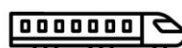
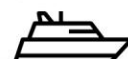
18.2 The Travel Agent must ensure that the domestic Accommodation costs do not exceed the maximum allowable rates referred to in the Domestic Accommodation Rate Grid set out in National Treasury cost containment directives.

18.3. The AO or Delegated Official may only approve Accommodation costs that exceed the amount prescribed in the Domestic Accommodation Rate Grid:

- (a) during peak holiday periods<sup>2</sup>; 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.

18.4 The AO or Delegated Official must ensure that overnight Accommodation for Travellers is limited to instances where the distance travelled by road (by the Traveller) exceeds 300 kilometres to and from the destination (return journey), unless approved otherwise by the AO or Delegated Official.

18.5. Special dietary requirements must be considered when the most relevant Accommodation option is booked. If the accommodation establishment does not have dinner facilities or does not cater for special dietary requirements, then a room excluding meals must be booked (bed-and-breakfast or room only) and the Traveller may claim a subsistence allowance for his or her meals.



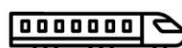
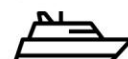


- 18.6. The Traveller must check out at time of departure, verify the cost on the invoice, sign the final invoice and settle any other expenses. If the Traveller fails to check out and not settle the additional charges and not sign the invoice, the Institution will settle the account, and if the Traveller is found liable, recover the amount from the Traveller.
- 18.7. Only the services as approved and described on the Travel Voucher that correspond with the Travel Authorisation Form is for the account of the Department and the Travel agent only invoices this to the department. The Department instructs the Travel agent to invoice all other unauthorised expenses separately to the Institution.
- 18.8. The Traveller is not allowed to redeem an Institution's Travel Accommodation Voucher or part thereof for cash. Such action is misconduct and must be dealt with in terms of the Institution's Disciplinary Policy.

## 19. CLASS OF TRAVEL (ACCOMMODATION)

- 19.1 Institutions may enter into agreements, through the normal prescribed procurement process, with Accommodation facilities to secure rates that are lower than those prescribed in the Domestic Accommodation Rate Grid.
- 19.2. The Domestic Accommodation Rate Grid determines the maximum allowable rate per star grading within which a Traveller is allowed to be accommodated in accordance with his or her organisational level/designation.
- 19.3. The AO or Delegated Official must utilise the information contained in **Table** below to reflect equal and appropriate organisational levels/designations in the Institution's Travel Policy to determine the class of Accommodation that a Traveller must book.

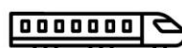
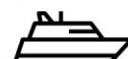
**Table 1: Maximum star grading per organisational level/designation for local and international Accommodation**





Level/Designation	Domestic Accommodation Star Grading or similar (including other lodging)	International Accommodation Star Grading or similar
AO of a department	5 Star	5 star
Deputy Directors-General in a department,	4/5 Star	4 star
Chief Directors, Directors	3/4 Star	4 star
Deputy Directors, Assistant Directors	3/4 Star	4 star
Junior management and other Officials	3 Star	3 star

- 19.4. If a negotiated rate for a specific star grading is equivalent to or lower than the rate for the lower star grading, the Institution may accommodate the Traveller in the establishment with the higher star grading. This means that a Traveller 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.
- 19.5. 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:
- the higher star graded establishment is the only available option due to location and availability or





- (b) The Institution has negotiated lower rates with the higher star graded establishment<sup>3</sup>.

19.6. Notwithstanding the provisions of paragraph 19.3 above, the AO or Delegated Official may approve a different class of accommodation that a Traveller is allowed to book only if such is an operational requirement.

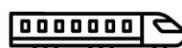
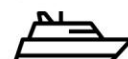
## **20. NO-SHOWS AND CANCELLATIONS**

20.1 The Traveller is responsible to notify the Travel Agent of any cancellations of reserved Accommodation as soon as he or she becomes aware of the fact. The Traveller must familiarise themselves with the cancellation policy of the specific establishment, to avoid fruitless and wasteful expenditure.

20.2. The Traveller must, where it is within his or her ability to, inform the Travel agent or the establishment if he or she expects to be arriving later than the expected arrival time, to ensure that the reservation is not cancelled or a cancellation fee is incurred.

20.3. If the Traveller does not check in at all, where it is within his or her ability to do so, without any prior notification to the Travel agent or the establishment, a no-show fee may be charged. In such cases the Institution will settle the account, and if the Traveller is found liable, recover the amount from the Traveller.

20.4. If the Traveller fails to inform the Travel agent, where it was in his or her ability to cancel the booking in time, and a no-show or cancellation fee is incurred, the fee is regarded as fruitless and wasteful expenditure. In such cases the Institution will settle the account, and if the Traveller is found liable recover the amount from the Traveller.







## **21. ADDITIONAL EXPENSES**

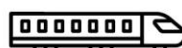
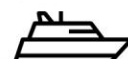
- 21.1 All additional expenses such as private phone calls, newspapers, alcoholic beverages, toiletries, movies, gratuity for porters or waiters, etc. is for the Traveller's own personal account. The Traveller must settle these expenses at the time of departure.
- 21.2. If the Traveller fails to settle the additional charges at time of check-out, the Institution will settle the account, and if the Traveller is found liable, recover the amount from the Traveller.

## **22. LAUNDRY/IRONING/DRY CLEANING FOR DOMESTIC TRAVEL WHILE STAYING IN A STAR GRADED ESTABLISHMENT**

- 22.1 Reasonable actual expenditure for laundry, ironing or dry cleaning may be reimbursed to a Traveller, when staying in an Accommodation establishment for longer than five days, not exceeding R180 (irrespective of the total items to be submitted) on day five, and continuously every 5 days thereafter. Travellers must submit receipts at all times with the claims and Institutions do not accept affidavits in lieu of receipts.
- 22.2. Should a Traveller move to more than one Accommodation establishment during the same official business trip, laundry, ironing or dry cleaning may be claimed at each establishment, not exceeding R100 per establishment. Travellers must submit receipts at all times with the claims and Institutions do not accept affidavits in lieu of receipts.

## **23. LAUNDRY/IRONING DRY CLEANING FOR INTERNATIONAL TRAVEL**

- 23.1 Reasonable actual expenditure for laundry, ironing or dry cleaning may be reimbursed to a Traveller when staying in an international Accommodation establishment, after the third day in the establishment. A maximum of eight items every two days may be laundered or dry cleaned. The Traveller must obtain prior approval for such expenses. Travellers must submit receipts at all times with the claims and Institutions do not accept affidavits in lieu of receipts.





23.2. A Traveller may have five items ironed on arrival at the international Accommodation establishment. Should a Traveller move to more than one Accommodation establishment or country during one official business trip, he, or she is allowed to launder five items at each establishment / country. The Traveller must obtain prior approval for such expenses. Travellers must submit receipts at all times with the claims and Institutions do not accept affidavits in lieu of receipts.

## **24. PRIVATE ACCOMMODATION**

24.1. Travellers may choose to make use of private Accommodation (staying with family or friends) when they have approval to spend at least one night away from home for official business purposes,

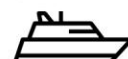
24.2. Institutions will compensate Travellers the Fixed Daily Subsistence Allowance rate.

## **25. SUBSISTENCE ALLOWANCE**

- a) Part XII and XIII of PSCBC Resolution 3 of 1999 makes provision for two kinds of allowances namely:
  - i) Special daily allowance: Paid to compensate for incidental expenses when actual expenses are claimed.
  - ii) Fixed daily subsistence allowance: Payable when the Traveller is not claiming the actual expenses.
- b) Food and beverages means the purchases of food and beverages served over the counter (take-away) or in a restaurant.
- c) Incidental cost means requisitions of minor, casual or sub-ordinate nature, for example telephone cost, toll fees, parking fees, making of photocopies when on an official business trip.

## **26. DOMESTIC TRIPS LONGER THAN 24 HOURS**

- a) Allowances for official domestic trips apply when Travellers are away from their Place of Work for twenty four (24) hours or longer. It is recorded hourly thereafter.





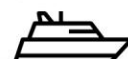
- b) The calculation of the allowance will take effect from the hour that the Traveller departs from his or her Place of Work or residence (whichever one is the latest) and will end on the hour when the Traveller arrives back at his or her Place of Work or residence (whichever is the earliest) on a pro-rata basis.
- c) When a Traveller stays in a guest house or hotel that does not provide for meals, he or she qualifies for the Special Daily Allowance.
- d) If a Traveller makes use of private Accommodation while on an official business trip, the Institution compensates the Traveller at the Fixed Daily Subsistence Allowance, on a pro-rata basis, as announced by the DPSA annually or the rate set by a public entity in terms of the Institution's Travel Policy.
- e) Subsistence allowances claimed by the Travellers of the Institution are dependent on the Institution's Travel Policy. The Minister for Public Service and Administration determines with effect from 01 April every year, the maximum subsistence and camping allowances payable. These tariffs for domestic travel are prescribed in terms of Part XII and XIII of PSCBC Resolution 3 of 1999 These allowances are:

- i. Special daily allowance

If a Traveller must take an official business journey that lasts for 24 hours or longer, for each day or part of a day on the journey, he or she may **claim reasonable actual expenditure** on Accommodation plus an allowance as annually determined by the DPSA. Special daily allowance is paid to compensate for incidental expenses for which it is difficult to obtain receipts e.g. newspapers from street vendors when claiming actual expenses.

- ii. Fixed daily subsistence allowances

If a Traveller must take an official business journey that lasts for 24





hours or longer, for each day or part of a day on the journey, he or she, may claim the fixed daily allowance in **circumstances where actual expenses are not claimed**. The amount is annually determined by the DPSA.

f) Meal Allowance

i. Meal allowances can be claimed in the following circumstances:

Breakfast – R50.00

- If it is not included in the Accommodation arrangements; and, or,
- If the Traveller leaves his or her residence or Place of Work before 06h00.

Lunch – R75.00

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

Dinner - R75.00

- If it is not included in the Accommodation arrangements; and, or,
- If the Traveller returns to his or her residence or Place of Work after 20h00.

ii. The Institution must determine the meal allowance amounts within the maximum amounts as prescribed by the National Treasury Cost Containment directives.

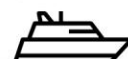
iii. The maximum allowable amounts for meal allowances are contained in National Treasury's cost containment directives.

iv. Tips/gratuity on meals are for the Traveller's own account.

v. Room service is for the Traveller's own account.

vi. Receipts for meals must be kept and must be attached to the claim form.

vii. In cases where receipts are lost, the Traveller must submit an affidavit.





The claim can only be processed once approval has been obtained from the AO or Delegated Official.

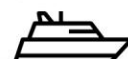
- viii. Institutions do not reimburse Travellers for any consumable items taken from mini bars in an Accommodation establishment. .
- ix. Travellers cannot claim subsistence allowance for meals if the rate of the Accommodation establishment already includes dinner and, or, breakfast or if the host provides lunch, or if the conference fee includes lunch and, or, dinner.

## **27. DOMESTIC TRIPS LESS THAN 24 HOURS**

- a) When an official business trip is less than 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. Where the Traveller leaves his or her Place of Work or residence before 06h00 and only returns to his or her Place of Work or 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) The Traveller must submit proof of the expenditure and must have the claim approved by the AO or Delegated Official.

## **28. INTERNATIONAL TRIPS**

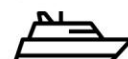
- a) The Minister for the Public Service and Administration determines, in terms of section 3(5)(a) and 5(6)(b) of the Public Service Act, 1994, read with Part V/E 2(a) of the Public Service Regulations 2016, the daily allowances in respect of certain countries for official visits abroad that will be effective 1 March of each year.
- b) For International Travel, the different allowance rates for the different





destination countries are annually disclosed in the Financial Manual issued by the DPSA and annually gazetted by SARS. Institutions may use either of these documents when calculating the allowance.

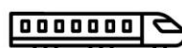
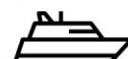
- c) The foreign daily allowance of the country of destination must be utilised to calculate the allowance.
- d) Allowances for International Travel must be calculated where the Traveller is away from his or her Place of Work for twenty four (24) hours or longer, and hourly thereafter. The calculation of the allowance shall take effect three (3) hours before flight departure and shall end three (3) hours after the return flight has landed.
- e) If the Traveller travels from the country of destination to another country, the foreign daily allowance of the next country of destination is payable from the time that the Traveller departs from the first country of destination, up to when the Traveller departs from the next country of destination.
- f) When Traveller returns to South Africa from abroad, a South African daily allowance (equal to the amount in respect of meals as well as incidental expenditure), will be payable to the Traveller, from his or her departure out of the last country of destination up to the reasonable time of arrival at his or her Place of Work or residence.
- g) If a flight to the country of destination is not a direct flight and the Traveller will have to spend a period of time in transit in a country other than the country of destination, the foreign daily allowance applicable to the country of destination, is payable to the Traveller.
- h) No proof of expenditure is required for the payment of a foreign daily allowance to Travellers.
- i) The purpose of the foreign daily allowance is to reimburse a Traveller for expenditure in respect of meals and incidental expenditure (e.g. Tips/gratuities, private telephone calls, newspapers and refreshments) and





is payable to all Officials of department on international trips.

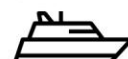
- j) If an Institution is using the DPSA allowance rates for international travel, then the increased foreign daily allowance as set out in the Financial Manual, is payable to the Accounting officers/Directors-General of departments and constitutional institutions; mentioned in the first Schedule of the Public Service Act, 1994. Accounting authorities of public entities, chief executive officers of public entities or any other person in charge of a public entity.
- k) The increased foreign daily allowance as set out in the Financial Manual, is also payable to Travellers (irrespective of rank) accompanying a Minister or Deputy Minister or a Traveller who accompanies the Minister, Deputy Minister or Head of Department for the period that he or she accompanies the Minister, Deputy Minister or Director General on their travels to reimburse the employee for expenditure in respect of meals and incidental expenditure.
- l) The Institution must apply the double claiming exclusion to all allowances. For International Travel, the Institution does not pay the Traveller's actual expense claim where it is covered in terms of an allowance. Meals included in Accommodation rates will be excluded from the allowance e.g. claims are not permitted where breakfast is included in the Accommodation rate.
- m) When expenditure on Accommodation is wholly covered by public funds, the Traveller is compensated on the following basis
  - i. In the event of official visits to the countries listed:
    - a) The reasonable actual expenses in respect of Accommodation, dry cleaning and laundering and
    - b) 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:

- a) The reasonable actual expenses in respect of Accommodation, dry cleaning and laundering.
  - b) The reasonable actual cost of three meals per day; and
  - c) 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.).
- n) The amounts set out in the Financial Manual per country are maximum amounts. When accommodation expenditure and related expenses are wholly or partially sponsored by the host, or where part of the meals (e.g. breakfast included in hotel accommodation expenses) is paid by the Institution the payment of a reduced special daily allowance must be considered.
- o) The Institutions must make provision in their institutional policies for the payment of such reduced amounts. In the formulation of such a policy, Institutions are strongly advised to consider the following breakdown of the special daily allowance to determine the reduced special daily allowance to be paid:
- 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.





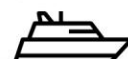


## 29. EXCHANGE RATES

- i. The rand value of expenses relating to the journey is calculated by using the exchange rate utilized by commercial banks to sell the currency concerned on the day on which the Traveller departs abroad.
- ii. If the Traveller is of the opinion that the date utilised for the calculation of the rand value of the expenses claimed, is prejudicial to him or her and there is sound reasons as to why another date should be utilised in his or her case and that another date should be utilised for the calculation of the rand value of a particular expense incurred in connection with the journey, the Traveller must, before he or she submits the claim, apply in writing to the relevant Delegated Official that another date be used and set out reasons for the request.
- iii. Losses suffered by a Traveller due to an unfavourable exchange rate at the conversion of foreign currency upon his or her return from a journey abroad, are regarded as expenses relating to the journey abroad and must be claimed by the employee as part of his or her claim.
- iv. In calculating the rand value of losses suffered as a result of the conversion of rands to foreign currency and vice versa, the losses suffered will be limited to the maximum amount approved for the journey (excluding expenses incurred before the journey). Losses suffered in relation to private money taken by the employee additional to such maximum amount will be for the account of the employee.

## 30. EXTRA-ORDINARY ALLOWANCE:

- 30.1. It is advisable for Institutions to make provision in their Institutional Policy to pay Extra-ordinary allowances, where Travellers perform duties in remote areas and, or, harsh conditions (e.g. at sea or at remote research sites away from established infrastructure, including working outside of outside offices, incurring overtime for continuous periods including part or all of a weekend in the execution of the Institution's mandate). Such an allowance must be approved by the AO or





Delegated Official, where the AO or Delegated Official decides that the conditions are extraordinary enough in exposing the employee to extreme harsh working conditions.

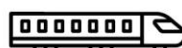
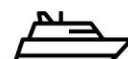
### **31. ADVANCES FOR TRAVEL**

31.1. To avoid undue hardship to Travellers, the Institution may grant Travel Advances to qualifying Travellers to defray travel and subsistence costs under the following conditions:

- a) Travel Advances will be calculated for meals, private transportation and accommodation cost if not booked via the Travel agent;
- b) Where possible, the Travel Advance should be approved by the Authorising Official, seven (7) working days prior to the trip;
- c) Travel Advances are not paid out more than three (3) days prior to departure;
- d) For International Travel, the Institution may facilitate the procurement of foreign currency upon receipt of the Minister's approval or the relevant AO or Delegated Official.
- e) The AO or Delegated Official must approve the need for Travel Advances that are included in the financial implication of all submissions.
- f) Advances will not be granted to Travellers with any outstanding advances or as determined by the Institution's advance policy.
- g) If an official business trip is cancelled and the Traveller does not pay the full Travel Advance amount to the Institution within seven (7) days after the cancellation date, the amount will be deducted from the Traveller's salary, subject to applicable legislation.

### **32. KILOMETRE TRAVEL CLAIMS**

32.1. The Traveller must attach the kilometre calculation to the claim form setting out the expenditure claimed to verify that the kilometres claimed are reasonable. The Traveller must attach proof of a reputable map (e.g. Google maps), confirming the distances between the two locations.





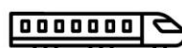
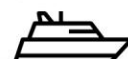
- 32.2. If a Traveller (other than a senior manager or a middle manager who is receiving a car allowance) uses his or her own private vehicle to carry out official business duties, the Traveller will be compensated for the official kilometres travelled, either according to the Tariffs for the Use of Motor Transport, as determined by the Department of Transport or the SARS rates, as elected by the Institution.
- 32.3. Vehicle travel claims must be restricted to the actual distance travelled in excess of the normal distance from the Traveller's residence to his or her Place of Work.
- 32.4. The minimum kilometres that can be claimed must be set at fifty (50) kilometres cumulative in a month.
- 32.5. Kilometre travel claims must be submitted once per month, e.g. for the period 1 August – 31 August, the claim must be submitted on 1 September.

### **33. PARKING & TOLLGATE COSTS**

- 33.1. Parking and tollgate costs incurred while on official business are reimbursable. The Traveller must supply proof of expenses or original receipts to the AO or Delegated Official when submitting a claim.
- 33.2. Claims not accompanied by the relevant proof of payment or original receipts, are regarded as non-compliant and must not be paid.
- 33.3. The Institution does not pay for any e-tolling transactions where the Official did not fit an e-tag or did not ensure that they qualify for the reduced or discounted tariffs by paying within the required timeframe. When submitting an e-toll claim, the Institution will reimburse the Official only if proof is provided in the form of the e-toll invoice and, or, statement.

### **34. SUBMISSION OF CLAIMS**

- 34.1 All claims for travel and subsistence must, where possible, be completed within 30 days from the date of the Traveller's return.





- 34.2 A written motivation for late submission, recommended by the AO or Delegated Official must accompany all claims that are older than one month from the date of the Traveller's return.
- 34.3 Travellers must submit claims related to a specific financial year before the end of that particular financial year. Only claims arising in March of a particular financial year, will be considered for payment in the following financial year.
- 34.4 If a Travel Advance amounts to more than the claim, the difference must be deducted from the Traveller's salary, subject to applicable legislation.
- 34.5 If a Traveller has received a Travel Advance, he or she must submit a claim within 30 working days from his or her date of return from the trip with exception of interview candidates which is three months. If the Traveller fails to do so, the amount will be deducted from his or her salary, subject to applicable legislation.
- 34.6 After the claim has been signed by both the Supervisor and Programme Manager for both S and T and Z43 (claim for kms), the claim must be submitted to HRM for verification.

## **35. INTERVIEW EXPENSES**

### **35.1 Accommodation**

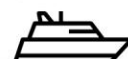
- a) An applicant who is invited by the Department of Transport to attend interviews will be accommodated at the expense of the Department of Transport if his/her travelling cannot be for one day.

### **35.1 Travelling**

- 35.3 An applicant who is invited for an interview may be compensated for that actual travelling expenses incurred for attending the interviews.

### **35.4. The following must be attached on the claim if travelling by own car**

- i. Proof of ownership of the vehicle
- ii. Valid driver's licence
- iii. Interview schedule

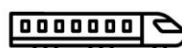
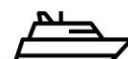




- iv. Bank form (Entity form)
- v. In case interviewee uses a vehicle other than his/her the following is required;
  - a) Proof of ownership
  - b) Affidavit
- vi. In case where the interviewee uses a hired car the following is required;
  - a) Documents from the service provider e.g. Avis.
  - b) Only category B vehicles are allowed
- vii. In case interviewee uses public transport the following must be attached;
  - a) Bus Ticket/taxi receipt/Air ticket or affidavit, in cases where a receipt is not issued e.g taxi receipt.
- viii. Recruitment official should verify the type of a car, km, disc and drivers licence. Candidate to sign and confirm the verification by the recruitment official.
- ix. All claims are to be submitted, calculated and verified by HRM before submission to Director: HRM.

## 36 DONOR FUNDED OFFICIAL TRIPS

- 36.1 The AO or Delegated Official must submit the detail of all expenses claimed against a donor fund to the Minister.
- 36.2 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 and relevant GRAP Standards where applicable.
- 36.3 If donors provide a daily allowance to the Traveller equal to or higher than the prescribed allowance, the Traveller will not receive any allowance from the Institution.
- 36.4 If the allowance paid by the donor is lower than the prescribed allowance as per the Subsistence Allowance issued by DPSA, the Traveller will receive the difference, unless the AO or Delegated Official decides otherwise.

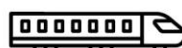
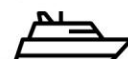




- 36.5 In cases where the allowance paid by the donor is only for certain meals, the prescribed allowance per meal and, or, a flat rate of 15% for incidental expenses can be paid by the Institution on approval by the AO or Delegated Official.
- 36.6 If the donor funds the Accommodation cost, the Institution will not be responsible for the expenses.
- 36.7 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
  - b) Provide proof of expenses (i.e. invoices, receipts, copies of tickets, etc.) to be submitted to the AO or Delegated Official for reconciliation and claiming purposes.
- 36.8 Although trips funded by other organisations are considered official business, 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, unless otherwise agreed between the parties.

## 37 POLICY REVIEWAL

The policy will be amended every three years, with a view that an earlier review will be done where there are legislation changes. Inputs and amendments may be submitted to the Policy Coordination Unit for consolidation.





**38 APPROVAL OF SUBSISTENCE AND TRAVELLING POLICY AND DATE OF EFFECT**

<b>DISCUSSED AND ADOPTED</b>	<b>DATE</b>	<b>APPROVED BY HEAD OF DEPARTMENT</b>	<b>DATE</b>	<b>MEMBER OF THE EXECUTIVE COUNCIL</b>	<b>DATE</b>
<b>MANAGEMENT MEETING</b>					

