

**TRAVEL POLICY FOR THE
DEPARTMENT OF PUBLIC SERVICE
AND ADMINISTRATION**



10 April 2008

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1. PURPOSE

To establish a clearly defined policy for travelling and subsistence arrangements and expenditure for the Department of Public Service and Administration. This policy is based on guidelines and requirements stipulated in:

- (a) PSCBC Resolution Number 3 of 1999;
- (b) Ministerial Handbook;
- (c) Transport Tariffs by Department of Transport;
- (d) Section (3)(3)(c) of the Public Service Regulations Act, 1994.

2. SCOPE

This Policy applies to all employees of the department undertaking official trips.

3. DEFINITIONS

In the context of this Policy, the following definitions shall be applicable:

- (a) "DPSA" means the Department of Public Service and Administration;
- (b) "Employee" means any person employed by the Department of Public Service and Administration who is travelling for official purposes irrespective of rank;
- (c) "Fixed daily subsistence allowances" means fixed daily subsistence allowances payable in circumstances where actual expenses are not claimed;
- (d) "Headquarters" refers to Pretoria or Cape Town as determined by the Director-General;
- (e) "Official traveller" any person employed by the Department of Public Service and Administration, or any service provider, facilitator, guest or interviewee who travels on invitation of the Department;
- (e) "Special daily allowances" means allowances granted to compensate for incidental expenses where actual expenses are claimed;

- (f) "Travel agent" means a service provider appointed by the DPSA to provide assistance to DPSA employees with travel, accommodation and conference arrangements or bookings.

4. GENERAL

- (a) Employees shall only make use of a travel agent/s officially appointed by the department. The use of any other travel agent shall be in conflict with this Policy, and any violation thereof could lead to disciplinary action.
- (b) The travel agent shall take care of all travel related services including: flights, charters, accommodation, transfers, car rental, chauffeur driven vehicles, passports, visas, foreign exchange, travellers' cheques, groups and conferences.
- (c) In most instances, the delivery of travel documents is not required. All bookings, information and reference numbers and flight details shall either be e-mailed or faxed on confirmation of the booking. In special cases where delivery of documents is required, the travel agent shall deliver the documents to DPSA offices. Other arrangements can be made in emergency cases.
- (d) After-hour services are available for emergencies and are subjected to an additional cost. An order number, if not available, must be forwarded to the travel agent within 24 hours. A monthly exception report shall identify employees who have utilised after-hour services and reasons for emergency services.

5. TRAVELLING INFORMATION

(a) Insurance

- (i) According to Treasury Regulation, chapter 12.1, the state shall bear its own damages and accident risks and be responsible for all claims and losses of state property where these arise from state activities by an official who is liable in law and who is and was employed by the institution.
- (ii) A phase 1 free cover insurance shall be offered to employees travelling abroad. Whilst in a foreign country, an employee shall receive the following benefits automatically:
 - Emergency medical related expenses and assistance for injury and illness
 - Burial and coffin expenses
 - Return of companions and children due to injury and illness
 - In flight coverage
 - Hijack in excess of 12 hours

(iii) The department shall also pay an additional fee for phase II insurance which covers the following benefits and the amount shall be charged to the Diners Credit Card:

- Emergency medical expenses due to terrorism
- Ticket upgrade
- Baggage loss or delay
- Travel delays or missed connections
- Natural disasters
- Loss of travel documents or cash

(b) **Companion/spouse travelling with invitation**

Upon approval of the Director-General, an employee's companion or spouse may travel on invitation of the DPSA. In the case of the Director-General's companion, the Chief Financial Officer's approval may be obtained. The DPSA shall be responsible for expenditure as approved by either the Director-General or Chief Financial Officer, as if the companion or spouse is an employee of the DPSA. All policy requirements would be applicable to such persons during the periods.

(c) **Travelling of family and/or dependants of employees on sessional duties**

If sessional duties require an employee to be separated from her/his family the DPSA may pay the minimum travel cost for the employee and, in exceptional cases, for her/his spouse and/or dependants to reunite as a household. One trip every four months per sessional employee may be considered.

6. TRIP AUTHORISATION AND FINANCIAL IMPLICATIONS

(a) Persons responsible for the booking and changing of travel arrangements:

Travel arrangements should be made by administrators/secretaries of the managers or employees travelling on official business.

(b) The Directorates should budget for all expenditure regarding travel and subsistence. There is no centralised budget for any foreign or local trip expenditure.

(c) Before any trip is undertaken, the trip authority forms (Annexure A), must be completed by the travelling employee or the designated administrator, and authorised by either the Programme or Responsibility Manager, if sufficient funds are available. The trip authority form can also be signed by either the Chief Financial Officer, or the Director: Finance and Security or

the Deputy Director: Finance, if the Programme or Responsibility Manager is not available to sign the form.

(d) If an employee doesn't have a Voyager number, a voyager number can be requested on-line on the SAA website (www.flysaa.com).

(e) All expenditure regarding travelling including accommodation (bed and breakfast), hired vehicles and hotel parking shall be charged to the DPSA's travel card account. Lunch, dinner and personal expenditure such as private calls, alcohol, etc. must be settled by the employee on departure.

(f) Advances may be requested for trips lasting longer than 24 hours and shall be granted for expenses regarding meals, private transport and parking at the airport. The original travel and subsistence advance form, a copy of the trip authority form, and an estimation of expenditure should be submitted to the Sub-directorate: Finance, six working days before the trip. Payment shall be effected by means of an electronic transfer.

(g) Special approval is required for travelling abroad:

- All employees must obtain prior trip approval from the Minister, and expenditure approval from the relevant Programme or Responsibility Manager;
- For the Director-General, prior approval must be obtained from the Minister;
- For the Minister, prior approval must be obtained from the President or the Deputy President.

7. RESERVATION PROCEDURES

(a) The following procedures must be used when making travel arrangements:

- Identify your travelling needs and use Annexure C as a guideline.
- The travel agent may then be contacted to obtain quotations for the planned trip.

(b) Quotations for the following must be obtained through the travel agent:

- For international flights all airliner quotations should be presented and the travel agent must do a recommendation on the routing.
- For local flights and where possible two quotations from SAA for different flight times (including flights outside of peak times that is more economical)
- For accommodation at least two quotations should be obtained.

(c) No employee is allowed to make Internet bookings for official travel.

- (d) An employee intending to travel or the secretaries/administrators shall sign the trip authority form, and obtain the necessary approval from the Programme or Responsibility Manager.
- (e) The original trip authority form must be taken or faxed (if not in the office) to the Directorate: Finance for the allocation of an order number and the original or faxed trip authority form shall remain with Finance.
- (f) The travel agent may then be contacted to confirm the travelling arrangements. The travel agent shall only accept reservations by fax or e-mail.
- (g) All bookings must be confirmed by faxing the approved trip authority with the order number obtained from Finance to the travel agent within 2 hours of the placement of the confirmation booking by the component i.e. order number must be on the trip authority form which is to be faxed to the travel agent.
- (h) The travel agent shall only accept verbal bookings after hours and these shall be confirmed by the Director: Finance and Security or Deputy Director: Finance and the trip authority must be faxed to the travel agent the following day.
- (i) Upon receiving the travelling documents, it must be thoroughly checked by the official who made the bookings.
- (j) The travel agent shall not accept bookings without an order number.
- (k) Employees may utilise the travel agent to make bookings for private trips, but they may not charge their travelling expenses to the DPSA's account. All the travelling expenses must be charged to the official's personal bank account or credit cards.
- (l) In the case where an advance shall be requested, a copy of the trip authority form must be attached to the Travel and Subsistence Advance Form.
- (m) In the case where no advance is requested a copy of the travel authorisation form must be attached to the Transport and Subsistence claim form.
- (n) If any changes must be effected to a trip authority, which has already been authorised, a new form must be completed and authorised and a new order number must be obtained. These changes include:
- Change in period of stay;
 - Additional accommodation;
 - Hired vehicle or chauffeur driven cars;

- Change in dates of flight tickets, but it is not applicable to flights which are changed by taking either an earlier or later flight on the same day.

8. UPDATING OF AUTHORISED PERSONNEL WITH THE TRAVEL AGENT

The Sub-directorate: Finance shall inform the travel agent of any new appointments or termination of services. The travel agent shall update all employees' profiles, and discontinue profiles of employees who are no longer working for the DPSA.

9. PROCEDURES TO FOLLOW WHEN EMERGENCY SITUATIONS OCCUR (I.E. LOST FLIGHT TICKETS, STOLEN BAGS, ETC.)

9.1 Emergencies abroad

- (a) When employees are abroad they can either make use of the travel agent's 24-hour Customer Support or the travel agent's 24-hour emergency support.
- (b) The Centres are manned by fully-trained, experienced travel professionals and offers assistance with lost luggage, passports, missed connections and emergency changes, additions or problems.

9.2 Local travelling – E-Ticketing

South African Airways ("SAA") has introduced electronic ticketing (E-Ticketing). The employee's ticket is booked as usual with the travel agent, but the employee's ID number must be given to the travel agent. A booking confirmation shall be e-mailed to the employee and on the right hand side of the confirmation document; a confirmation number is given which is made up of 6 numbers and letters mixed. The employee only needs this number and their ID book to present at the SAA check-in counter. The ID number and name in the booking must match the detail on the travellers ID document 100% when checking in.

10. AIR TRAVEL GUIDELINES

10.1 Preferred airline and negotiated rates

The DPSA has a corporate account with SAA on which corporate miles shall be accumulated. All bookings must be made through the travel agent, who shall negotiate the lowest rates for the DPSA. The free miles accumulated on the corporate account shall come into effect after 6 months on meeting the corporate targets. These free miles shall be

administered by the Chief Financial Officer and the travel agent; and shall be utilised for official purposes.

Classes of SAA designated tickets:

C: Full business class

Y: Full economy class

The dates and times of these flights can be changed without incurring any additional costs, but it is subject to availability.

J: discounted business class

M,K,H,Q: Discounted economy classes

The dates and times of these flights can be changed, but the following conditions apply:

- Seats must be available
- Penalty fee of 15% will be levied to DPSA

If a ticket has been cancelled, DPSA will be charged 25% cancellation fee.

10.2 The use of lowest flight fares

- The travel agent shall investigate the lowest flight fare, which falls within the parameters of this Policy and the SAA corporate agreement.
- The travel agent shall notify the DPSA when the lowest fares were declined. Employees shall be held responsible for any unnecessary expenses.
- Employees should as far as possible make travel bookings well in advance in order to obtain more economical fares.
- For conferences, block bookings are encouraged to ensure lower flight fares.

10.3 Air travel classes for local trips

The travelling classes shall be determined as follows:

- For the Minister: Business class;
- For the Director-General and Deputy Directors-General: Business class;
- For the Ministerial staff: Economy class. Business class may be booked with the approval of the Director-General or Chief Financial Officer. (Ministerial Handbook- Chapter 8).

- For all other employees regardless of their rank and/or destination: Economy class.

10.4 Air travel classes for foreign trips

The travelling classes shall be determined as follows:

- For the Minister: First class;
- For the Director General and Deputy Directors-General: Business class;
- For the Ministerial staff: The same prescripts apply as to other staff employees. Business or First Class may be booked with the approval of the Director-General or Chief Financial Officer. (Ministerial Handbook Chapter 8);
- For all other employees: Economy class;
- If the duration of the travel plan i.e. from the flight departure to the flight arrival of the final destination is more than 18 hours in total, or if the time difference between South Africa and the international country is more than eight hours, with regards to the time of arrival in the international country, business class may be booked, regardless of the employee's rank (Refer to Annexure B).

10.5 Charter Flights and Helicopters

- The Minister or the Director-General may make use of charter aircraft services for official purposes under the following circumstances:
 - If there are time constraints in reaching the destination by vehicle or scheduled commercial flight due to other official duties; and
 - If the facilities of commercial airlines are not cost-effective and/or readily available in the specific instance.
- Charter planes must have at least two engines and two pilots on board.
- Charter aircraft service bookings can either be done through the travel agent or through procurement process.

10.6 Penalty fees on changes and cancellation of flight tickets

As changes and cancellation of travelling arrangements may result in the DPSA being charged penalty fees, employees should limit these circumstances. If this need occurs, the employee shall compile a motivation report (on the changes), addressed to the Deputy Director: Finance. The travel agent shall provide the DPSA with an exception report on any enroute or after-hour changes.

10.7 Travel Rands Awards

Employees may register for the Voyager Awards Programme. The travel agent shall assist in obtaining Voyager cards. Individual employees shall accumulate free miles on their individual numbers, which may be utilised for personal use.

11. CAR HIRE AND OTHER GROUND TRANSPORTATION

In order to minimise costs, officials travelling to the same destination should, as far as possible, travel together and/or share hired cars. If a car is shared between drivers it is important to ensure that all the possible drivers are registered as such with the car rental company.

11.1 General arrangements with regard to vehicle hire and other ground transportation (shuttle services)

- (a) All hired vehicles and shuttle services should be booked via the travel agent.
- (b) Whilst using parking facilities at the airport, only the Director-General and Deputy-Directors General may make use of the executive parking. Other employees must use either the public undercover or open parking facilities and claim back the parking costs.
- (c) The DPSA shall not be held responsible for any injuries and/or damages caused by an employee who is not in possession of a valid driver's license when driving a hired vehicle or any other vehicles while on official business. The DPSA shall also not be liable for any expenditure with regard to the violation of any traffic regulation.
- (d) Whenever a Government-owned motor vehicle is parked, every precaution shall be taken to safeguard it against damage, theft or irregular use.
- (e) Employees must check vehicles for any damages, and indicate them on the receipt forms. The DPSA shall not be held responsible for damages to the vehicle if the employee did not check the vehicle prior to the trip. In these cases the employee may be personally held responsible for the damages.
- (f) Employees must make use of Government Garage vehicles, if they are available, when travelling in Pretoria and surrounding areas.

11.2 Car hire

11.2.1 Preferred car hire vendor

The preferred vendors for car hire shall be **IMPERIAL** and **AVIS CAR RENTAL**. All bookings should be made through the travel agent and the travel agent may make use of alternative car hires if the preferred car hire

vendor cannot deliver.

11.2.2 Insurance

- (a) As indicated in paragraph 5(a) the State bears its own damage and accident risks. Imperial has agreed not to charge the DPSA for personal indemnity insurance and super damage or theft waivers.
- (b) The following insurance cover should, however, be accepted: Collision damage waiver (CDW) and Theft loss waiver (TW). In both these instances the state (Loss Control Officer) shall investigate who is liable for the excess payment arising from a claim against the state.

11.2.3 Size and class of vehicles allowed

Employees are only allowed to use the following vehicle sizes.

1300cc	Mid-size: Group A	For 1 to 2 employees travelling together (level 1 to 12)
1400-1600cc	Mid-size: Group B Has air conditioning	For Directors and Chief Directors (level 13 and 14) and other levels when travelling more than two officials or if the expected trip distance exceeds 350km
1600cc	Mid-size: Group C or D Has air conditioning and some are automatic vehicles	Deputy Directors -- General
Any vehicle (excluding special imports)	Luxury cars: Group Q	The Minister and the Director-General

11.2.4 The usage of larger vehicles

- (a) Larger cars shall be allowed only if other vehicles are not available. The travel agent shall indicate on invoices whenever a particular size vehicle was available but declined, on request by the employee.
- (b) The usage of 4x4 vehicles must be motivated and prior approval must be obtained from the Programme Manager or the Chief Financial Officer.
- (c) Mini buses or kombis may be utilized for groups of more than 4 persons or

when the luggage requires more space, with approval from either the Programme Manager or the Chief Financial Officer.

11.2.5 Expenditure with regard to special requests (Special models, colours, personal indemnity insurance, etc)

Any extra charges for special requests are the sole responsibility of the employee, and the DPSA shall not be liable for such charges.

11.2.6 Refuelling of hired cars

When a vehicle is received from the car hire, the car hire must ensure that the vehicle fuel-tanks are filled. If it is necessary to refuel the vehicle, the employee is responsible for the refuelling expenses, which shall be reimbursed to the employee by the DPSA on submitting proof of expenditure or a petrol advance can be requested by completing a Transport and Subsistence payment advance form.

11.2.7 Cellular phone in vehicles

The DPSA shall not be liable for any injuries and/or damages caused by an employee while using a cellular phone when driving a hired vehicle or any other vehicle while on official business. The DPSA shall also not be liable for any expenditure with regard to the violation of any traffic regulations with regard to cellular phones.

11.2.8 Chauffeurs, vehicles with drivers, shuttles and taxis

(a) Arrangements for chauffeurs and vehicles with drivers shall be made through the travel agent. Government Garage can also provide chauffeur driven vehicles. Arrangements for a Government Garage chauffeur driven vehicle must be made through the Supply Chain Management section of the DPSA.

(b) Normal taxis may be used if required. The employee must however insist on a receipt/proof of payment to enable him/her to reclaim the amount from the DPSA. In the absence of a receipt/proof of payment the employee must write an affidavit detailing the costs incurred and reasons for the absence of receipt/proof of payment. The affidavit must be attached to the employee's claim.

11.3 Government Garage vehicles

(a) The Directorate: Supply Chain Management does have official departmental vehicles available. Employees must do the bookings for vehicles at the Directorate: Supply Chain Management. Expenditure for

utilising these vehicles shall be charged on rates provided by the Government Garage.

- (b) When applying for a vehicle without a driver at the Government Garage, a form shall be completed by the Directorate: Supply Chain Management, who shall forward the form to the Government Garage. The Government Garage shall not supply any vehicle without the mentioned form.
- (c) When applying for a vehicle with a driver, the booking must be confirmed by fax by the DPSA transport officer.
- (d) The travel agent shall not be involved in bookings regarding Government Garage vehicles. The employee and the Directorate: Supply Chain Management shall be responsible for the arrangements thereof.
- (e) The following classes of cars shall be used when utilising Government Garage vehicles.

1300cc	Mid-size: Group A	For 1 to 2 employees travelling together (level 1 to 12)
1400-1600cc	Mid-size: Group B Has air conditioning	For Directors and Chief Directors (level 13 and 14) and other levels when travelling more than two officials or if the expected trip distance exceeds 350km
1600cc	Mid-size: Group C or D Has air conditioning and some are automatic vehicles	Deputy Director-General
Any vehicle (excluding special imports)	Luxury cars: Group Q	The Minister and the Director-General

(f) Mini buses accommodating various group sizes can also be obtained from the Government Garage, but the necessary procedures mentioned above need to be completed.

11.4 Private Vehicles

(a) The Department of Transport prescribes the rates for usage of private vehicles. The Department of Transport reviews the rates regularly. If an employee makes use of a private vehicle for official purpose that is not roadworthy, the DPSA shall not be held liable for any injuries and/or

damages caused as a result thereof.

- (b) Any journey between an employee's home and normal work place constitutes a private journey. In cases where employee departs from home directly to a meeting, conference etc the normal home/work mileage should be deducted from the total kilometres travelled. This also applies when leaving any of these premises to go home.
- (c) Employees from levels 1 to 12 can be compensated for kilometres travelled for official purposes and be remunerated in terms of the tariffs provided by the Department of Transport.

Standing approvals for use of private vehicles:

In exceptional cases, Programme Managers may grant a standing approval for an employee to make use of his/her private vehicle for official purposes on an ongoing basis. This approval should be in the form of a submission, which includes a motivation and the period for which the standing approval is granted. Standing approvals should not be granted for periods exceeding six months at a time. A copy of the standing approval must be sent to the Deputy Director: Finance for record purposes and a copy of the same approval should be attached to every claim submitted in this regard.

11.5 Private vehicles and other means of road transport utilised by all employees of the Senior Management Service and/or employees of the Middle Management Service who opted for a monthly car allowance ("Employee")

- (a) The terms and conditions for using private vehicles to carry out official duties are set out in the Public Service Handbook for Senior Management Services and Circular 4 of 2006 for Middle Management.

The following, however, is of specific importance-

- A SMS/MMS employee may purchase/lease a reliable vehicle to be utilised for official journeys.
- The SMS/MMS employee must at all times have his or her vehicle (or a substitute) available for official journeys.
- As far as possible, a SMS/MMS employee is obliged to provide free transport to employees travelling to the same destination on an official journey.
- If a SMS employee uses his or her private car to carry out official duties, the DPSA shall compensate the employee for kilometres travelled in excess of 500 kilometres per month, according to the

tariffs payable for privately-owned vehicles as prescribed by the Department of Transport. It is compulsory that the Programme Manager, first approve claims in excess of 500 kilometres per month, before submitting to the sub-directorate: Finance for processing.

- Under no circumstances shall privately owned vehicles be paid petrol advances.
 - Any journey between an employee's home and normal work place constitutes a private journey. In cases where the employee departs from home directly to a meeting, conference etc the normal home/work mileage should be deducted from the total kilometres travelled. This also applies when leaving any of these premises to go home.
- (b) If an employee must undertake an official trip, and her/his car is undergoing repairs or services, the following shall happen-
- The Director General or Deputy Directors-General may make use of a hired car or GG vehicle with approval of the Chief Financial Officer,
 - Directors and Chief Directors may obtain and utilise another private car, and the DPSA may provide compensation as if she/he used her/his SMS car, if 500 kilometres has been exceeded,
 - Deputy Directors may obtain and utilise another private vehicle, and the DPSA may provide compensation for the kilometres travelled, except if the vehicle was a hired vehicle or a Government Garage vehicle,
 - If in exceptional circumstances where an employee has to make an official trip and his/her car is not available due to it undergoing repairs or service, approval must be obtained from the Chief Financial Officer to make use of other means of road transport. The request must be motivated in writing. Under no circumstances may the kilometres travelled include kilometres from home to work or work to home.

Use of other forms of transport

An employee must use her/his vehicle for all official business, except in cases where:

- the employee has to travel per road after a flight to another city or country
- approval of the Programme Manager, Chief Financial Officer or Director: Finance and Security (based on a written motivation attached to the trip authority form) should be obtained in cases where a SMS/MMS employee need to make use of any other means of road transport when travelling from or within the province of his/her normal place of work.

- other means of transport would be more reasonable and/or practical (e.g. making use of a shuttle service to the airport and back instead of leaving the car at the airport at very expensive parking rates).
- due to reasons of personal safety (e.g. flights leaving very early or very late where employees have to travel alone in the dark and/or on dangerous roads).
- the roads in question are too rough for a normal passenger car.

12. ACCOMMODATION

12.1 Preferred vendors for accommodation

- In cases where a preferred vendor, with negotiated tariffs, was available and the accommodation was declined, the travel agent shall inform the DPSA accordingly. Any additional expenses shall be recovered from the employee.
- The current preferred vendors are the Southern Sun Group, Protea Group, and the Town House in Cape Town. The travel agent is responsible for all discount agreements.

12.2 Hotel grading

Hotel grading shall be as follows:

- Minister, Director-General and the Deputy-Directors General should make use of hotels which suit their status, but have reasonable tariffs.
- All employees up to level 14 should stay in hotels which do not charge in excess of R1 300.00 per night for bed and breakfast

12.3 Policy on "extras"

- All extras such as private phone calls, newspapers, alcohol, toiletries, movies, tips for porters etc. shall be for the employee's own expense. Employees shall settle expenses with regard to extras on departure. Official telephone calls and other official extras shall be reimbursed upon completion of a Travel and Subsistence claim which must be completed and signed by the traveller or the designated administrator of the component and approved by the relevant Responsibility Manager.
- During travelling abroad employees are allowed to incur reasonable expenditure related to dry cleaning and laundry, which will be reimbursed by the DPSA.
- Dry cleaning and laundry expenses during local travel shall only be considered under special circumstances. In these cases the employee

must pay the account directly on departure and can by providing a motivation claim the expense back from the DPSA if approved by the Programme Manager or the Director: Finance and Security.

12.4 Frequent guest benefits

All employees of the DPSA may be registered as frequent guests to Southern Sun hotels. The travel agent may assist employees with registration. Each employee may utilise the benefits related to this registration for personal use. Every traveler in possession of a hotel frequent guest card should present their card to the hotel, as the DPSA may be charged a lower rate, which shall result in savings for the DPSA.

12.5 Accommodation paid directly by the employee

Where an employee chooses to make his/her own booking arrangements at any hotel and/or guesthouse, he/she must comply with the following conditions:

- The booking must be in the name of the employee and not the DPSA.
- If an advance is requested a copy of the quotation must accompany the request for advance.
- The cost per night for bed and breakfast may not exceed R1 300.00.
- The employee must settle the full bill on departure.
- The employee shall be solely responsible to make changes in travel arrangements directly with the accommodation service provider. This also includes cancellation if applicable. (no assistance from the travel agent shall be provided).
- Any fruitless expenditure incurred due to "no show" or any other reason shall be the responsibility of the employee.
- The original invoice (as settled on departure) must be attached to the claim form to either claim back the amount or to set off against the advance, if applicable.

13. SUBSISTENCE ALLOWANCES

- Subsistence allowances may be claimed by any employee or interviewee of the DPSA.
- Approval from the Chief Financial Officer is required to pay subsistence allowance to consultants, facilitators or guests travelling on invitation of the DPSA.
- In terms of the directives from the South African Revenue Services regarding subsistence allowances, the following directives must be complied with:
 - special subsistence allowances are non-taxable up to an amount of

R67.50 per day and;

- fixed subsistence allowances are non taxable up to an amount of R221.00 and;
- allowances relating to outside of the republic is non-taxable up to an amount of US\$180.

- (d) If the above-mentioned amounts are exceeded, it shall be taxable and captured on Pansal as a taxable allowance which shall be reflected on the annual IRP5 under codes 3704 (local) and 3715 (foreign).

13.1 Local trips

- (a) For travelling locally allowance tariffs are prescribed in terms of Part XII of Resolution 3/1999. Provision is made for two kinds of allowances namely:

- Special daily allowance to compensate for incidental expenses where actual expenses are claimed, i.e. invoices have to be presented for reimbursement. These allowances should cover incidental expenses such as private phone calls, newspapers, snacks and liquid refreshments between meals, alcohol, toiletries, etc.
- Fixed daily subsistence allowances payable in circumstances where actual expenses are not claimed, i.e. no invoices need to be presented, but the department will not be liable for any accommodation costs.

- (b) Allowances for local trips are to be calculated when employees are away from headquarters for 24 hours or longer, and hourly thereafter. The calculation of the allowance shall take effect from the hour that the employee departs from the office or home (whichever one is the latest) and shall end on the hour, when the employee arrives back at the office or home (whichever is the earliest).

Guidelines for meals for local trips

Breakfast	R80.00	Please note breakfast can only be claimed if not included in hotel arrangements. Breakfast can only be claimed when the employee leaves her/his residence before 06:00.
Lunch and Dinner	R180.00 (combined)	Dinner can only be claimed when the employee returns to her/his residence after 20:00

Tips on meals not more than 10% of the total bill is allowed and shall be considered as official expenditure.

- (d) Receipts for meals should be kept and attached to the claim form to be

submitted to Sub-directorate: Finance on return of the trip. The DPSA shall only pay 4 non-alcoholic drinks per day per person. These guidelines are not applicable to employees claiming fixed daily subsistence allowances.

- (e) In specific circumstances, the Chief Financial Officer may approve higher subsistence allowances based on motivation from the Programme or Project Managers.

- (f) Employees shall not be reimbursed for any consumable items taken from "mini bars" in a hotel.

13.2 Foreign trips

- (a) It is recommended that accommodation arrangements with regard to travelling abroad be done through the travel agent. The travel agent could also provide arrangements with regards to traveller's cheques, laundry, visas and transport services for the Office of the Ministry.

- (b) The Department of Foreign Affairs will no longer assist in paying accounts for the dpsa in overseas countries. They will however assist with the following services:

- The relevant component within the DPSA must contact the embassy in order to assist with logistical arrangements, for example, advising on accommodation vendors, car hire providers or any other service. All these costs relating to the traveller can be bill backed to the department via the travel agent, but not through the Department of Foreign Affairs.

- (c) For travelling abroad different allowance rates for different destinations are prescribed in terms of the Financial Manual. Advances in respect of allowances should be requested six working days in advance to enable the Sub-directorate: Finance to do electronic transfers. Advances may not be paid out more than 10 days before departure and advances taken from the travel agent is strictly forbidden.

- (d) The following documents must accompany an advance form:

- Submission with ministerial approval
- Calculation of advance
- Approved Trip Authority

- (e) For travelling abroad allowances are to be calculated where employees are away from headquarters for 24 hours or longer, and hourly thereafter. The calculation of the allowance shall take effect two hours before flight departure and shall end two hours after the return flight has landed. The selling exchange rate can be obtained from any commercial bank or on the Internet (www.dpsa_intranet.gov.za)

(f) Foreign allowances are non-accountable, meaning that no receipts and invoices need to be submitted. A travel and subsistence claim should be submitted to the Sub-Directorate: Finance on return, to enable them to allocate expenditure to the relevant responsibilities.

(g) The non-accountable allowance should, however, be utilised to cover the following expenses:

- Breakfast (20%)
- Lunch (20%)
- Dinner (45%); and
- Incidental expenses (15%). In order to cover all extras such as, tips, newspapers, alcohol etc. this is for the employee's own expense. Employees should settle expenses with regard to extras on departure from the hotel.

NB: Where meals are included in hotel arrangements the allowance should be reduced by per meal per day.

The department will consider an additional 10% on top of the non accountable subsistence and transport allowance total which is calculated in rands. This amount must be considered as accountable and to be utilized to cover private phone calls and public transport, but is subjected to one private call per day not exceeding 10 minutes. Invoices need to be presented to offset against the 10% allowance and the difference must be repaid to the department.

(h) In foreign cities, public transport should be used instead of expensive hired cars with drivers, who have to be kept on standby, especially in cities where there is serious traffic or parking problems.

(i) Expenditure relating to accommodation expenses (excluding meals) and reasonable dry-cleaning or laundry can be claimed back from the DPSA or it can be bill-backed to the travel agent.

(j) An employee can claim the following expenses:

- compulsory medical treatments, i.e. yellow fever injections;
- commission paid for exchanging currencies;
- exchange of rate losses, airport taxes, visas, passport photos, mineral water and public transport on submission of proof of payment;
- any other type of expenditure can only be claimed if approval has been obtained from the Director: Finance and Security.

13.3 Donor funded foreign trips

(a) All expenses to be financed from a donor source must be detailed in the submission to the Minister. All the expenses to be paid by the donor must be listed, for example, meals, allowances, and transport within the foreign country, hotel accommodation and flight tickets. This information must also be submitted to the Deputy Director: Finance to be included in the annual financial statements in terms of the prescripts regulating approval for the acceptance of gifts/donations and sponsorship (Treasury Regulations 21.2.1)

If accommodation costs are being funded from donor funding the DPSA shall not be responsible for the expenses.

(b) If donors provide a daily allowance to employees equal or higher than the prescribed allowance, the employee shall not receive any allowance from the DPSA.

(c) In cases where the allowance paid by the donor is lower than the prescribed allowance the DPSA shall pay the difference to the employee except where a decision taken by the Director-General prescribes otherwise.

(d) 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 DPSA on approval by the Director-General.

(e) The following expenditure may be claimed:

- compulsory medical treatments, i.e. yellow fever injections,
- commission paid for exchanging currencies, public transport, mineral water,
- exchange rate losses, airport taxes, visas and passport photos. Proof of expenses must be attached to the transport and subsistence claim form.

(f) Whenever a donor requests that the DPSA should pay expenses relating to the trip, where after the DPSA should claim the expenses from the donor, it is the responsibility of the employee to:

- obtain proof of this arrangement and contact detail, in writing from the donor prior to the trip, and
- provide proof of expenses (i.e. receipts, invoices, copies of tickets etc.) to be submitted to the Directorate: Finance for claiming purposes.

14. EXPENSES AND REIMBURSEMENT

14.1 Reimbursement on travelling expenses

- (a) All claims with regard to travel and subsistence should be completed within seven days upon an employee's return. A transport and subsistence claim form must be used for this purpose and it can be completed and signed by the travelling employee or the designated administrator of the component. The responsibility or programme manager must approve the subsistence and claim form. If the responsibility or programme manager is not available to sign the S&T claim form, the Chief Financial Officer or the Director: Finance and Security or the Deputy Director: Finance can sign on their behalf.
- (b) In circumstances, where the advance is more than the claim, the difference shall be deducted from the employee's salary or the amount can be paid in cash to the department. Should an employee fail to submit the claim form to the Directorate: Finance and Security within 28 days, where advances were granted, a reminder shall be sent to the employee and if no response is received, the full amount of the advance shall be recovered from the employee's next salary. A new advance shall not be granted if the previous advance has not been accounted for.
- (c) Where an advance has not been requested a copy of the trip authority form must be attached to the claim form.

15. ENFORCEMENT AND VIOLATION PROCEDURES

15.1 Violation of the departmental travel policy

Adherence to this Policy shall be monitored closely and violations shall be reported to the Chief Financial Officer for further action.

15.2 Approval for deviation from the travel policy

If any employee requires deviation from this Policy, a written motivation must be submitted to the Director: Finance and Security for consideration. Approval can be granted per trip for a specific period.

15.3 Enforcement of the departmental travel policy

All employees are obliged to adhere to this Policy. The branch Corporate Management shall enforce the policy.

15.4 Revision of the departmental travel policy

This Policy shall be reviewed when deemed necessary, but at least once every two years.

16. EFFECTIVE DATE

This Policy take effect on ... 10 April 2008



DIRECTOR-GENERAL

PROF. RM LEVIN

DATE: 10 April 2008



ANNEXURE A

Department of Public Service and Administration		Trip Authorisation	
Order no: _____			
Surname		Initials	
Section		ID number	
Objective		Responsibility	
Purpose of trip			
Destination (s)			
Voyager No.		Frequent Guest	
Period from		Period to	
Air travel	Yes	No	Class
Car hire	Yes	No	Size and class
Private Vehicle/GG Vehicle	Yes	No	Size and class
Accommodation	Yes	No	
<p>a. I hereby declare that I am aware of the regulations with regard to departmental travel policy, and will Act accordingly.</p> <p>b. I further more declare that I am aware of the regulations with regards to the parking of State vehicles on private property as set out in Transport Circular 1 of 1975 par. 13.3 and 13.6.</p>			
Signature of applicant		Date	
<p>a. I hereby declare that I am aware of the regulations with regard to the departmental travel policy, and that travel arrangements were made accordingly.</p> <p>b. I hereby declare that there are sufficient funds available, for this journey.</p>			
Signature of Programme or Responsibility Manager		Date	
Flight numbers			
Class			
Departure flight:	Departure time	Arrival time	
Return flight:	Departure time	Arrival time	
Car hire	Executive parking	Private vehicle/GG Vehicle	N/A
Hotel name			
Other accommodation			
Air Travel		Air Travel	
Amount	Amount	Amount	Amount
Car hire		Car hire	
Amount	Amount	Amount	Amount
Other ground transport		Other ground transport	
Amount	Amount	Amount	Amount
Accommodation		Accommodation	
Amount	Amount	Amount	Amount

ANNEXURE B

FOREIGN COUNTRIES WITH MORE THAN A 8 HOUR TIME DIFFERENCE	TIME DIFFERENCE BETWEEN SOUTH AFRICA AND FOREIGN COUNTRY
Alaska	+11
American Samoa	-13
Australia	+9
Belize	-8
Canada	-10
Cook Islands	-12
Costa-Rica	-8
El Salvador	-8
Fiji	+10
French-Polynesia	-12
Guam	+8
Guatemala	-8
Guiana	-8
Hawaii	11
Kiribati	+10
Mariana Islands	+8
Mexico	-8
Micronesia	+9
Nauru	+10
New Caledonia	+9
New Zealand	+10
Nicaragua	-8
Niue	-13
Norfolk Islands	+9
Papua	+8
Tonga	+12
Wallis	+10
Western Samoa	+12

Footnote:

The symbol + means that the foreign country's time is ahead of South Africa.
 The symbol - means that the foreign country's time is behind South Africa.

ANNEXURE C

GUIDELINE TO DO TRAVELLING BOOKINGS

Prior to the making booking with the travel agent, please refer to the following checklist:

CHECK LIST	YES/NO
Does the traveller have a "traveller's profile" with the travel agent?	
If not, please complete one as soon as possible in order for the travel agent to load the traveller's information on their database, i.e. flight seating preference, smoking or non-smoking rooms, meal preference on the flight, and passport details.	
Does the traveller have a voyager number?	
If not, please obtain an application form from Finance to obtain a voyager number and ensure that the voyager number is completed on every trip authority form in order for the department and the traveller to receive the benefits of voyager miles.	
With regards to making the correct flight bookings, please take the following into consideration, once the traveller has landed at the local airport: <ul style="list-style-type: none"> • does the traveller have sufficient time to collect his or her luggage, hired vehicle, travel to the meeting destination and be on time to attend the scheduled meeting? • Confirm with your manager all the booking arrangements to eliminate changes to the travelling bookings. 	
Does the traveller need a hired vehicle?(check policy for relevant class)	
Request from the travel agent at least two quotations for accommodation in order to do a cost comparison.	
Inform the travel agent whether the traveller needs a smoking or non-smoking room.	
Does the traveller have a frequent guest number from the Southern Sun Group?	

If not, please obtain an application form from Finance to obtain a frequent guest number and ensure that the number is completed on every trip authority form in order for the traveller to receive the benefits of the frequent guest card and the card must be presented to the hotel on arrival.	
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