

TO: Mr Senchu Maimane FROM: DBE.

Response to PAIA request: ANNEXURE A

## POLICY ON CLAIMS FOR SUBSISTENCE AND TRAVEL AND OVERSEAS TRIPS

### 1. PURPOSE

To provide guidelines for the payment of expenses by the Department of Education to officials who claim subsistence allowances, travel expenses and claims for overseas trips, when on official duty. Included are officials who are stationed in the provinces, but are performing duties in commissions and committees based in the Department. Candidates invited for interviews may also claim their travel expenses, when travelling by car, taxi and/or bus. Candidates whose flights and shuttle services are paid by the Department are excluded.

### 2. SCOPE OF APPLICATION

This policy applies to all educators employed in terms of the Employment of Educators Act, 1998 and employees employed in terms of the Public Service Act, 1994 as amended.

### 3. DEFINITIONS

- (a) abroad means a country or region outside the borders of the Republic.
- (b) accommodation expenditure means expenditure in respect of lodging, meals (including non-alcoholic beverages with meals and gratuities (tips)), dry-cleaning and laundering.
- (c) beverage means non-alcoholic drinks (such as tea, coffee, cold drink or juice).
- (d) dependants means the members of an official's household, excluding servants.
- (e) headquarters means the city, town or place where the principal duties of an official are or have to be performed or which may be indicated as his/her headquarters by the head of department.
- (f) incidental expenditure means expenditure in respect of tips for table and room service, reading matter, private telephone calls and liquid refreshments which do not form part of meals.
- (g) SMS means management echelon officials who are appointed on a level of director (salary level 13) and higher.
- (h) meal means breakfast, lunch or dinner.
- (i) official means –
- (i) activities which are related to the office or duties attached to a post; or
  - (ii) it refers to both educators and public service employees.

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- (j) snack means a slight hurried meal such as sweets, fruit, or chips.
- (k) official duty also means absence from duty because an official has to appear –
- (i) as a witness in a criminal, civil or military court case, or a case of misconduct in terms of some law or other regulations, before a Commission or Committee of Inquiry appointed by the State, at an inquest or at a rent board inquiry; or
  - (ii) as the respondent or co-respondent in a civil case arising from his or her official duties in which the State has a direct interest.
- (l) proper means of transport means the means of transport or combination of different means of transport with which an official journey is undertaken in terms of the most economical means with due regard to available means of transport, routes, duration and all expenditure applicable in the circumstances.

#### 4. AUTHORISATION

- (a) The directive in this policy is issued in terms of the provisions of the Public Service Regulations, 1999.
- (b) The power to approve any claims made with regard to subsistence and travel rests with the head of department and the director of the official who is to claim his/her expenses. In the event of a trip abroad the power rests with the Minister of Education, except if the trip is to a neighbouring or SADC country, when the power rests with the head of department, to approve the trip.

#### 5. OFFICIAL TRAVELLING AND TRANSPORT

##### 5.1 ECONOMY AND CONTROL

- (a) All official journeys shall be approved by the Director-General, delegated to the director of the official, **who shall ensure that they are necessary and in the interest of the State.**
- (b) An official shall, subject to the provisions of paragraph 5.1(a), undertake an official journey by the most economical means with due regard to available means of transport, routes, duration and all other expenditure applicable in the circumstances.
- (c) In instances where an official has to travel great distances as part of his/her duties on a daily/weekly/monthly basis, the Department reserves the right to provide him/her with transport up to a maximum engine capacity of 2 liter.
- (d) If an official has travelled in a manner which results in greater transport expenditure or which involves a longer period of time than was necessary –
- (i) the head of department, delegated to the director of the official, shall limit the amount payable to him/her in reimbursement of his/her travelling expenses to what it would have amounted if the official observed the provisions of paragraph 5.1(b);

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- (ii) he/she shall refund the expenditure unnecessarily incurred if he/she has travelled on a Government warrant or by means of Government-owned motor transport. The refund will be deducted from the officials' salary; and
- (iii) each working day by which the normal travelling time has been exceeded, shall be covered by leave of absence in accordance with the policy on leave.

## 5.2 SUBSISTENCE ALLOWANCE

- (a) All accommodation arrangements must be made with the current in-house travel agent. Bookings for dinner, bed and breakfast in a three star hotel must be made. **A copy of the booking form (VA26) as well as the invitation to the meeting/course/ workshop must accompany the S&T claim form.**
- (b) When staying in a hotel/guest house, the following expenses are paid only in the event that the current in-house travel agent made no booking for it:
  - Accommodation and breakfast in a hotel;
  - Dinner including 2 non-alcoholic beverages per meal per day.
  - Gratuities (tips, limited to 10% of the account excluding alcoholic beverages) included in meal payments.
  - Washing and ironing of laundry.
  - Parking. (If a SMS member utilises his/her vehicle to travel for official purposes away from his/her usual place of work, the Department will reimburse parking and toll fees in excess of R10 per month. (SMS Handbook Chapter 3 paragraph 4.3 (1) (i).)
  - Only standard parking will be paid from state funds. VIP parking can be used by officials at the level of Deputy Director-General and higher. Should a SMS member make use of VIP parking, such parking will be paid at the rate applicable to normal parking.

In instances where an official leaves his/her home/hotel/guest house before 6:00, the official may claim a maximum of R150.00 toward his/her breakfast. (Slips must accompany the S&T claim form as proof before payment will be effected).

In instances where no lunch was provided, the official may claim a maximum amount of R200.00 toward his/her lunch. (Slips must accompany the S&T claim form as proof before payment will be effected.)

In the event that dinner does not form part of the VA26 hotel booking or in other exceptional circumstances, he/she can claim a maximum amount of R200.00 toward his/her dinner. (Slips must accompany the S&T claim form as proof before payment will be effected.)

Private telephone calls, faxes, newspapers, magazines, tray charges, gratuity, alcoholic beverages and entertainment are excluded. Official calls must be indicated as official and the reason therefore must be motivated

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separately. Room-service meals additional to the substantial meals will not be paid for.

- (c) Newspapers are paid in cases where the official normally receives a newspaper in an official capacity at his/her headquarters.
- (d) A daily allowance, calculated according to the state tariff, is payable if an official is away from his/her official headquarters for a period longer than 24 hours. The 24 hours are calculated from the time of departure from the home or headquarters until the time of return. The tariffs are amended from time to time and the current daily allowance is stated in paragraph 1 of Annexure A.
- (e) Meals

Meals may be claimed provided that:

- (i) the VA26 booking does not provide for (a) meal(s)
  - (ii) Department/host did not serve a meal;
  - (iii) the hotel/guest house did not provide meals;
  - (iv) breakfast may be claimed provided that the official leaves his/her headquarters before 06:00, dinner may be claimed, provided that the official arrives at his/her headquarters after 20:00 and lunch may be claimed provided that the official returns to his/her headquarters after 15:00;
  - (v) breakfast, lunch or dinner may be claimed, although the official was provided with a meal when travelling by airline;
  - (vi) if no receipts are provided, the official may claim only daily allowance, which is stated in paragraph 1 of Annexure A;
  - (vii) a snack instead of a meal may be claimed for lunch and/or dinner and the amount claimed, on condition that the snack is for the official alone. A receipt will have to accompany the claim; and
  - (viii) alcohol is excluded.
- (f) Daily allowance for overnight expenses

If an official is away from his/her official headquarters for a period longer than 24 hours and does not make use of hotel accommodation, a daily allowance as stated in paragraph 3 of Annexure A will be paid. In this instance no claim can be made for meals and accommodation.

### 5.3 TRAVEL EXPENSES

- (a) An official, who is required to travel on official duty, will be reimbursed for the costs of conveying himself/herself and his/her necessary personal luggage, as well as reasonable expenditure incurred in connection with taxi hire (if



Government-owned or contract transport is not available), landing or shipping fees and toll gate fees. Senior managers and the physically impaired will be reimbursed for portage and gratuity fees.

- (b) When travelling by own car, prior approval from the official's director must be acquired. Privately owned transport shall be used at own risk in so far as it is not in conflict with the provisions of the Compensation for Occupational Injuries and Diseases Act, 1993, or any other legal provision.
- (c) The distance from home or work place to the place of the meetings/course/workshop and back may be claimed according to pre-set government tariffs. These tariffs are adjusted from time to time. Should the official have to go to the office and from there to the meeting/course/workshop, the kilometres travelled will be calculated from his/her work place. When leaving home for a meeting/course/workshop held *within* the greater Pretoria area that starts before 09:00 and ends at 16:00, the kilometres travelled will be calculated from the office. When leaving home for a meeting/course/workshop held *outside* the greater Pretoria area that takes place between 09:00 and 16:00, the kilometres travelled will be calculated from home.
- (d) Additional to a claim for the kilometres travelled, a claim for parking and tollgate payments will be paid if a receipt accompanies the claim. (If a SMS member utilises his/her vehicle to travel for official purposes away from his/her usual place of work, the Department will reimburse parking and toll fees in excess of R10 per month). (SMS Handbook Chapter 3 paragraph 4.3 (1) (i).) Only standard parking will be paid from state funds. VIP parking can be used by officials at the level of Deputy Director-General and higher. Should a SMS member make use of VIP parking, such parking will be paid at the rate applicable to normal parking.
- (e) Deputy Directors/Chief Education Specialists who have structured their packages to make provision for a motor vehicle allowance must use their private motor vehicle for official trips. A claim for parking and tollgate fees will be paid if a receipt accompanies the claim. Only standard parking will be paid from state funds. Should an official make use of VIP parking, such parking costs will be borne by the official him/her self.
- (f) When attending a meeting/course/workshop and it is not practical for the official to travel with his/her director, a taxi, shuttle service or own transport may be used. When using a shuttle service car, no claims regarding kilometres travelled may be made. Claims made when using own transport will be paid out in accordance with paragraph 5.3(b) – (d) and at the tariffs determined by the Department of Transport.
- (g) The Branch Head must decide whether a member of SMS must utilise his or her own vehicle or make use of the provisions for official journeys when transport is used for official purposes, taking into account practical implications, cost effectiveness, road conditions etc.

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## 6. OVERSEAS CLAIMS

- (a) Requests from officials to perform official duty in a foreign country, accompanied by the invitation from the country abroad/institution inviting the official should be submitted to the Minister or Director-General for approval, depending on the country to be visited. The submission to the Minister/Director-General should clearly state all financial implications of the planned overseas trip, e.g. what costs the Department will be responsible for, and whether the hosting country will bear the costs for accommodation, meals and/or daily allowance.
- (b) Trips to neighbouring and the SADC countries are approved by the Director-General. The countries referred to are: Angola, Botswana, Lesotho, Madagascar, Mauritius, Namibia, Swaziland, Tanzania, Zambia, Zimbabwe, Mozambique, Seychelles and the Democratic Republic of the Congo. Trips to all other countries need to be approved by the Minister.
- (c) Once the trip has been approved, the official may submit his/her request for an advance. The request should be accompanied by the approval, the invitation and a travel plan. Advances are paid in accordance with the daily allowances as set by the Department of Public Service and Administration, and this departmental policy. A copy of the list of countries with the amount in the specific currency of the country is obtainable from each branch representative. The list is amended from time to time, depending on the changing of the currency rates.
- (d) An advance equal to 100% of the prescribed daily allowance is paid out in Rands to the official, on condition that the Department only books bed and breakfast at the relevant hotel and the official provides for him/herself for all other meals. If lunch and dinner is provided as part of the accommodation, only 50% of the daily allowance may be claimed as an advance

It is his/her own responsibility to arrange with his/her bank for the exchange of the money to the needed currency. It is also the official's own responsibility to arrange for the conversion of the money back to Rand as well as the arrangements for an official passport and a visa (if necessary) for the official him/herself.

- (e) Officials on official duty in a foreign country may also claim the following:
- (i) Other expenditure, such as the washing and ironing of laundry, but excluding meals and dry-cleaning.
  - (ii) Official telephone calls and faxes.
  - (iii) Incidental expenditure such as: tips to a maximum of 10%, public transport, taxis, airport taxes, banking costs (including the commission to the bank when exchanging money), storage of official documents in a vault, visas and vaccinations.
- (f) Should the hosting country provide a daily allowance, no daily allowance may be claimed. When a hosting country only provides a partial daily allowance, a clear indication must be given which part of the allowance the

Department is responsible for. A letter from the hosting country, indicating the financial responsibility of the Department, must support this arrangement.

- (g) The Department will pay the travel costs and expenditure for the spouses of the Minister and Deputy Minister as prescribed by the Handbook for Members of the Executive & Presiding Officers, approved by Cabinet, when accompanying them on overseas trips.

## 7. SUBMISSION OF CLAIMS

- (a) All claims must be made on form Z462 (Annexure B) and be accompanied by a copy of the signed advance form as well as a copy of the approved submission. If the following information is omitted from the form, the claim cannot be finalised:

Surname and initials

Address to which the cheque is to be posted (applicable to persons not employed in the Department)

PERSAL number

Responsibility and objective codes (applicable to persons not employed in the Department)

Month of account

Amounts claimed

Aim of trip

Distance covered in kilometres

Model, make and engine capacity of car

- (b) When claiming for an overseas trip, the departure and arrival dates and times in the relevant country/countries and the exchange rate for each day must be indicated.
- (c) Claims should be submitted to the Directorate: Staffing Services on a regular basis.
- (d) No advances will be made if the relevant form (Z394)(Annexure C) has not been completed and all previous advances have not been settled.
- (e) When returning from an overseas trip, the advance should be settled within the month following the trip, otherwise the advance will be deducted from the official's next salary payment in accordance with the undertaking (Annexure D), together with the application form for a subsistence and travelling advance.

Signed at Pretoria on this 21 day of September 20 11

  
MR PB SOOBRAYAN  
DIRECTOR-GENERAL

DATE: 21/09/2011

**ANNEXURE A****TARIFFS AND DAILY ALLOWANCES FOR SUBSISTENCE AND TRAVEL AND OVERSEAS TRIPS**

1. Daily allowance, when an official is away from his/her headquarters for a period longer than 24 hours and provided with accommodation and meals: R85.00.
2. Tariffs when claiming, receipts required:  
(Refreshments included in the tariff)  

Breakfast	:	R150.00
Lunch	:	R200.00
Dinner	:	R200.00
3. Daily allowance for overnight expenses and meals, when not making use of provided accommodation: R286.00
4. Daily allowance tariffs for overseas trips are determined by the DPSA and amended on a regular basis. Such tariffs are available from the Directorate: Staffing Services.

