



***Policy document on
Subsistence and Travel
Allowance in the Department
of Energy***

SUBSISTENCE AND TRAVEL & ACCOMMODATION POLICY

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SUBSISTENCE AND TRAVEL & ACCOMMODATION POLICY

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SUBSISTENCE AND TRAVEL & ACCOMMODATION POLICY

1. Introduction

- 1.1 The Subsistence and Travel & Accommodation Policy is applicable to all employees within the Department of Energy (DoE) and will be utilised (i) as a directive for official travel and accommodation arrangements and (ii) to regulate the management and payment of subsistence and travel allowances granted to DoE officials in relation with travel and associated arrangements made by external providers for expenses incurred by the DoE officials sent out of normal work place for business purposes for an extended period of time.
- 1.2 The Public Finance Management Act (Act no. 1 of 1999), section 76(4) (b), read in conjunction with Chapter 8 paragraph 8.1.1 of the Treasury Regulations, requires “the Accounting Officer to ensure that internal procedures and control measures are in place for payment approval and processing. These internal controls should provide reasonable assurance that all expenditure is necessary, appropriate, paid promptly, and is adequately recorded and reported”.

2. Definition of Terms

- 2.1 For purposes of this policy, unless the context indicates otherwise, the following means:

Term	Definition
Advance	An advance is money paid to the official beforehand in anticipation of expenses to be incurred during the official travel
CFO	Chief Financial Officer
Contract employee	Persons appointed on contract in terms of section 8 (1) (c) of Public Service Act, 1994 and other similar legislation
DG	Director-General, the Head of Department of Energy
DDG	Deputy Director-General
DoE	Department of Energy
DPSA	Department of Public Service and Administration
Employee	An employee contemplated in section 1 of the Public Service Act, 1994; read with section 1 of the Public Service Amendment Act (Act 13 of 1996); and Labour Relations Amendment Act of 2002 and Any person employed by the Department of Energy who is travelling for official purposes irrespective of rank. It includes persons employed by the Department to get

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Term	Definition
	exposure to work experience or to satisfy the requirements of their qualifications (interns) but excludes consultants.
Excess baggage	Baggage over and above the normal weight allowed by airline purchased ticket
External service providers	Providers of meals, travel and accommodation, and other services related to travel
Incidental costs	Compensation in relation to inconvenience for overnight stay used for expenses such as cell phone calls, personal telephone calls, newspaper, potters fees for personal luggage, etc.
International travel	Is defined as travel outside the borders of the Republic of South Africa, (hereafter referred to as RSA)
Local/domestic travel	Is defined as travel within the borders of RSA
Official traveller	Any person employed by the Department of Energy, or any service provider, facilitator, guest or interviewee who travels on invitation of the Department
Permanent employee	Employee who has been appointed on a full-time basis and registered on the DoE payroll
PFMA	Public Finance Management Act (Act 1 of 1999)
Responsible manager	For purposes of this policy, Responsible Manager refers to any person who holds a position of responsibility and has authority or is delegated to approve or authorise request pertaining to travel and any cost attached thereto. This includes the Director General, Deputy Director Generals, Chief Directors and Directors or other position in the same level and who may be referred to as Responsible Manager, Designated Official, Head of Department/Branch, Head of Directorate/Section, etc in this policy
Routine travel	Applies to those employees who undertake recurring business travel by car to other towns and cities in order to perform their duties, e.g. petroleum licence inspectors
RSA	Republic of South Africa
SCM	Supply Chain Management
Specific travel	Travel undertaken by employees who are required to work out of their normal workstations for more than 8 hours for a specific purpose

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Term	Definition
	(N.B. Refer to DoE Transport Policy regarding the use and approval of GG/Departmental/hired/subsidised cars for official travel)

3. Objectives

- 3.1 The objective of this policy is to ensure that proper control is exercised and prior authorisation is obtained for official trips to be undertaken.

4. Scope

- 4.1 This policy is applicable to all employees of the Department of Energy undertaking official domestic or international trips who as part of their normal duties are required to be away from their normal place of duty either for a specific or routine business purposes. (This policy refers to all persons included in the definition of official traveller and does not apply to consultants as they are responsible for their own transport and must carry all costs related thereto).
- 4.2 The provision for subsistence and travel and accommodation for the Minister, Deputy Minister and Ministerial staff is outlined in the Ministerial Handbook as adopted by Cabinet.

5. Legislation applicable

5.1 The following documents should be read in conjunction with the Policy

- (a) The Public Finance Management Act , 1999 (Act No. 1 of 1999)
- (b) Treasury Regulations
- (c) The Public Service Regulations, 2000
- (d) PSCBC Resolution 3 of 1999
- (e) Public Service Act and Regulations
- (f) The Financial Manual issued by the Minister for Public Service and Administration from time to time
- (g) PSCBC Resolution No. 3 of 1999 as amended
- (h) Income Tax Act and related Government Gazette issued by SARS

6. Travel authorisation and arrangements

6.1 General

- 6.1.1 Employees are required from time to time to travel away from their normal working area to other towns and cities for a specific and/or routine business purpose. In

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order to ensure that employees are not financially prejudiced by such business travel, employees are entitled to subsistence and travel allowance.

- 6.1.2 All travel and associated arrangements requests are to be made in line with the approved prescriptions of this policy and approved as such by the designated official before embarking on a trip. All approval for request to travel should precede applications for subsistence and travel allowance.
- 6.1.3 In instances where employees experience serious financial prejudices, they may apply for an advance on subsistence and travel allowance to a value not exceeding the estimated expenses for the period of absence as specified in this policy. Such advance will only be granted when travelling for more than 24 hours. An estimated cost calculated as per daily allowance limits appended on **Annexure "A"** and approved by the Responsible Manager must be attached to the official Request Form (**DE 45**) on Travel and Subsistence Advance.

6.2 Travel authorisation

Employees must adhere to the following prior to undertaking an official trip:

- (a) The DoE request form (**DE 45**) must be completed and signed by the official
- (b) The above form must be approved by the Responsibility Manager or Programme Manager or any other official with such delegated powers to whom the requesting official reports.
- (c) For local trips, the expenditure report must be attached, indicating that funds are available to cover the expenditure.
- (d) For international trips, the expenditure report must be attached to the submission and confirmation of funds available must be signed by the Financial Planning and Management Accounting on the submission document approved by the Minister

6.2.1 Travel arrangements

- (a) Appointed travel agencies are responsible for arrangements relating to flight, accommodation and vehicle hire.

6.2.2 Flight arrangements

6.2.2.1 Classes of air travel are as follows:

- (a) The Minister, the Deputy Minister will travel as prescribed in the **Ministerial Handbook**
- (b) The DG and the spouses of both the Minister and Deputy Minister travel: **Business Class**
- (c) Employees/Officials on salary level 15 travel: **Business Class**

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- (d) Employees/Officials on salary level 14 and below travel: **Economy Class**, including international trips except where the duration of the trip is more than eight (8) hours and funding has been confirmed.
- (e) For the Ministerial staff: as per the provisions of the Ministerial Handbook

7. Accommodation arrangements

7.1 The Department is responsible for the payment of accommodation and meals (excluding alcohol, tips and tray charge) to hotels. Any additional expenditure incurred by officials must be paid in full prior to leaving the hotel. Expenditure (substantiated with receipts) in respect of official telephone calls, laundry, dry cleaning, etc, must be claimed by an employee on his/her return to the office on the applicable BAS claim form (**DE 41**). This is only applicable if an employee is away from his/her normal place of residence on official duty for four (4) or more days on a local trip. For the Minister and the Deputy Minister, the provisions of the Ministerial Handbook shall apply.

7.1.1 Preferred service providers for accommodation

7.1.1.1 Should the official decline accommodation arranged by the preferred service provider with justifiable reasons, the DoE must be informed accordingly. The official should provide a written motivation in this regard. Any unjustified additional expenditure incurred shall be paid by the employee or traveller.

7.1.1.2 No accommodation booking for business trips undertaken within 100 km radius from the normal workstation must be made (this excludes accommodation bookings made for conferences, workshops and training). Exceptional cases should be considered for approval by the Chief Director and or the Branch Head.

7.2 Hotel grading

7.2.1 Hotel grading shall be as follows:

- (a) The Minister, Deputy Minister and the Director General should make use of a four (4) star hotel regardless of the cost per night including bed and breakfast. Exceptions with motivations must be approved by the Chief Financial Officer or Chief Director.
- (b) All employees up to level 15 should stay in hotels where the value of the accommodation as per the amount stipulated in Annexure B. Exceptions with motivations must be approved by the Chief Director or Branch Head. NB: The above amount will be adjusted annually in line with inflation.

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8. Car hire and other land transportation

8.1 Classes of rental transport are as follows:

The following classes of cars shall be used for rental cars:

Engine capacity	Class	Level
1400 -1600cc	Approved special adapted vehicle	For people with a disability
Group B	Air conditioning and radio	For Employees on salary level 1- 14
Any vehicle	Luxury cars: Group S5,S6 &S7	DDG's (Level 15)
Any vehicle excluding special imports)	Luxury cars: Group S5,S6,S7,S8,S12, equivalent	Director General
Any vehicle excluding special imports	As per ministerial handbook	Minister and the Deputy Minister

Any deviation from the above classes/sizes must be approved by the Chief Director or Branch Head. Proof of injury or inability to drive must be submitted prior to the application.

8.2 The usage of larger vehicles

8.2.1. Mini buses accommodating various group sizes can also be obtained from the Car rental and proper procedures must be followed.

8.3 Use of private Vehicles

8.3.1 The Department of Transport prescribes the rates for the usage of private vehicles and these rates are reviewed regularly. The DoE shall not be held liable for any injuries and/or damages caused as a result of non roadworthy private vehicle used for official purposes.

8.3.2 **SMS/MMS member or a person allocated with a subsidised vehicle may not be the driver or passenger in a hired vehicle including trips to the airport (drop offs).**

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

8.3.3.1 The employee has to travel per road after a flight to another city, country or village.

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8.3.3.2 A written motivation must be approved by the Chief Director or Branch Head and be attached to the trip authority form in cases where the SMS/MMS member need to make use of any other means of road transport when travelling within the province of his/her normal place of work.

8.3.3.3 The Chief Director or Branch Head may approve other means of transport for all employees including SMS/MMS members that would be more reasonable and practical.

8.4 Use of private vehicles and Departmental pool vehicles

- (a) All official journeys must be undertaken using the most economical means.
- (b) Prior written approval must be obtained from the Branch Head for the use of a private vehicle for official purposes.
- (c) Officials, who are on the Senior Management Services Package (SMS), must not make use of Government Transport or travel with another employee in Government Transport.

**Only government officials may make use of Government Transport
(Reference should be made to the Departmental Transport Policy)**

8.5 Use of shuttle services

8.5.1 The use of shuttle services is not applicable to SMS members, unless the SMS member is away from his or her office for 3 or more days. Instead of leaving the car at the airport at very expensive parking rates shuttle service maybe used in this instance. The cost benefit analysis will be determined prior to undertaking the trip. The safety of traveller should also be taken into account.

8.5.2 In order to minimise costs, officials travelling to the same destination should as far as possible travel together and share hired cars. Should the car be driven by more than one person, it is important to ensure that all the possible drivers are registered as such with the car rental company and are in possession of a valid driver's licence.

8.5.3 All hired vehicles and shuttle services should be booked via travel agent.

8.5.4 The Department shall not be held liable for any damages caused by an employee who is not in possession of a valid driver's licence.

8.6 Parking Costs and Toll Fees

8.6.1` The cost of parking and toll fees will be borne by the Department whilst on business trip, however, employees are expected to be prudent in terms of choosing the parking place. Consideration for personal safety must be made when making use of public parking to ensure that one's life is not unnecessarily put in danger.

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8.6.2 Employees must keep the parking slips/receipts safely to be presented upon return from the trip for reimbursement purposes. No reimbursement will be made unless slips/receipts are submitted.

8.6.3 The employee will be liable for traffic fines relating to illegal parking or any other traffic offence.

8.7 Chauffeurs, vehicles with drivers, shuttles, trains and taxis

8.7.1 Arrangements for chauffeurs and vehicles with drivers shall be made through the transport office in the Auxiliary Services and Security Directorate of the DoE. This is applicable to non-SMS members only. Refer to the Transport Policy.

8.7.2 Officials may make use of taxis or train to travel between the office or home and the airport (and vice versa), e.g. Gautrain for Head Office employees. Receipts are to be requested and submitted in order to claim the active expense of the trip. Where no receipt can be obtained for use of a local taxi an affidavit approved by Chief Director or Branch Head must be provided.

8.8 Refuelling of hired cars

8.8.1 When a vehicle is handed to the official, the service provider handing over the car must ensure that the fuel tank is full. If it is necessary to refuel the vehicle, the employees shall claim from the Department in cases where the petrol card is not supplied by the car rental company.

8.9 Exemptions

8.9.1 The DoE shall not be liable for any injuries and/or damages caused by an employee using a cellular phone or any electronic device while driving a hired vehicle or any other vehicle while on official business.

8.9.2 The DoE shall not be liable for any expenditure relating to the violation of any traffic regulations.

9. Transport relating to International trips

9.1 Transport arrangement from the airports, hotels, etc, must be made through the Department of International Relations and Cooperation or the travel agency where the foreign mission cannot make the necessary arrangements.

10. Passport

10.1 Expenditure for an official passport will be paid by the Department. Receipts must be attached to the Sundry Expenses Claim form (DE41).

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11. Visas

- 11.1 Actual expenditure in respect of visas issued for official purposes will be paid by the Department of Energy. Receipts must be attached to the Sundry Expenses Claim form (DE41). All applications for visas must be done in writing via the protocol division of the Department International Relations and Cooperation.

12. Vaccinations

- 12.1 Expenditure relating to vaccinations will be paid by the Department. Receipts must be attached to the Sundry Expenses Claim form (DE41).

13. International Accommodation or Foreign Trips

- 13.1 Where applicable all accommodation arrangements with regard to travelling international maybe done through the travel agent. Alternatively, assistance can be requested from the Department of International Relations and Cooperation as they can negotiate better rates and can be relied upon to arrange suitable accommodation at a very short notice.
- 13.2 Clear instructions must be given to the Department of International Relations and Cooperation to inform the hotel that only accommodation (excluding meals) must be debited against the account of the Department. All officials must be advised accordingly to ensure that they pay meals and other expenditure prior to leaving the hotel.
- 13.3 The Department of International Relations and Cooperation can assist with the following services:
- 13.3.1 The relevant component within the DoE must contact the Embassy in order to assist with logistical arrangements, for example, advising on accommodation vendors, car hire providers or any other service.
- 13.3.2 For international travelling, different allowance rates for different destinations are prescribed in terms of the financial manual and the exchange rate.

14. Unused or cancelled flights

- 14.1 It is the responsibility of the traveller to inform the relevant Travel Agent of unused tickets or cancelled flights. If cancelled tickets are returned to the airline for a refund, cancellation fees will be charged by the airlines. Airlines have the right to refuse refunds due to a loss of income when seats are not cancelled in advance. With timeous cancellations, the normal refund costs will apply.
- 14.2 Airline cancellation fees charged is regarded as fruitless and wasteful expenditure. Cancelation of reservations, including non-show fees, will be determined and recovered from the official concerned.

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15. Lost and stolen tickets relating to travel

- 15.1 All lost or stolen tickets must immediately be reported to the travel agent so that the ticket can be blacklisted. In respect of domestic flights, the official must visit the nearest office of the airline to complete an indemnity form. The affidavit must also be attached to the form and submitted to the airline. All domestic airports have police stations that can assist with affidavits.
- 15.2 Copies of all documents must be submitted to the Directorate: SCM for control purposes and ensuring that the relevant credit is allocated by the airline. Depending on the circumstances and investigation relating to the loss of an official ticket issued, the official may be held liable for any loss that the Department may incur.

16. Excess baggage

- 16.1 Excess baggage for official purposes prior to the trip must be motivated and approved by the relevant Branch Head. Receipts must be attached to the Sundry Expenses Claim form (DE41).

17. Booking Changes

- 17.1 Changes to bookings should (where possible) be limited as this may result in increased cost as classes of travel or choice of airline to be used may change.

18. General information

- 18.1 Employees shall only make use of 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.
- 18.2 The travel agent shall take care of all travel related services including: flight, charters, accommodation, transfers, car rental, train, bus, chauffer driven vehicles, passports, visas, foreign exchange, traveller's cheques, groups and conferences, or as per the approved Departmental policy.
- 18.3 In most instances, the delivery of travel documents is not required. All bookings, information, 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 the Departmental offices.
- 18.4 After-hour service is available for emergencies and is subjected to an additional cost. Should an official order number not be available, the travel agent will be issued with an official order the next working day. A monthly exception report shall identify employees who have utilised after-hour services and reasons for emergency services. After hour service or emergency service must be reported to Supply Chain Management Directorate within two days after the service has been rendered.

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19. Travelling information

19.1 Insurance

- 19.1.1 According to Treasury Regulations, paragraph 12.1.1, "The state will bear its own damages, accident risks and be responsible for all claims and losses of the state property where these arise from state activities by an official who is liable in law and who is employed by the institution".
- 19.1.2 The travel agent shall be responsible for ensuring that all hired vehicles are fully and comprehensively insured at all times for the duration of the hire contract.
- 19.1.3 Depending on the specific type of hired vehicle, the service provider shall be responsible for ensuring that the hired vehicle is equipped with efficient security equipment such as tracking devices, level 4 alarm system and immobilisation at all times.
- 19.1.4 Free cover insurance shall be offered to employees travelling in a foreign country shall receive the following benefits automatically:
- 19.1.4.1 Emergency medical aid related expenses and assistance for injury and illness,
 - 19.1.4.2 Burial and coffin expenses,
 - 19.1.4.3 Return ticket for companions and children due to injury and illness, and
 - 19.1.4.4 In flight coverage
- 19.1.5 The cost of insurance for employees whilst on international business trips will be borne by the DoE. However, should the traveller require top-up insurance for international travel, an official request with motivation approved by the responsible manager must be submitted to the Supply Chain Management Directorate on the official DoE Request for Travel Form prior to embarking on a trip.
- 19.1.6 Any top-up insurance costs incurred due to employees who fail to formally make such a request will be recovered in full from the respective employee in cases where such employees fail to provide a motivation with valid reasons for failing to request the top-up prior to embarking on the trip.
- 19.1.7 Employees who wish to carry additional personal luggage such as cameras, video camera etc. must note that such items are not covered and must ensure that they cover them under their personal or household insurance.

20. Ticket upgrade

- 20.1 The following procedure must be used when making travel arrangements:
- (a) Identify your travelling needs,
 - (b) The travel agency must be contracted to obtain quotations for the planned trip,
 - (c) For international flight: all airline quotations should be presented and the travel agent must do a recommendation on the routing for local flights and where possible.

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- 20.2 No employee is allowed to make Internet bookings for official travel. An employee intended to travel shall complete the trip authority form and obtain the necessary approval from the Responsibility Manager/s.
- 20.3 All bookings must be confirmed by faxing the approved trip authority with an official order number obtained from Supply Chain Management to the travel agent within two hours of confirmation by the Directorate.
- 20.4 The travel agent shall only accept verbal bookings after hours in emergency cases and these shall be confirmed by the delegated official and the trip authority must be faxed to the travel agent the following working day.
- 20.5 The travelling documents must be thoroughly checked by the official who made the bookings.
- 20.6 The travel agent shall not accept bookings without an order number. If any changes must be effected to the trip authority, which has already been authorised, a new form must be completed accompanied by the motivation. Approval must be granted by the Chief Director or Branch Head and a new official order number will be issued by SCM. The changes include:

- 20.6.1 Additional accommodation

- 20.6.2 Hired vehicle or chauffer driven cars or train

- 20.6.3 Change in dates of flight ticket, this is not applicable to changing the flight for earlier or late time on the same date.

21. Procedure to follow when emergency situations occur (i.e. lost flight tickets, stolen bags, etc.)

21.1 Emergencies in foreign countries

- 21.1.1 When employees are in foreign countries, they can either make use of the travel agent's 24 hours customer support or emergency support.

- 21.1.2 The centres are managed by fully trained, experienced travel professional and they offer assistance with lost luggage passport, connecting flights and emergency changes, additions or problems.

22. The use of the charter flight service

- 22.1 The Minister and the Deputy Minister may make use of the charter aircraft services for official purposes as per the Ministerial handbook. Charter flight service bookings must be done through the National Treasury transversal contract.

- 22.2 Charter flights can also be considered where there are no direct commercial flights to a destination and where there are four (4) or more people accompanying the Minister.

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23. Expenditure with regard to special requests (special models, colours, personal indemnity insurance etc.)

- 23.1 Any extra charge for special request is the sole responsibility of the employee and the DoE shall not be liable for such charge.

24. Extras

- 24.1 All extras such as private phone calls, newspapers, alcohol, toiletries, movies, tips for porter etc, shall be for the employee's own expense. Employees shall settle expenses with regard to extras on departure. Special telephone calls and other official extras shall be reimbursed upon completion of a Travel and Subsistence claim form. The claim form must be completed and signed by the traveller or the designated officials of the component and approved by the relevant Responsibility Manager or Programme Manager.
- 24.2 During international travelling, employees are allowed to incur expenditure related to dry cleaning and laundry, which will be reimbursed by the DoE. For local travelling it is only applicable if an employee is away from his/her normal place of residence on official duty for trips longer than four (4) days.
- 24.3 Any expenditure incurred due to "no show" which after investigation proves to be irregular, fruitless or wasteful expenditure shall be recovered from the responsible official.

25. Theft from Hotel Rooms and Loss of Personal Belongings during official Travel

- 25.1 It is every employee's responsibility to use the hotel's safekeeping facility at all times when carrying valuables in order to safeguard his/her property. Whilst it is also the officials responsibility to take care of their personal belongings, should it so happen that such get lost, an official will be required to provide supporting documents such as affidavit, docket/case number from the police, etc. Every case will be treated on its merit in determining the amount of compensation to be paid to officials who incur losses during official travel. Full details of any insurance claims lodged per case must be furnished to the DoE.

26. Subsistence and Travel Allowance

- (a) All claims for Subsistence and Travel Allowance must be accompanied by an Official Travelling Form (DE45) OR a Z43 Claim in respect of Official Journey undertaken by a private owned vehicle, authorised by the appropriate Responsibility Manager and **motivated in a separate Memorandum**. The Z43 Claim is not applicable to SMS members or officials with subsidized vehicles and the memorandum may be issued for a specific trip or period. It is the responsibility

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of every traveller to ensure that authorisation is obtained before a trip is undertaken.

26.1 Local Trips

- (a) When working away from the office, i.e. outside a 100 km radius from the normal workstation on the Department's business, for each day or part of a day on the journey she or he may claim **either**:

Option 1:

The special daily allowance is payable when expenditure on **accommodation and all meals are paid** for by the employer. The allowance is intended to cover incidental expenses such as private telephone calls, newspapers, snacks, toiletries, liquid refreshments etc.

Option 2:

The fixed daily subsistence allowance is payable when **expenditure on all meals are not paid** by the employer. This allowance is intended to cover meals and incidental costs, e.g. staying with friends or family. A separate motivation must be attached to claim for using private accommodation.

- (b) The applicable rates will be determined and communicated annually at the time of the SARS and Financial Manual S&T rate revision. Please refer to **Annexure 'B'**.
- (c) It should be noted that the total of the allowance for the three meals (breakfast, lunch and supper) cannot exceed the total SARS and Financial Manual S&T daily allowance at the time.
- (d) In order to qualify for the respective meal allowance/s, the following conditions must be met:
- for breakfast - the employee must depart from home or office before 06h00;
 - for lunch - the employee must return to the office or home after 13h00; and
 - for dinner - the employee must return to the office or home after 19h00.
- (e) It is the responsibility of every traveller to choose the option that is more convenient to him/her taking into consideration what is practical within the ambit of financial systems in use.
- (f) No accommodation booking for business trips undertaken within 100 km radius from the normal workstation must be made (this excludes accommodation bookings made for conferences, workshops and training). Exceptional cases should be considered for approval by the Responsible Manager.

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26.2 International Trips

26.2.1 Employees travelling to foreign countries or outside the South African border may stay at hotels, guesthouses or clubs of an equivalent standard and rates as prescribed in “**Annexure A**” of the Financial Manual, issued by the Minister of Public Administration – “accommodation on official journeys outside the Republic”. Maximum limits are prescribed in the Financial Manual and within the SARS limit for amounts deemed to be expended on international trips and apply to all employees who are travelling abroad for a continuous period not exceeding six weeks.

26.2.2 Travel allowance will be paid for people attending both formal and informal courses, workshops, conferences and/or sponsored trips calculated as per prescribed rates. These apply to both domestic and international trips.

26.3 Hotel Checkout

26.3.1 All employees must review and sign-off the accommodation bill as proof of agreement with the items charged and also settle personal accounts. Employees must check-out of hotels as per dates specified in the official DoE “approval for official travelling, transport and accommodation” form and within the terms and conditions set by the accommodation providers.

26.3.2 Unauthorised extended stay will be treated as irregular expenditure and must be settled from personal account. Should an employee fail to settle personal accounts, such expenditure will be recovered in full from his/her salary.

26.4 Subsistence and Travel Allowance (Advance and Claims)

26.4.1 In terms of the Income Tax Act, Subsistence allowance is intended for abnormal circumstances and therefore, cannot form part of the remuneration package of an employee.

26.4.2 DoE employees will be entitled to a daily subsistence allowance to cover meals and incidental expenses not exceeding the limits determined in this policy. (Refer to Annexure A: “Recommended rates on subsistence and travel allowance”). The DoE will review the rates as and when it is deemed fit but not exceeding the limits set out by SARS requirements. Only approved subsistence and travel rates adjustments will be applicable.

26.4.3 The Responsible Manager /designated official must prior to approving, ensure that every S&T request is correct, complete and in line with the Department’s objectives. Failure to adhere to the above request will result in disciplinary action taken against the Responsible Manager.

26.5 Request and Approval for S&T Advance

- (a) Employees requesting an advance must complete the appropriate portion in the official Travel and Accommodation Form and it must be authorised by the Responsible Manager. No advance will be paid for periods less than 24 hours.

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- (b) No advance should be processed without an official authorised application on request for an advance accompanied by cost breakdown calculated in line with the daily allowance limits set out in Annexure A of this policy for travel advances. No telephonic requests for payment will be entertained by the Department.
- (c) An advance will be subject to the limit specified in this policy which must not exceed the daily subsistence and travel allowance for the period of absence to which it is applied for.
- (d) All requests must be in writing, through the use of applicable DoE forms and authorised by designated officials as per delegation of authority

26.5.1 Normal Advances

- (a) An amount equivalent to the number of days that an official will be travelling calculated on the rate allowable as per Annexure A will be granted as an advance upon request or in the event where it is impossible to request for an advance, such amount will be paid on returning from the trip.
- (b) Where an official choose to stay with family or friends, an amount limited to daily allowance will be paid to him/her.

26.5.2 Sponsored Trips

- (a) When accommodation expenditure and related expenses are wholly or partially sponsored by a donor or sponsor, a reduced special daily allowance of 30% of the applicable S&T rate will be paid. It is the responsibility of the travelling employee and his/her manager to specify and proof the extent of the sponsorship in order to prevent payment of incorrect rate. It must be stated in the Financial Implication section in the Submission.
- (b) No advances will be paid out of petty cash.
- (c) No advances will be granted if claims and or personal accounts from previous trips are still outstanding.

26.6 Time Frames to apply for Advances

- 26.1 Approved request for advances must be forwarded to Expenditure Management Directorate at least ten (10) working days prior to undertaking domestic/local trip and fourteen (14) working days prior to undertaking international trips.

26.7 Submissions of Claims related to Travel by DoE Officials

- 26.7.1 In order to facilitate timely payment and effective management of expenses, claims must be made within 30 days after the date of return from domestic travel and 60 days after the date of return from international travel. In order to proof that there is no difference between the planned travel and the actual travel, signed Hotel Bills, Car rental receipts and Boarding Pass Stubs must accompany claims.

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26.7.2 Claims must be submitted by completing the official DoE form on Travel and Subsistence Claim. Claims for local trips that are submitted later than 30 days must be accompanied by a motivation supported and signed by the Responsibility Manager. Claims for international trips that are submitted later than 60 days must be accompanied by a motivation supported and signed by the Branch Head (DDG).

26.7.3 All claims must be submitted in the same financial year that the trip was undertaken i.e. 1 April to 31st March. No receipts/slips/invoices are required for acquittal purposes since the advance requested or claim submitted should only be equivalent to the amount that is deemed to have been expended except in the event where the traveller has chosen option 3.

26.7.4 Actual expenditure that is not covered by the daily allowance such as parking fees, toll fees, laundry/dry clean, etc, will only be reimbursed upon presentation of original receipts/slips/invoices.

26.8 Exchange Rate for International Travel

26.8.1 The application for the allowance should be submitted well in advance of the traveller's departure date to enable them to be issued to the foreign exchange or traveller's cheques prior to departing. Foreign exchange may in "exceptional" cases be arranged via the Travel Agent. Any claims made after the employee's return from overseas must be submitted within thirty (30) days of his/her return and will be calculated at the exchange rate at the date of departure.

26.8.2 In cases where foreign exchange was not arranged in time and consequently charged on through Lodged Card Account, such costs and subsequent interest will be regarded as fruitless and wasteful expenditure. The affected employee will be notified of such costs upon receipt of the invoice and required to settle within 30 days of return from the trip.

26.9 Payment Method

26.9.1 Subsistence and travel allowance advances and claims will be paid through Electronic Bank Transfer (EBT) on the fourth (4th) working day after the transaction is effected on the system. Proper planning and prompt submission of requests are therefore essential to prevent any inconvenience.

26.10 Recovery of unused Advances

26.10.1 In cases where a trip does not take place or is cut short for any reason, the full advance or unused portion of the advance must be paid back to Finance at the Cashier or the bank immediately. A reference number must be obtained from the Debt Section prior to deposit.

26.10.2 If the full or portion of advance referred to above is not returned in the month it was granted, it will be recovered from the relevant employee's next salary.

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26.11 Receipts for meals

26.11.1 Where actual expenses are claimed, receipts for meals should be kept and attached to the claim form and be submitted to the Directorate: Expenditure Management upon return from the trip. The DoE shall only pay for non-alcoholic drinks per day per person. These guidelines are not applicable to employees claiming fixed daily subsistence allowances.

26.12 Mini Bars

26.12.1 Employees shall not be reimbursed for any consumable items taken from “mini bars” in a hotel

27. Enforcement and violation of the policy

27.1 The CFO's branch shall enforce the application of this policy. Adherence to this policy shall be monitored closely and violations shall be reported to the Chief Financial Officer for further action.

28. Contravention of policy

Any person who commit and/or spend public money without the approval of the Accounting Officer or his/her delegated official will be charged for committing financial misconduct.

29. Approval for deviation from the travel and accommodation policy

29.1 If any employee requires deviation from this Policy, a written motivation must be submitted to the CFO for consideration. Approval can be granted per trip for a specific period.

30. Revision of the Policy

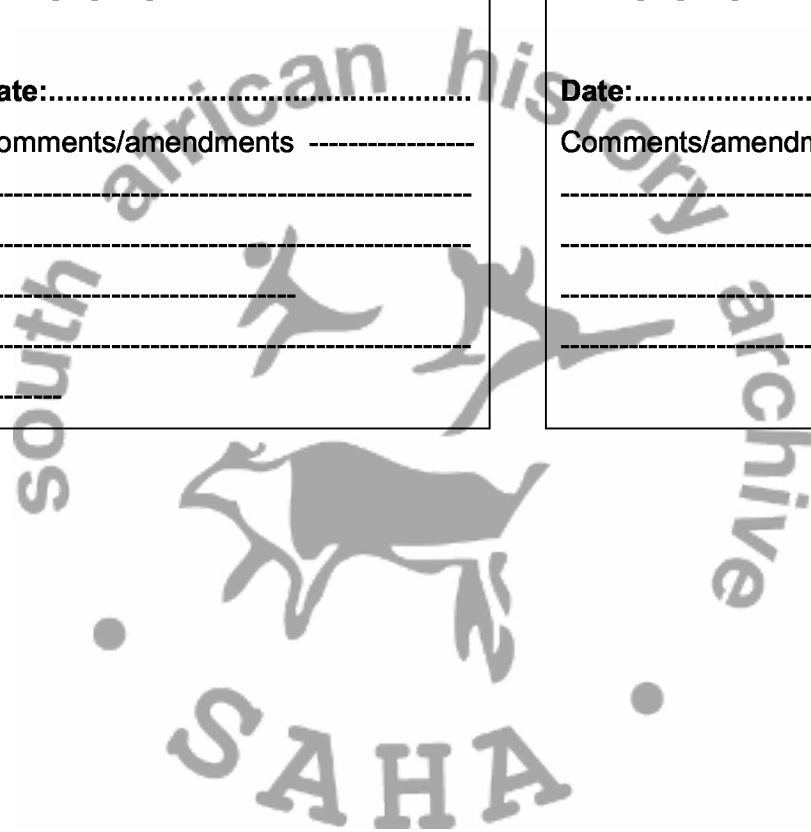
30.1 This Policy shall be reviewed every three (3) years or sooner where necessary.

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31. Effective date

31.1 The Policy takes effect on a date of signature by the Director General

<i>Approved</i>	<i>Not approved</i>
..... Ms. N.MAGUBANE DIRECTOR-GENERAL Ms. N.MAGUBANE DIRECTOR-GENERAL
Date:	Date:
Comments/amendments	Comments/amendments.....
.....
.....
.....
.....



32 Procedure for booking

Annexure A

32.1 TRIP AUTHORISATION AND FINANCIAL IMPLICATIONS

32.2 Persons responsible for the booking and changing of travel arrangements:

- a) Travel arrangements should be made by Secretaries\PA of the Executive Managers and above, or employees travelling on official business.
- b) The Directorate should confirm the budget for all expenditure regarding travel and subsistence. There is no centralised budget for any foreign or local trip expenditure.
- c) Before any trip could be undertaken, the trip authority forms (DE 45: available on P Drive), 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 the Chief financial Officer if the Programme or Responsibility Manager is not available to sign the form.
- d) If an employee does not have a Voyager number, a voyager number can be requested on line on the SAA website (www.flysa.com)
- e) All expenditure regarding travelling including accommodation (Bed and Breakfast, Lunch and Dinner), hired vehicles and hotel parking shall be charged to the DoE's travel account. Personal expenditure such as private calls, alcohol, etc. must be settled by the employee on departure.
- f) **Special approval is required for international travel:**
 - i. All employees must obtain prior trip approval (at least 7 days prior to the trip) from the Minister, and expenditure approval from the relevant Programme or Responsibility Manager. Original approved submission must be attached to the trip authority form.
 - ii. For the Director General, prior approval must be obtained from the Minister.
 - iii. For the Minister and the Deputy Minister, provisions of the Ministerial Handbook shall apply.
- g) **Air travel classes for Local trips**

The travelling classes shall be determined as follows:

 - (i) For the Minister, Deputy Minister and spouses: Business class, as per the provision of the Ministerial Handbook shall apply
 - (ii) For the Director-General: **Business Class**
 - (iii) Employees/ Officials on salary level 15: **Business Class**
 - (iv) Employees/Officials on salary level 14 and below travel: **Economy Class**, including international trips except where the duration of the trip is more than eight (8) hours and funding has been confirmed.
 - (v) For the Ministerial staff: as per the provisions of the Ministerial Handbook

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(vi) The Department of International Relations and Co-operation (where possible) can make arrangements for expenditure to be debited against the account of the Department. The provisions of the Ministerial Handbook shall apply in the case of the Minister and the Deputy Minister as well as Ministerial staff where applicable.

<i>Item</i>	<i>ACTIVITY DESCRIPTION</i>	<i>SOURCE / REFERENCE DOCUMENT</i>	<i>OUTPUT DOCUMENT</i>	<i>RESPONSIBILITY</i>
1.1	<i>The process is triggered when the official identifies the need to travel.</i>	<i>Request form (DE45) /Original submission (for foreign trips) Quotation</i>	<i>Approved documents by the delegated authority</i>	<i>End user</i>
1.2.	<i>The official identifies mode of transport: For Government Garage (GG) cars. Refer to Transport Policy and Procedure</i>	<i>Z606 form</i>	<i>Approved Z606 form</i>	<i>Official/Traveller Responsibility Manager</i>
1.3	<i>For Subsidised car: Complete a DE 163 and obtain approval from responsible manager. Refer to Transport Policy and Procedure</i>	<i>DoE</i>	<i>Approved DE 163 form</i>	<i>Official/Traveller Responsibility manager</i>
1.4	<i>For Private car: A written request to utilise own car gets approved by the Responsible Manager before the trip is undertaken. After the trip, complete Z43 form, get it signed by the Responsible Manager and submit to Director: SCM Refer to Transport Policy and Procedure</i>	<i>Z43 form</i>	<i>Approved Z43 form</i>	<i>Official/Traveller Responsibility manager</i>

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Item	ACTIVITY DESCRIPTION	SOURCE / REFERENCE DOCUMENT	OUTPUT DOCUMENT	RESPONSIBILITY
1.5	For Hired cars/Shuttle Service: Completes DE 45 Form and obtains approval from responsibility manager	<i>DE 45 form</i>	<i>Approved DE 45 form</i>	Official/Traveller Responsibility manager
1.6	Domestic travel: The "approval for official travelling, transport and accommodation form is submitted to the relevant Responsible Manager for approval.	<i>3\$ SSURYDORU official travelling, transport and accommodation IRUP (DE 45)</i>	<i>Approved official travelling, transport and accommodation form (DE 45)</i>	Traveller and Responsible Manager
1.7	Travel to African countries: Submission of request to travel and approval of the DG	<i>3\$ SSURYDORU official travelling, transport and accommodation IRUP (E 45)</i> <i>Original Submission</i>	<i>Approved official travelling, transport and accommodation form (DE 45)</i> <i>Submission signed by DG</i>	Traveller Responsibility Manager
1.8	International Travel Submission of request to travel and approval of the DG and Minister	<i>3\$ SSURYDORU official travelling, transport and accommodation IRUP (E 45)</i> <i>Original Submission</i>	<i>Approved official travelling, transport and accommodation form (DE 45) plus Approved submission signed by Minister</i>	Traveller Responsibility Manager

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Item	ACTIVITY DESCRIPTION	SOURCE / REFERENCE DOCUMENT	OUTPUT DOCUMENT	RESPONSIBILITY
1.9	The Traveller forwards the authorised DE 45 form with order number to the Travel Agent for processing.	<i>Approval for official travelling, transport and accommodation form (DE 45)</i>	<i>Approved official travelling, transport and accommodation form (DE 45)</i>	Traveller
1.10	Confirmation for travel bookings is received by the traveller from the Travel Agent.	<i>Confirmation, Reservation Voucher</i>	Reservation voucher	Travel Agent



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ANNEXURE B

S & T RATES FOR DOMESTIC TRAVEL

Domestic claims: The following table depicts the amounts that may be claimed and criteria there-to;

Meal	Criteria	Maximum Amount
Breakfast	Breakfast can only be claimed if not included in hotel or conference arrangements and when the employee leaves his/her residence before 06h00	30% of R303 = R91
Lunch	Lunch can only be claimed if not included in hotel or conference arrangements and when the employee returns to his/her residence after 13h00	35% of R303 = R106
Dinner	Dinner can only be claimed if not included in hotel or conference arrangements and when the employee returns to his/her residence after 19h00	35% of R303 = R106

NB: the sum of all three meals = the fixed daily subsistence allowance of R303.00

ACCOMMODATION RATES FOR DOMESTIC TRAVEL

All employees up to level 15 should stay in hotels where the value of the accommodation should not be more than R1500(including VAT) per night for bed and breakfast.