

DEPARTMENT OF HUMAN SETTLEMENTS



SUBSISTENCE & TRAVEL POLICY

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1 Policy Framework

1.1 Purpose

The purpose of this policy is to regulate expenditure on travel undertaken in the service of the National Department of Human Settlements.

1.2 Aims and Objectives

The aims and objectives of this policy are:

- 1.2.1 to ensure that proper control is exercised in the granting and claiming of all subsistence and travel claims;
- 1.2.2 to ensure proper administration and control of sessional allowance at the rates and basis recommended by the Department of Public Service and Administration; and
- 1.2.3 to ensure proper authorisation and control of travel for official purposes

1.3 Legislative Mandate

- 1.3.1 Section 38(1)(f) of PFMA, Act 1 of 1999 (as amended by Act 29 of 1999) confers a responsibility on the accounting officer to settle all contractual obligations and pay all money owing, within the prescribed or agreed period.
- 1.3.2 Section 45 of PFMA, Act 1 of 1999 (as amended by Act 29 of 1999) stipulates that an official in a department, trading entity or constitutional institution:
 - a) Must ensure that the system of financial management and internal control established for that department, trading entity or constitutional institution is carried out within the area of responsibility of that official;
 - b) Is responsible for the effective, efficient, economical and transparent use of financial and other resources within that official's area of responsibility;
 - c) Must take effective and appropriate steps to prevent, within that official's area of responsibility, any unauthorised expenditure, irregular expenditure and fruitless and wasteful expenditure and any under collection of revenue due; and
 - d) Must comply with the provisions of this Act to the extent applicable to that official, including any delegations and instructions in terms of section 44.

1.3.3 Treasury Regulation 8.1 stipulates that:

“8.1.1 - The accounting officer of an institution must ensure that internal procedures and internal control measures are in place for payment approval and processing.”

1.3.4 Public Service Act

1.3.5 Basic Conditions of Employment Act

1.4 Definitions

In this Policy, unless the context indicates otherwise;

“Authority Form” means the form authorizing the driver to park a vehicle at his or her place of residence overnight;

“Transport Section” means the Sub-Directorate within the Department responsible for transport;

“Department” means the Department of Human Settlements, and shall, for the purposes of this Policy, include the Ministry;

“Director-General” means the Director-General of the Department of Human Settlements

“Employee” means any person appointed in terms of the Public Service Act, 1994 (Act no 103 of 1994) to a post of the establishment of the Human Settlements; a person appointed on contract to provide a specific service to the Department of Human Settlements; a person working for the Human Settlements in terms of an agreement entered into by or on behalf of the Human Settlements; and a person appointed by or on the recommendation of the Minister as a member of a committee, commission or an institution which is funded by the Human Settlements. For the purpose of the application of this policy, a person invited by the Human Settlements to a job interview shall be regarded an “employee” of the Human Settlements.

“Minister” means the Minister of Human Settlements;

“Ministerial Handbook” means the user-manual for Ministers as issued by Cabinet;

“Passenger” means any person, other than the driver, who is authorised to travel in the vehicle;

“Permanently Allocated Vehicle” means a Government vehicle permanently used by the Department;

“Transport” means any form of travel by means of any vehicle owned by the Government;

“Transport Circular” means Transport Circular No. 4 of 2000, as issued by the Department of Transport, and includes any amendments thereto;

“Transport Manager” means the official appointed/designated by the Director-General to manage the Auxiliary Services Sub-Directorate holding the position as Deputy Director;

“Transport Officer” means the official/s appointed or designated by the Director-General to administer the day to day transport activities of the Department;

“Transport Requisition” means the form (VA 26A) to be completed when requesting transport;

“Programme Manager” means the official who has been appointed, in writing, by the Head of the Human Settlements to *inter alia* approve all expenditure and requests for services and supplies for the relevant programme activity;

“Responsibility Manager” means the official who has been appointed, in writing, by the relevant programme manager to perform the functions on behalf of or in the absence of the programme manager, in particular the functions in respect of the approval of expenditure and travel requests.

“Travel Agency” means the business or company contracted by the Department of Human Settlements to provide the services to employees of the Department of Human Settlements in accordance with the conditions of the contract and the provisions of this policy

“Trip Authority” means the form (Z606) to be completed to authorize the use of a vehicle;

“Unofficial passengers” means any and all persons whose conveyance is not necessary for the execution of official duties;

“Unofficial load” any private property, which is conveyed, or being conveyed by a vehicle unauthorized;

“Vehicle” means a General Hire Vehicle or a Permanently Allocated Vehicle to the Department.

1.5 Scope

The scope of this policy is limited to setting out the terms under which business travel claims will be handled.

1.6 Mandatory compliance

This policy is applicable to all employees and officials of NDHS, whether permanent, on probation or on contract.

2 Implementation Guidelines

2.1 Official Duty Away From Head Office (period less than 24 hours)

2.1.1 Reasonable actual expenditure may be claimed if substantiated with the necessary original vouchers. The following guideline in respect of expenditure is regarded as reasonable for meals and non-alcoholic beverages: **All applicable rates are attached as annexure 1**

- **Breakfast** - Leaves home/office before 6:00 -11:00
- **Lunch** - Return to the office/home after 11:00 -16:00
- **Dinner** - Return to office/home after 16:00 - late
- **Non-alcoholic beverages** other than with meals (e.g. 3 x coffee/tea) and 2x drinks per day.
- **Afternoon drinks** (Non – alcoholic beverages) from 14:00 to 16:00

The abovementioned serve as a guideline. An officer/employee may not exceed the stipulated amount per day in respect of meals and non-alcoholic beverages.

2.1.2 In accordance with the above guidelines reasonable actual expenditure may be claimed if substantiated with the necessary original vouchers and/or supporting documents.

The following supporting documents, where applicable, will be required:

- a) Invoices/tally slips in respect of meals;
- b) Bus tickets;
- c) Original air tickets must be submitted to verify period away from Head Office;
- d) The Request for Official Transport Form to verify kilometres;
- e) Where kilometres are claimed for the use of a private vehicle the request for prior approval must be attached and/or
- f) Copy of e-mail, memo, agenda or course details to verify the trip.
- g) Where original vouchers have been lost, arrangements must be made with the Deputy Director: Financial Support for replacement vouchers, affidavits, etc.

2.2 Officials Away From Head Office on Training Courses (Locally)

If an official attends a training course or seminar away from his/her place of work, and

- a) must drive each day to the venue where he/she attends the course/seminar;
- b) the meals are not provided by the host as part of the course/seminar costs; and
- c) sleeps at home each night.

The official is entitled to the following,

- The cost pertaining to lunch in the cafeteria of the institution provided that such lunch expenses can be substantiated with the necessary original invoices/receipts. If there are no cafeteria facilities, an amount stipulated for lunch in terms section 2.1.1 of this policy.
- Parking expenses where no free parking is available if the expenditure can be substantiated with the necessary original receipt.

Expenditure with regard to meals and refreshments may only be claimed if the amount is not included in the total cost of a course/seminar.

2.3 Officials Away From Head Office on Training Courses (Non - Local)

If an official attends a training course or seminar away from his/her place of work, must stay over and is away more than 24 hours the daily subsistence allowance can be claimed.

2.4 Official Duty Away From Head Office - Local (Period Longer Than 24 Hours excluding Sessional Officials)

2.4.1 An official or employee has a choice to claim compensation for his/her accommodation expenditure on the basis of:

- a) His/her reasonable actual accommodation expenditure **PLUS** a daily allowance as determined by the DPSA to compensate for his/her incidental expenditure (see annexure 1); **OR**
- b) A fixed daily subsistence allowance (covering accommodation, meals, refreshments and incidental costs) where **actual expenses are not claimed**, as stipulated in this policy (see annexure 1).

2.4.2 The allowances payable are determined by the Department of Public Service and Administration and are subject to change.

2.4.3 It must be noted that the daily allowance as mentioned in paragraph 2.4.1 (a) and (b) is intended to be utilized for the following incidental expenses:

- a) Private telephone calls.
- b) Reading matter (newspapers, magazines, etc.).
- c) Non-alcoholic beverages, which do not form part of a meal.
- d) Tips for room and table service.

2.4.4 The following expenditure may be refunded to an official if substantiated with the necessary original invoices/receipts.

The original invoices/receipts should reflect:

- a) Actual accommodation (reasonable economical expenditure, including bed and breakfast);
- b) Meals - limited to a stipulated amount per day (plus non-alcoholic beverages limited to a stipulated amount per day).
- c) Laundry is payable if an employee is away from office for more than 3 consecutive days
- d) Dry-cleaning is payable if an employee is away from office for more than 3 consecutive days
- e) Toll fees
- f) Public transport (plane, train, taxi's and busses)
- g) Kilometres in respect of the use of own private vehicle for official purposes **(Subject to prior approval from Sub-Directorate: Transport Services and the applicants Programme Manager)**
- h) Parking
- i) Official telephone calls
- j) Tips for taxi's and porters
- k) Official entertainment **(Limited to Senior Management Members)**
- l) Safe deposit charges
- m) Official internet usage **(subject to prior approval by the DG)**
- n) Cablegrams, printing, postage, interpreter services, rental of cassette recorders for official purposes

All subsistence and travelling expenses must be claimed on the appropriate Subsistence and Travelling Form.

2.5 Tips/Gratuity

Official entertainment (limited to SMS): Tips may be given up to 10% of the invoice amount but not more than R 50.00. This amount should be shown on the bill as gratuity. Refer to paragraph 2.4.3 of Policy.

2.6 Sessional Assistance (Cape Town)

- a) Only official appointed by the Director-General in writing as sessional officer can claim sessional allowance.
- b) A daily sessional allowance is payable according to the rates contained in Financial Manual as issued by the DPSA.
- c) Where sessional officials are authorised to return to the Pretoria offices on a periodic basis on official business a daily rate as determined by the DPSA will be payable to such officials. Proof of such authority must be attached to the relevant claims in these cases.
- d) Sessional officials can claim subsistence and travel allowance when they undertake trips to other provinces other than Cape Town and Pretoria.
- e) When sessional officials return to Pretoria with the Director-General or Minister for official purposes, it is expected that officials should stay in their normal place of residence. If this cannot be done, prior approval must be obtained from the Chief Financial Officer for other accommodation.
- f) As is the case with all travel claims appropriate supporting documentation must be attached to the travel claims.

2.7 Use of Own Vehicle by Senior Managers

If a member of senior management services utilises his or her vehicle to travel for official purposes away from his or her usual place of work, he/she:

- a) shall be reimbursed for toll fees, and parking fees. in excess of R10 per month. Acceptable vouchers must be submitted in this regard.
- b) shall be reimbursed for all the kilometres travelled for business purposes

2.8 Use of own vehicle by Middle Management Service (MMS)

If a member of MMS, who structures a motor vehicle allowance, utilises his/her private vehicle to carry out official duties, he/she:

- a) shall be reimbursed for toll fees, and parking fees. Acceptable vouchers must be submitted in this regard.
- b) shall be reimbursed for kilometres travelled according to the tariffs payable for privately owned vehicles, as prescribed by the Department of Transport.

2.9 Use of own vehicle - other staff

- a) It is recommended that staff other than mentioned in paragraph 2.7 and 2.8 make use of official transport provided, but if an official wants to use his/her own vehicle to carry out official duties the approval from a Senior Manager¹ must be obtained, as long as it is cost effective and practical.
- b) The official shall be reimbursed for kilometres travelled according to the tariffs payable for privately owned vehicles, as prescribed by the Department of Transport.

2.10 Calculation of Period of Absence

- a) All time and distance must be calculated from the office with suitable adjustments made for direct travel from an official's home to airport, etc.
- b) The distance from home or work, whichever is the shortest, should be claimed.
- c) Claims are calculated on full hours (fractions rounded of). Before and up to 1 hour 29 min rounded to 1 hour and from 1 hour 30 min rounded to 2 hours.
- d) For air travel, two hours before boarding time and two hours upon return (total of 4 hours) will be calculated into the claim to make provisions for officials to adhere to the aviation regulations.

2.11 Travel Authorisation

For purposes of this section, the relevant provisions of the Departmental Transport Policy shall apply in respect of travel authorisation.

2.12 Accommodation

2.12.1 An officially appointed travel agent is responsible for the arrangement of all accommodation requirements of the department. All bookings in respect of accommodation must be approved by the relevant Senior Manager and directed via the Transport services section.

2.12.2 The Department is responsible for settling an official's account at the hotels including meals and beverages (excluding alcoholic beverages and any other expenditure which are not in line with official duties) charged. This will not be in

¹ Senior Manager referred to is a manager belonging to the Senior Management Services and is Director upwards.

terms of DPSA Annexure 1 however the total amount on the invoice will be settled by the department. Officials are required to excise cost saving mechanism when ordering foods and beverages. DPSA allowance in Annexure 1 will only be used when an official is claiming S&T. This is in the case where an official has bought food and beverages (excluding alcoholic beverages and any other expenditure which are not in line with official duties) using his/her own cash and the necessary slips will be produced in order for an official to be reimbursed.

2.12.3 Staff members can claim for other expenditure on the applicable PERSAL Claim Form (substantiated with vouchers) on his/her return to his/her office This is only applicable for Subsistence and Travel related claims only.

2.12.4 All officials are expected to use a standard room. Any deviations in this regards will have to be properly authorised by the Branch Head responsible or in the case of DDG's, the Director General.

2.13 Air Travel

2.13.1 All air travel bookings must be approved by the relevant Sub-Programme Manager/Chief Director and directed to the Transport services section on the applicable Form VA26A.

2.13.2 Branch Heads, Programme Managers and Responsibility Managers shall, in respect of their areas of responsibility ensure that appropriate control measures are established to prevent employees in their components from making unnecessary trips.

2.13.3 In the event where the Sub-Programme Manager (CD) is unavailable, the Sub-Programme Manager outside the reporting line may approve travel arrangement requests only in consultation with the unavailable Sub-Programme Manager (CD) within the Programme.

2.13.4 The official travel agent responsible for the transport requirements of the department should be furnished with an official order. Where online booking is done the official order or a prescribed approval document must be attached and sent to the agent. The agent will make no bookings if the official order form is not attached.

2.13.5 Classes of air travel:

- The provisions of the Departmental Transport Policy shall apply in respect of classes of air travel.
- When claiming subsistence the original plane ticket or the boarding pass must be attached to the PERSAL Claim Form.
- Only the Minister and the Director General should travel on business class in respect of domestic flights.

- All officials currently flying on business class in terms of the old subsistence and travel policy will have to fly on the economy class.



2.14 Car Rental

The relevant provisions in the Departmental Transport Policy shall apply in respect of hiring of cars.

2.15 Use of Private Vehicles and Government Transport

2.15.1 All official journeys must be undertaken using the most **economical** means with due regard to available transport on hand.

2.15.2 Prior written approval must be obtained from senior Manager for the use of a private vehicle for official purposes.

2.15.3 An official who makes use of the senior management Services package (SMS) may **not** make use of Government Transport nor may such an official travel in Government Transport with another official, except in situations where it is cost effective and practical.

2.15.4 Consultants, interns, contract employees may not make use of Government Transport.

2.15.5 Where a private vehicle has been used and the claim exceed the amount the department would have incurred had an airplane and a car been used the official can only claim up to the latter amount.

2.16 Advances

2.16.1 The issuing of an advance is subject to prior approval by the relevant Senior Manager, and should be assessed on a case-by-case basis.

2.16.2 A request for an advance must be done on the appropriate BAS Subsistence and Travelling Advance Form and an "Undertaking with reference to an application for a travel and subsistence advance form" must be completed. No subsistence and travel request will be processed if the duly completed undertaking is not attached to the BAS S&T Advance Form.

2.16.3 The completed BAS Subsistence and Travelling Form must be submitted to the Sub directorate: Financial Support with necessary supporting documentations for the speedy processing through the BAS.

2.16.4 Advances must be submitted within 5 days after a journey to the Sub Directorate: Financial Administration.

2.16.5 If arrangements for the payment of an outstanding advance have not been made within 5 days, the outstanding amount will be deducted from an official's salary.

2.17 Subsistence and Travel Claims

2.17.1 Claims must be submitted within 30 days after a journey to the Sub Directorate: Financial Support.

2.17.2 Subsistence and Travel claims submitted after 30 days will only be considered for payment with reasonable explanation for not submitting within 30 days.

2.17.3 To prevent a delay with the processing and payment of claims the relevant Subsistence and Travel Form must be completed properly.

2.17.4 Subsistence and Travel claims will be paid by Electronic Fund Transfer (EFT) directly into the bank account of an official and not from the petty cash. EFT payments cannot be paid into a credit card account.

2.17.5 A Subsistence and Travelling claim will not be paid if:

- a) An employee still has another outstanding advance and therefore has never submitted the travel and subsistence claim.
- b) An employee did not refund a previous travel and subsistence debt (cases where the advance exceeded the claim).
- c) The proper authorisation according to the delegation of authority had not been obtained.
- d) The approved trip authorisation and motivation for advance as well as the itinerary is not attached or not fully completed.

2.18 Transport from home or workplace to the airport

2.18.1 Senior Managers and Middle Management Members (those who have structured their salaries and are paid a car allowance) are compelled to utilise their vehicles for business purposes. All kilometres travelled for business will be reimbursed.

2.18.2 A Senior / Middle manager, however, need not utilise his/her vehicle in exceptional cases where other transport arrangements would prove more reasonable economical and/or practical.

2.18.3 Other officials must use the most practical and cost effective means of transport. It is recommended that officials travel together where practical to do so.

2.18.4 Prior approval to undertake the trip must be obtained.

2.18.5 It is recommended that where possible, in order to minimise costs, employees request acquaintances to take them to the airport and to collect them again ie If the airport parking will be lesser than someone dropping you off and collecting you back then make use of the parking and vice versa.

2.19 Serious illness or family death

2.19.1 In the event that an employee who is away from home on an official trip and becomes so ill that he or she should remain distant from his or her home, the employer may pay reasonable actual costs for travel and accommodation for one or more family members to join him or her.

2.19.2 In the event that an employee who is away from home on an official trip has to return home because a parent, spouse or child become severely ill or dies, the employer may pay reasonable actual costs for the employee's travel and accommodation.

2.20 Subsistence and Travel (Foreign Countries) (The contents of the ministerial handbook must also be read with this part of the policy).

2.20.1 Approval

a) Minister

- The State President's office approval must be obtained for overseas trips undertaken by a Minister and the appointment of an acting Minister during his/her absence.
- The Director-General must be informed of the purpose, background, period, names of delegation and the financial implication of the trip.
- The Director-General's approval is also necessary on the applicable Request for Official Transport/Accommodation (Form VA26A).

b) Director-General and other officials

An approval by the Minister via the Director-General must be sought in a submission giving full detail of the purpose, background, period, delegation and the financial implication of a trip, what expenses will be carried by the host country and what will be borne by the Department.

After the trip motivation has been approved the following must be done.

- The Official Transport Request (Form VA26A) must be completed and signed by the official.
- The above form must be submitted to the Senior Manager for approval and certification that the journeys are official and that funds are available to cover the expenditure.
- The completed Form VA26A and the approved trip motivation must accompany the invoice for payment of the expenditure.

2.20.2 When the Expenditure Is Fully Met From Public Funds or sponsored

The following percentage rates will apply to the special daily allowance for instances where a sponsor or the Department is responsible for the payment of costs (i.e. laundry, dry cleaning, etc.) related to an official's stay in a foreign country

- i. Incidental expenses (15% of the special daily allowance)
- ii. Breakfast (20% of the special daily allowance)
- iii. Lunch (20% of the special daily allowance)
- iv. Dinner (45% of the special daily allowance)

a) **Minister**

The Minister is entitled to 110% of the special daily allowance payable to Director Generals during visits abroad. (See Cabinet memorandum 8 of 1997, dated 19 March 1997 and Annexure A of the Department of Public Service and Administration circular dated 19 August 1999).

The following must be paid from the special daily allowance (depending on what the Department / Sponsor are paying for);

- Meals;
- Beverages;
- Private telephone calls;
- Reading material (newspapers, magazines, etc); and
- Tips for room and table service.

Should the daily allowance as described above be insufficient the Minister's reasonable actual expenditure on meals may be reimbursed and an additional daily allowance as prescribed, may be paid for incidental expenditure substantiated with the necessary vouchers/ receipts.

In exceptional cases where this is not possible the Minister must certify that the vouchers/receipts were not available or lost.

b) Director-General and other officials accompanying a Minister;

The full tariff as indicated in the Financial Manual as issued by the Department of Public Service and Administration (DPSA) may be claimed in line with 2.20.2 of this policy. (Annexure A of the Manual)

2.20.3 Special Daily Allowance

- a) It is not necessary to declare the special daily allowance.
- b) If a Minister's spouse accompanies the Minister abroad in an official capacity he/she is entitled to the same allowances as described for other officials.

2.20.4 Incidental Expenses

If necessary, the following expenditure may also be refunded to an official if it can be substantiated with the necessary vouchers/receipts:

- a) Actual hotel accommodation (reasonable expenditure)
- b) Taxes, heating and the use of bath facilities
- c) Dry-cleaning
- d) Washing and ironing of clothes
- e) Official telephone calls
- f) Plane tickets
- g) Excess baggage (Subject to prior approval by Director-General)
- h) Public transport
- i) Parking fees
- j) Toll gate fees
- k) Travelling expenses in respect of official trips (shuttles, car rental, etc.)
- l) Cellular phone rental (Subject to prior approval by Director-General)
- m) Tips to drivers (maximum of \$10,00 a time)
- n) Tips to other persons (maximum of \$5,00 a time)
- o) Cablegrams, printing, postage, interpreter services, rental of cassette recorders for official purposes
- p) Safe rentals
- q) Official entertainment
- r) Purchase of drinking water when necessary
- s) Airport taxes
- t) Passport/visa expenditure
- u) Medical costs for vaccinations
- v) Official internet use (subject to prior approval by the Director-General)

2.20.5 Request for an Advance (Foreign Exchange)

The request for an overseas advance (foreign exchange) must be submitted to the Director: Financial Administration via the Chief Financial Officer. The following information/documents will be required before arrangements for foreign exchange can be made:

Minister

The following must accompany the request:

- Copy of the State President's approval;
- Copy of itinerary;
- Ticket or proof of booking;
- Destination/s and period of visit;
- Whether the Minister will be accompanied by his/her spouse;
- Whether the department will be responsible for the full expenditure or is a host country involved and what expenditure will be paid by the host country
- Foreign exchange requirement (i.e. special daily allowance, entertainment allowance, transport allowance, airport tax, etc.);
- Allowances to be ordered in cash or travellers cheques; and
- Date and time for which the foreign exchange delivery must be scheduled.
- A copy of the passport

Director-General/other officials

The following must accompany the request:

- Copy of Minister's approval;
- Copy of itinerary;
- Ticket or proof of booking;
- Country/ies and period;
- Whether the Department will be responsible for the full expenditure or is a host country involved and what expenditure the host country will pay.
- Foreign exchange requirement (i.e. special daily allowance, entertainment allowance, transport allowance, airport tax, etc.);
- Allowances to be ordered in cash or travellers cheques;
- Date and time for which the foreign exchange delivery must be scheduled.
- A copy of the passport

2.20.6 Calculation of Period of Absence

Foreign visits Subsistence and Travel claims are calculated as follows:

- a) Two hours before boarding time to airport and on return two hours from landing to official's destination ie if flight is for 2pm the calculations will be

made from 12pm. The period of absence is calculated on the Special Daily Allowance as prescribed in the Financial Manual for purposes of the calculation of remunerative allowances and benefits.

From the time he/she arrives at OR Tambo International Airport until the time, which he/she arrives at home the period of absence, is calculated on fixed daily allowance paid for internal travel.

Claims are calculated on full hours (fractions rounded off). Before and up to 1 hour 29 min rounded to 1 hour and from 1 hour 30 min rounded to 2 hours.

No adjustment in respect of claims already paid out will be made unless the tariffs have been increased with retrospective effect.

2.20.7 Subsistence and Travel Claims (Foreign Countries)

Refer to section 2.17 above

In addition to the requirements of section 2.17, a report on the trip must be submitted to the Director-General and Minister.

2.21 General

2.21.1 The payment of a daily allowance is intended to reimburse an officer for reasonable actual expenditure incurred during official service away from his/her Head Office and not to:

- Enable an officer to abuse entertainment,
- Enrich or supplement an officer's salary or
- Compensate an officer for any inconvenience caused

2.21.2 If an official changes his/her flight reservation where a shuttle service had been arranged, he/she will be responsible to contact the shuttle service to amend or cancel the booking. Failure by an employee to cancel a shuttle service reservation, where the shuttle service bills the department for a "no-show", will lead to the shuttle charge being deducted from the official's salary once-off.

2.21.3 If the person who travels does not cancel the travel arrangements on time he/she will be responsible for the total costs incurred.

2.21.4 A request for an advance must be submitted to the Financial Administration Section at least five working days before the funds are required to enable the section to check the correctness of the document and process on the financial system (Basic Accounting System – BAS).

2.21.5 It takes four working days after the advance is processed on BAS through Electronic Bank Transfer for the money to be available in the bank. The advances should therefore be submitted on time.

2.21.6 No Department cheques (Warrant Vouchers) will be issued.

3 Disciplinary Processes and Procedures

Transgression of this policy constitutes financial misconduct and depending on the facts may lead to criminal proceedings.

The Treasury Regulations of March 2005 provide for a disciplinary hearing according to the prescripts and agreements applicable in the public service in the case of allegations of financial misconduct.

4 Monitoring, Evaluation and Reporting

4.1 Monitoring

The Internal Control Sub-Directorate will monitor the impact of this policy on service delivery.

4.2 Evaluation

The Internal Control Sub-Directorate will evaluate the policy and report on its effectiveness to the Director: Financial Administration

4.3 Reporting

The Director: Financial Administration will ultimately report to the Chief Financial Officer through the Chief Director Financial Services with recommendations of how to improve on the policy.

5 Amendments to and Review of Policy

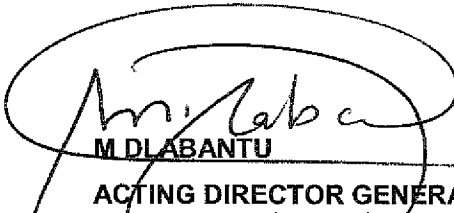
5.1 Amendment and Review process

Strategic Management (STRATMAN) will consider submissions for reviewing this policy at its meetings and approve such amendments.

6 Implementation / Review Date

The implementation date of this Policy is immediately upon ADG's signature

APPROVAL



M DLABANTU
ACTING DIRECTOR GENERAL
DATE: 22/04/2010

Annexure 1 to the Subsistence & Travel policy

TYPE OF ALLOWANCE MAXIMUM ALLOWANCE W.E.F. 1 APRIL 2010

Special daily allowance to compensate for incidental expenses where actual expenses are claimed	R 85.00
Fixed daily subsistence allowance payable in circumstances where actual expenses are not claimed	R 276.00

Amount for subsistence allowance that can be claimed as per DPSA Financial manual	R 276.00
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	% Allocated of amount	Amount
Breakfast	25%	R 69.00
Lunch	25%	R 69.00
Dinner	50%	R 138.00

