

DEPARTMENT OF ENVIRONMENTAL AFFAIRS



TRAVEL AND SUBSISTENCE POLICY

1.	INTRODUCTION	3
2.	POLICY	3-8
3	APPROVAL OF POLICY	8



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Director-General

TRAVEL AND SUBSISTENCE POLICY

1. INTRODUCTION

- 1.1 The purpose of this policy is to define the parameters within which the processes and procedures with regard to transport and subsistence matters may be developed.
- 1.2 The policy follows the principles of accountability reflected in section 38 of the Public Finance Management Act, 1999. The core responsibilities of the accounting officer, referred to in section 38 of the act, which were used as a guideline are the following:
- 1.2.1 Ensuring effective, efficient and transparent systems of financial and risk management and internal control.
 - 1.2.2 Ensuring the effective, efficient, economical and transparent use of resources.
 - 1.2.3 The institution of effective and appropriate steps to prevent unauthorised, irregular and fruitless and wasteful expenditure.
- 1.3 The transport and subsistence procedures and detailed prescripts will be contained in a separate document.


2 POLICY

No	Subject	Policy
1	General	
1.1		A programme's T&S budget may not be exceeded. Such budget may only be increased with the approval of the Office of the CFO.
1.2		Only approved service providers may be utilised to procure travel and accommodation requirements.
1.3		Only approved forms may be utilised to obtain approvals and submit claims.
1.4		The Minister must authorise all trips to foreign countries. The trips of the Minister and Deputy Minister must be authorised by the President.
1.5		The actual cost of a trip to a foreign country may not exceed the amount approved by the Minister by more than 15%. Should it be discovered at the time of confirming the trip with the travel agent that the limit is exceeded the Director-General's <i>condonation</i> of the additional cost must be obtained before the commencement of the trip.
1.6		The period of absence from headquarters for the purpose of a claim starts when the official leaves his/her home or office, which




 Director-General

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		ever is the latest, and ends when the official arrives at his/her home, whichever is the earliest.								
1.7		A maximum of three meals may be claimed for in a day if the official is absent from home/office on an official trip during the following periods: <table border="1" data-bbox="571 481 1201 658"> <thead> <tr> <th>Meal</th> <th>Time away</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>Depart before 06:00</td> </tr> <tr> <td>Lunch</td> <td>Depart before 12:00</td> </tr> <tr> <td>Dinner</td> <td>Return after 20:00</td> </tr> </tbody> </table>	Meal	Time away	Breakfast	Depart before 06:00	Lunch	Depart before 12:00	Dinner	Return after 20:00
Meal	Time away									
Breakfast	Depart before 06:00									
Lunch	Depart before 12:00									
Dinner	Return after 20:00									
1.8		No entertainment expenditure or alcoholic liquor may be debited to a hotel account.								
1.9		Where an official is absent from headquarters for a period of more than 24 hours a pro rata portion of the daily allowance may be claimed based on the hours in excess of one day that an official is away on duty.								
2	Advances									
2.1		Requests for advances must reach the Directorate: Financial Management 5 working days before the commencement of a trip. If an official requires an advance in a shorter period of time the CFO or his delegate's approval must be obtained for alternative arrangements.								
2.2		An advance for trip to a foreign country will only be approved if the request is accompanied by the approval of the Minister.								
2.3		Substitute payments, where a payment has been made to an incorrect bank account as a result of an official not advising the department of a change in bank account, will not be made until the original payment has been recovered.								
2.4		An advance may not be provided to consultants except with the approval of the Chief Financial Officer.								
2.5		A T&S claim to clear an advance must be submitted within 10 working days of the date on which the official returns from the trip from a trip for travel within the RSA and 20 working days for travel outside the RSA.								
2.6		Outstanding advances not cleared or repaid within the time limits set above will be recovered from the next salary payment.								
2.7		Claims that are made after 90 days from the return from a trip have to be approved by the CFO in addition to the Programme Manager.								
2.8		A subsequent advance may not be approved if the initial advance								

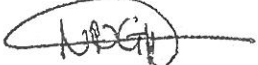

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		has not been cleared by way of a claim or the repayment of any amounts not utilised
2.9		Outstanding advances may not be repaid in instalments. In exceptional circumstances the CFO may approve limited instalments.
3	Claims trips within RSA	
3.1		<p>T&S expenses may be claimed on the following basis depending on the number of hour's absence from headquarters.</p> <p><u>Periods less than 8 hours</u></p> <p>The following actual expenses may be claimed subject to documentary proof thereof being submitted:</p> <ul style="list-style-type: none"> • Meals up to the maximum of the meal allowances contained in this policy taking account of the provision of section 1.7. • Other reasonable actual expenses such as parking and toll fees <p><u>Periods between 8 and 24 hours</u></p> <p>The following expenses will be paid:</p> <p>Meals at the rate for meal allowances contained in this policy taking account of the provision of section 1.7.</p> <ul style="list-style-type: none"> • Other reasonable actual expenses such as parking and toll fees <p><u>Periods longer than 24 hours</u></p> <p>A. In cases where used is made of commercial accommodation establishments the following expenses will be paid:</p> <ul style="list-style-type: none"> • Actual cost of hotel accommodation if not procured by the department • Daily allowance • Meal allowances, provided that the meals claimed are not <ul style="list-style-type: none"> ○ reflected on the invoice of the commercial accommodation establishment at which the person stayed and that such invoice is attached to the claim; or ○ provided as part of the conference, workshop or lekgotla etc. being attended. • Laundry expenses for periods in excess of 3 days but excluding dry cleaning expenses. • Reasonable actual expenses such as parking and toll fees.



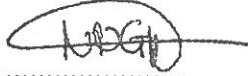
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		<p>B. Where hotel accommodation is not provided by the department or where actual hotel expenses are not claimed:</p> <ul style="list-style-type: none"> • The fixed daily subsistence allowance payable in circumstances where actual expenses are not claimed as approved by the Department of Public service and Administration. No other allowances or actual expenditure may be claimed when this allowance is claimed.
3.2		<p>The meal allowances that may be claimed are the following:</p> <p>Breakfast R75 Lunch R50 Dinner R125</p>
3.3		<p>The following items may be claimed as actual expenses provided that invoices or certified copies thereof can be produced:</p> <ul style="list-style-type: none"> • Actual accommodation expenses up to a three star establishment except if written approval was obtained from the responsible programme manager. • Official telephone calls (a printout of all numbers dialled must be supplied and certified). • Parking fees (reasons must be given if no proof is provided). • Toll fees. • Any other reasonable expenses as approved by the programme manager.
3.4		<p>Private transport may only be used and claimed if no public or official transport, which includes a rented car, is available and prior written permission is granted for the use thereof. The tariff prescribed by the Department of Transport may be claimed.</p>
4	<p>Claims for trips to foreign countries.</p>	



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4.1		<p>The following expenses may be claimed if the host country or another organisation is not responsible for defraying costs of the trip:</p> <p>A. <u>Absence from headquarters for less than 24 hours</u></p> <p>Only actual expenses supported by receipts may be claimed provided that claims for meals will be limited to the amounts provided for meals in section 3.3² above.</p> <p>B. <u>Absence from headquarters for more than 24 hours</u></p> <ol style="list-style-type: none"> 1. Daily allowance in accordance with KOBDA rates 2. Accommodation expenses 3. Laundry expenses for periods in excess of 3 days but excluding dry cleaning expenses. 4. Official telephone calls (a printout of all numbers dialled must be supplied and certified). 5. Public transport. 6. Taxi fares. 7. Airport tax. 8. Banking charges 9. Exchange rate losses (records must be kept of losses and profits and only the difference may be claimed). 10. Rental cars where it can be motivated that it is not feasible to utilise public transport, 11. Safekeeping of official documents. 12. Drinking water. 13. Gymnasium costs where the official can provide documentary proof of membership in the RSA. 14. Porter fees not exceeding 3% of the total daily allowance for the trip. 								
4.2		<p>If a sponsor covers the cost of accommodation and one or more meals per day the residual costs may be claimed at KOBDA rates based on the percentage breakdown for the various claimable items:</p> <table data-bbox="592 1637 943 1796"> <tr> <td>Incidental expenses</td> <td>15%</td> </tr> <tr> <td>Breakfast</td> <td>20%</td> </tr> <tr> <td>Lunch</td> <td>20%</td> </tr> <tr> <td>Dinner</td> <td>45%</td> </tr> </table>	Incidental expenses	15%	Breakfast	20%	Lunch	20%	Dinner	45%
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		The claim must be accompanied by written proof of the expenditure that the host country is prepared to defray.
4.3		Should the daily allowance provided by the sponsor be more than the KOBDA rates the official will receive the benefit of the higher allowance.
4.4		An official whose expenses are partly defrayed by the host country may also claim the expenses listed as items 2 to 14 in part B of section 4.1.
4.5		Where documentary proof of expenditure can not be obtained e.g. in the case of expenditure in respect porters the official must keep a record of such expenditure identifying the service and date of the expenditure and submit it with the claim form.
4.6		Officials need to obtain a hotel bill and attach it to the claim to enable to reconcile the actual bill and the travel agency account.

Approved/Not Approved/Approved as amended

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DIRECTOR-GENERAL

DATE: 15/3/2011



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Director-General