

## Busisiwe Vananda - PAIA

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**From:** Johanna Twala  
**To:** Busisiwe Vananda  
**Date:** 2013/08/30 10:39 AM  
**Subject:** PAIA  
**Attachments:** Message from minolta

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Good Day

The expense for venues and facilities is R 6 864.00 for 2010/11 and R 20 980.51 for 2011/12. Furthermore Schalk confirmed that the operating lease is for leasing of office space.

Hope you find the above in order.

Johanna Twala  
Directorate: Financial Administration  
Tel: [\(012\) 421 1563](tel:0124211563)  
Fax: [0865457407](tel:0865457407)  
E-mail: [Johanna.Twala@dhs.gov.za](mailto:Johanna.Twala@dhs.gov.za)



**SPECIAL TRAVEL, ACCOMMODATION AND TRANSPORT REQUEST FORM**

*AMENDED VA FORM*

**human settlements**

Department:  
Human Settlements  
REPUBLIC OF SOUTH AFRICA

Requisition Ref. No. **100T**

*27527*

**NB:** If this form is not approved by authorised concerned, the Travel Agency shall not proceed with bookings.

**Section A** (Particulars of the requestor, budget and Logis)

Name and Surname Caroline Maphae Rank PA.  
 Branch/Chief Directorate/Directorate/Sub-Directorate IR & IGR  
 Fund Voted Project.....  
 Responsibility CD: IR & IGR Regional Indicator.....  
 Objective RS: IR & IGR Asset NONE Asset  
 Item Conference Venue Hire  
 Purpose of Journey Team meeting Place(s) to be visited IRENE Country Lodge

**Section B** (Hired Vehicle without driver/self drive- For use of private vehicle attached memo approved by programme manager)

Size eg (1400cc etc) 1400 Date & time required 24/06/2011 (08h00) Date and time returned 24/06/2011 (08h00)  
 Address where vehicle should be dropped 240 Walker street, Govern Mbeki House, Sunnyside

**NB:** I agree that any costs for incidents/accidents damages on the hired vehicle not reported to the transport section of the department will be deducted from my salary

ICN 

H	H	H	H	0	0	H	0	0	0	0	4	8	1
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**Section C** (Vehicle with driver e.g. Chauffeur or shuttle)

1. Date (Forward) 24/06/11 Time 08h00 Departure address 240 Walker street Sunnyside  
 Destination IRENE Country Lodge  
 2. Date (Return) 24/06/2011 Time 16h00 Departure address IRENE Country Lodge  
 Destination 240 Walker Street, Sunnyside

ICN 

9	9	9	9	9	8	S	0	0	4	0	0	9	3
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**Section D** (Please tick the appropriate box with x)

Tickets required  Train  Aircraft  Rail warrant No. \_\_\_\_\_  Single or  Return  
 From \_\_\_\_\_ To \_\_\_\_\_ To \_\_\_\_\_ To \_\_\_\_\_  
 Forward Journey: Date \_\_\_\_\_ Departure time \_\_\_\_\_ Arrival time \_\_\_\_\_ Flight No. \_\_\_\_\_  
 Return Journey: Date \_\_\_\_\_ Departure time \_\_\_\_\_ Arrival time \_\_\_\_\_ Flight No. \_\_\_\_\_

ICN 

9	9	9	9	7	9	S	0	0	3	4	1	3	8
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**Section E** (Hotel required)  Yes or  No

Name of Hotel IRENE LODGE Address CENTURION  
 Tel No 012-667-6404 Ref No. \_\_\_\_\_ Arrival date 24/06/2011 Departure date 24/06/2011

**NB:** I agree that any hotel expenses not covered by S & T policy will be deducted from my salary

ICN 

9	9	9	9	1	4	S	0	0	6	1	5	7	8
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Special Instructions.....

**NB:** I hereby certify that the journeys are official and that funds are available to cover the expenditure.

*[Signature]* Signature of Applicant (Driver or Traveller) *[Signature]* Names & Signature of Programme Manager or Responsibility Manager

Date 21/06/2011 Cell No. 0826717386 (Chief Director upwards) Date 21/6/2011 Cell 0829034364

REQUISITION No. 

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 ORDER No. 

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Supplier.....  
 Total amount (inclusive vat): R.....

Captured by..... Authorised by.....

**OFFICIAL TRAVEL, ACCOMMODATION AND TRANSPORT REQUEST FORM**



**human settlements**

Department:  
Human Settlements  
REPUBLIC OF SOUTH AFRICA

Requisition Ref. No. **100T26451**

**NB:** If this form is not approved by authorised concerned, the Travel Agency shall not proceed with bookings.

**Section A** (Particulars of the requestor, budget and Logis)

Name and Surname Caroline Mponze (Conference Venue) Rank P.A.  
 Branch/Chief Directorate JGR & JZ (Stakeholder) Fund Voted  
 Responsibility PO: Stakeholder Intergov Rel Project  
 Objective CD stakeholder & Intergov Rel Regional Indicator City of Tshwane  
 Item Venue hire Asset SA  
 Purpose of Journey Strategic planning session Place(s) to be visited Roodevallei

**NB:** in case(s) of events/conferences/seminars etc, state your role or attach invitation

**Section B** (Vehicle without driver/self drive- For use of private vehicle attached memo approved by programme manager)

Vehicle size (Class code/cylinder capacity) ..... Group  Government Garage or  Hired  
 Address where vehicle should be dropped .....

**NB:** I agree that any costs for incidents/accidents/damages on the hired vehicle not reported to the transport section of the department will be deducted from my salary

**Section C** (Vehicle with driver e.g chauffeur or shuttle)

1. Date (Forward) ..... Time ..... Departure address .....  
 Destination .....  
 2. Date (Return) ..... Time ..... Departure address .....  
 Destination .....  
 ICN 

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9	9	9	9	9	8	S	0	0	4	0	0	9	3
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**Section D** (Please tick the appropriate box with x)

Tickets required  Train  Aircraft  Rail warrant No .....  Single or  Return  
 From ..... To ..... To .....  
 Forward Journey: Date ..... Departure time ..... Arrival time ..... Flight No .....  
 Return Journey: Date ..... Departure time ..... Arrival time ..... Flight No .....  
 ICN 

9	9	9	9	7	9	S	0	0	3	4	1	3	8
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**Section E** (Hotel required)  Yes or  No

Name of Hotel Fair City Hotel, Roodevallei Address Plot 81 Zeekoegat, Kameelhof  
 Tel No ..... Ref No ..... Arrival date 24/10/2012 Departure date 24/10/2012

**NB:** I agree that any hotel expenses not covered by S & T policy will be deducted from my salary

ICN 

9	9	9	9	1	4	S	0	0	6	1	5	7	8
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Special Instructions .....

**NB:** I hereby certify that the journeys are official and that funds are available to cover the expenditure.

Signature of Applicant (Travel Booker) [Signature] Names & Signature of Programme Manager or Responsibility Manager [Signature]  
 Date 12/10/2012 Cell No 0826717386 (Chief Director upwards) Date 12/10/2012 Cell 012-444-5219

REQUISITION No. 

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 Supplier.....  
 ORDER No. 

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 Total amount (inclusive vat): R.....  
 Captured by..... Authorised by.....

**Travel With Flair - Jhb**

P.O. Box 5061  
 Rivonia  
 Johannesburg  
 2128

Company Reg. No. : 2004/028611/07  
 V.A.T. Reg. No. : 4570216079  
 Tel No. : +27 11 234 6660-4  
 Fax No. : +27 11 234 6777



**TAX Invoice 0130078**

<p><b>Department Of Human Settlement</b>                  Private Bag X644                  Pretoria                  South Africa                  0001                  VAT No. N/A                  Customer Account Number : D00409</p>	<p>Invoice Date : 06/09/2011                  Consultant Name : Sharon Bhimjee / Km                  Order Number : 100T24527                  Client Ref 2 :                  Client Ref 3 :                  Client Ref 4 :                  Client Ref 5 :</p>
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LAND ARRANGEMENTS			Excl Amt	Vat	Incl Amt
Prn	Prn Ref No	Details			
Icl	7259/1937	Department Of Human 24/06/2011 Conferences Irene Country Lodge Sharon Vch Hof.043258 Reservations	5,473.68	766.32	6,240.00
SERVICE FEES					
Typ	Source Ref	Details			
Co1	7259/1937	Department Of Human - Conference And Management Fee (Conference And Mana) 24/06/2011	547.37	76.63	624.00
<b>Invoice Totals</b>			<b>R 6,021.05</b>	<b>R 842.95</b>	<b>R 6,864.00</b>



VAT No. 4180116875  
 REG No. 1988/000023/07



Bank Details  
 STANDARD BANK  
 SANDTON  
 Account Number: 420951172  
 Branch Code: 019205

Connex Travel - PRETORIA  
 P O BOX 821  
 PRETORIA  
 0001  
 Tel: (012) 342-3600

Tax Invoice 203-0000188613  
 Date: 16/10/2012

NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS  
 PRIVATE BAG X 644  
 PRETORIA  
 PRETORIA  
 0001

National Customer Number	NDHS
Customer Number	NDHS01
Order Number	26451
REQUISITION NUMBER	26451
RESPONSIBILITY CODE	STAKEHOLDERRELATIONS
Contact Person	CAROLINEMS
Contact Telephone Number	0124211580
Booked By	Precious Malematsa

VAT Reg :

Conference ROODEVALLEI COUNTRY LODGE  
 Start Date 24/10/2012 End Date 24/10/2012 Venue ROODEVALLEI COUNTRY LODGE  
 DCP Pax 0 C&A Pax 0 Inv Number TBA1240 Exception Code

Conference Delegate(s)  
 CAROLINEMS MAPHAE



	Net	Vat	Gross
Venue & Accom	17,043.86	2,386.14	19,430.00
Extra's	0.00	0.00	0.00
Additional Items	0.00		0.00
Supplier Invoice Total	17,043.86	2,386.14	19,430.00
Fee	1,360.10	190.41	1,550.51
Invoice Total	18,403.96	2,576.55	20,980.51
Balance Due			20,980.51

Document Audit Trail  
 203-0000188613 16/10/2012