



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

**TO ALL: ACCOUNTING OFFICERS OF DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS
ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES LISTED IN SCHEDULES 2 and 3 TO THE PFMA
HEAD OFFICIALS OF PROVINCIAL TREASURIES**

NATIONAL TREASURY INSTRUCTION NO. 04 OF 2017/2018

REVISED COST CONTAINMENT MEASURES RELATED TO TRAVEL AND SUBSISTENCE

1. PURPOSE

- 1.1. The purpose of this National Treasury Instruction is to prescribe revised cost containment measures related to travel and subsistence to be implemented by accounting officers of departments and constitutional institutions and accounting authorities of public entities listed in Schedules 2 and 3 to the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999).
- 1.2. This Treasury Instruction applies to all **Travellers**¹, travelling on **Official Business**², which is inclusive of the staff of Ministries, but excludes Members and National Members, as defined in the Ministerial Handbook.
 - (a) This National Treasury Instruction must be read in conjunction with National Treasury Instruction 02 of 2017/2018 that gives effect to the **National Travel Policy Framework (NTPF)** for further understanding and definitions.
- 1.3. Where there is conflict between this Treasury Instruction and the National Travel Policy Framework, the Framework will take precedence.

¹ Traveller means a person travelling at the behest of the Institution on Official Business. Institutions may include, but not limited to, other categories of employees, executives, other policy beneficiaries in line with applicable employment conditions, e.g. Institution bereavement, wellness and recruitment policies; Research collaboration support such as researchers, postgraduate students, utilising shared research platforms, Non-executive members, appointed members of a Committee, appointed members of a Commission of Enquiry, persons appointed as advisors on grounds of policy considerations in terms of section 12A of the Public Service Act of 1994, interview candidates and other government employees where an employer-employee relationship exists as defined in the Labour Relations Act or similar, e.g. International Labour law (in the case of employees based in foreign countries) and other applicable legislation, invited guests, care attendants to a Traveller with a disability

² Official Business means, in relation to this Instruction, travel and related costs associated with performing the Institution's functions in terms of their mandate and strategic, operational and performance plans.

2. ENFORCEMENT OF THIS TREASURY INSTRUCTION

2.1 Section 38(1) (b) of the PFMA requires accounting officers of departments and constitutional institutions to be responsible for the effective, efficient, economical and transparent use of their respective institutions' resources. Sections 38(1)(c)(iii) and 51(1)(b)(iii) of the PFMA also require accounting officers and accounting authorities to take effective and appropriate steps to manage the available working capital of their respective institutions efficiently and economically.

2.2 Accounting officers and accounting authorities are therefore required to implement control measures to ensure that all expenditure incurred by their respective institutions is necessary, appropriate and cost-effective. Accounting officers and accounting authorities are also required to ensure that all invoices are paid within 30 days from receipt of an invoice, unless otherwise agreed in a contract or other agreement with the supplier. All expenditure must be recorded and reported, as prescribed by the relevant legislative framework.

2.3 Accounting officers and accounting authorities are also responsible for ensuring that all employees in their respective institutions are mindful of the current economic realities and the need to intensify efforts to improve efficiency in expenditure and to exercise oversight over supply chain management processes and procedures.

3. NATIONAL TRAVEL STRATEGY

3.1 Travel and Accommodation Rates

3.1.1 *Domestic Flights:* The National Treasury has negotiated improved upfront discounts on domestic flights for all departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the PFMA ("Institutions").

3.1.2 *Domestic Accommodation:* The National Treasury has also established maximum allowable rates for domestic accommodation applicable to all departments, constitutional institutions and public entities.

3.2 Net and Non-Commissionable Rates

3.2.1 All rates offered to Government for domestic air and land arrangements must be net and non-commissionable³ with effect from the date of this Treasury Instruction. This will include rates offered by domestic airlines, hotels, car rental companies and the informal accommodation market e.g. Guest Houses, Bed & Breakfast or similar establishments.

3.2.2 Where commissions are earned by the Travel Management Company for a specific Institution's bookings, all these commissions should be declared and returned to the relevant Institution on a quarterly basis.

i. National Treasury has negotiated non-commissionable fares and rates with various airlines carriers and other service providers;

³ The net and non-commissionable rate means a rate that does not include any third party reward, i.e. a rate that is not marked up to include any commissions.

- ii. No override commissions earned through an Institution's reservations will be paid to the Travel Management Companies;
- iii. An open book policy will apply and any commissions earned through an Institution's volumes will be reimbursed to that Institution.

3.3 *Minimum Bid Specification Requirements for the Appointment of Travel Management Services*

3.3.1 The main outcomes of National Treasury Instruction No. 4 of 2016/2017 - Minimum Bid Specification Requirements for the Appointment of Travel Management Services are to:

- i. create a standardised approach to the Travel Management Industry for all government institutions to which the instructions apply;
- ii. ensure minimum technical competence of Travel Management Companies to service government institutions through the minimum bid specification requirements;
- iii. standardise the remuneration model for Travel Management Companies that is transparent across all government institutions;
- iv. move away from rebates, commissions or any volume driven incentives being paid to Travel Management Companies to a more transparent fee structure;
- v. standardise reporting requirements to improve transparency in expenditure for the travel category for all government institutions; and
- vi. ensure reduction of travel expenditure without compromising on quality of service in line with the requirements of these cost containment measures.

3.4 *National Travel Policy Framework*

3.4.1 National Treasury has issued a revised National Travel Policy Framework (National Treasury Instruction No. 02 of 2017/2018). Accounting officers and accounting authorities to which the National Travel Policy Framework applies must adapt their travel policies and standard operating procedures to the Framework in line with their individual requirements and delegated authority.

4. COMPLIANCE WITH COST CONTAINMENT MEASURES

- 4.1. Institutions must assist officials involved in the arrangement of travel to comply with the provisions of this Treasury Instruction to avoid possible irregular and fruitless and wasteful expenditure.
- 4.2. Irregular expenditure resulting from non-compliance with this Treasury Instruction must be recorded as such in the irregular expenditure register and disclosed appropriately in the annual financial statements of the institution.

5. COST CONTAINMENT MEASURES

5.1 General Principles

5.1.1 Accounting officers and accounting authorities to allow the Travel Booker⁴ or appointed Travel Management Company(ies) to make travel arrangements on behalf of the Institution that is in line with the provisions of the Institution's Travel Policy and this cost containment Treasury Instruction.

5.1.2 Institutions must make bookings utilising their institutional negotiated rates and fares, the government negotiated corporate rates and fares where applicable, e.g. discounted air fares with airlines, or, where the Travel Management Company(ies) can obtain better rates or fares, the Travel Management Company(ies) rates or fares for travel services within the maximum allowable rates as prescribed by the National Treasury.

5.1.3 In cases where the trip includes both air and road travel, Travel Bookers must select the mode and combination thereof that is the most cost-effective, taking into account the cost of the trip, time consumed and productivity.

5.1.4 Institutions must ensure that the Travel Booker or the appointed TMC compare various airline fares, accommodation establishment rates and car rental rates before confirming a booking, maintaining the principles of competitiveness and cost effectiveness⁵ in supporting the Institution's sustainability.

5.1.5 The Authorising Official⁶ must consider, prior to approving travel requests:

- i. the necessity to travel; limited to the absolute critical trips in support of the Institution's mandate;
- ii. the benefit to the Institution;
- iii. use of alternative face to face technologies i.e. Skype, video conference; and
- iv. compliance with the Institution's Travel Policy.

5.1.6 The double payment of travel expenses or travel advances or travel expense claims without supporting receipts, is prohibited.

5.1.7 Expenses included in any travel allowance given, or claiming a reimbursement for the cost of meals where the cost of meals is already included in the Accommodation cost, will be regarded as irregular expenditure and will be dealt with as such.

5.1.8 Accounting officers and accounting authorities must reduce an allowance where the Institution or another party or host are paying for the claimed expenses. The Institution recovers the over payment from the Traveller in accordance with applicable legislation and prescripts.

⁴ Travel Booker: means the person coordinating travel reservations with the Travel Management Company consultant on behalf of the Traveller.

⁵ Preferential Procurement Regulations, 2017, Section 6(9)(a) & (b)

⁶ Authorising Official means the Official who has delegated authority in terms of the Institution's DOA (Delegation of Authority) Policy, to approve travel requests and expenses.

5.2 Employees travelling on same engagements

5.2.1 Accounting officers and accounting authorities must implement policies and procedures to restrict the number of Officials and, where applicable, persons appointed on policy considerations⁷ travelling to the same event, conference, consultation or meeting to reasonable and necessary representation, including representations to Parliament or Provincial Legislatures.

5.2.2 Delegations to the same event, conference, consultation or meeting may only exceed three (3) Officials including persons appointed on grounds of policy considerations if approved in advance by the relevant accounting officer, accounting authority or delegated official.

5.2.3 The provisions of paragraphs 5.2.1 and 5.2.2 of this Treasury Instruction does not apply to:

- i. Heads of departments and constitutional institutions;
- ii. deputy directors-general or persons holding equivalent ranks in departments⁸
- iii. persons appointed on grounds of policy considerations in terms of section 12A of the Public Service Act, 1994;
- iv. employees at the level of management that report directly to the chief executive officer (CEO) of a constitutional institution;
- v. members of the accounting authority (Boards) of a public entity;
- vi. the CEO or any other person in charge of the public entity;
- vii. members of the CEO's executive committee that report directly to the CEO or to any other person in charge of the public entity;
- viii. officials of departments, constitutional institutions and public entities performing official duties in Parliament or in a provincial legislature other than those referred to in paragraph 5.2.1 of this Treasury Instruction; and
- ix. non-executive members serving on any governance committee (audit, risk and remuneration committees) in a department, constitutional institution or public entity.

5.3 Domestic air travel

5.3.1 The National Treasury has negotiated with South African Airways (SAA) and Comair/British Airways (BA) for upfront discounted air fares for government employees travelling domestically on official business. The Domestic Air Travel Fares are attached as **Annexure A** and will annually be reviewed by the National Treasury. Copies of the agreements are available on request.

5.3.2 Departments, constitutional institutions and public entities must implement the **best-fare-of-the-day**⁹ by making use of the negotiated discounted rates with SAA and BA. These agreements are **not exclusive** agreements and, before confirming a booking, Institutions must ensure that their appointed Travel Management Companies (TMCs) and, or, Travel Booker, whichever applicable, compare the rates of SAA and BA with other airlines servicing the specific routes, including the low cost carriers.

5.3.3 In order to make full use of the corporate discounts with SAA and BA, departments, constitutional institutions and public entities must instruct their appointed Travel

⁷ Policy Advisors appointed in terms of section 12A of the Public Service Act, 1994

⁸ This does not apply to persons holding other ranks/positions in departments but who are remunerated at salary levels 15.

⁹ The lowest fare at the time of booking and for which a seat is available, that meets the business requirements of the traveller.

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Management Companies and, or, Travel Bookers for domestic airline tickets, to book against the following relevant deal codes¹⁰ assigned to Government:

- (a) SAA Government deal code: **Deal code per department (Annexure B)**
- (b) BA Government deal code: **Deal code per department (Annexure C)**

5.3.4 Travellers must plan official travel well in advance to take advantage of the cheaper economy class fares (e.g. V, S, N, Q class tickets) which requires bookings/reservations be made, where possible, at least seven (7) working days prior to departure. The most cost effective options are available when making bookings/reservations more than fourteen (14) days prior to departure.

5.3.5 Institutions, through their Travel Bookers and, or, Travel Management Companies, must make every attempt to reduce travel costs by comparing the cost advantage of using alternative transport modes.

5.3.6 Travel policies must address the use of flexible ticket options as follows:

- a. Non-flexible tickets for the departure and return flight;
- b. Non-flexible tickets for the departure flight only;
- c. Flexible tickets for the departure and return flight.

5.3.7 *Air travel arrangements for departments and constitutional institutions*

5.3.7.1 Employees of departments and constitutional institutions, including support staff, administrative staff, the Chief of Staff, media liaison officers, parliamentary officers, private secretaries, assistant appointment secretaries, receptionists, registry clerks, drivers, messengers and VIP protection personnel may only travel economy class unless approved otherwise by the accounting officer or delegated official.

5.3.7.2 For flights that are **five (5) hours or less**, business class tickets may only be purchased for:

- (a) Directors-General or persons holding equivalent ranks in departments;
- (b) persons appointed on grounds of policy considerations in terms of Section 12A of the Public Service Act, 1994 (i.e. advisors to executive authorities); and
- (c) accounting officers of constitutional institutions.

5.3.7.3 For flights **exceeding five (5) hours**, business class tickets may only be purchased for –

- (a) Directors-General or persons holding equivalent ranks in departments;
- (b) Deputy Directors-General and Chief Directors or persons holding equivalent ranks in a department¹¹;
- (c) persons appointed on grounds of policy considerations in terms of section 12A of the Public Service Act, 1994 (i.e. advisors to executive authorities);
- (d) accounting officers of constitutional institutions;

¹⁰ The code that the Travel Management Companies must quote/insert when making the booking in order to benefit from the negotiated discounted fares.

¹¹ This does not apply to persons holding other ranks/positions but who are remunerated at salary levels 14 or 15.

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- (e) employees at the level of management that report directly to the accounting officer of a constitutional institution;
- (f) employees at the level of management that report directly to the Officials referred to in paragraph (e) above; and
- (g) non-executive members serving on any governance committee of a department or constitutional institution¹².
- (h) any other employee to whom authority was granted as indicated in 5.3.7.1

5.3.7.4 Notwithstanding the provisions of paragraphs 5.3.7.1, 5.3.7.2 and 5.3.7.3 above, accounting officers or delegated officials of departments and constitutional institutions may approve the purchase of business class tickets –

- (a) for employees with disabilities¹³;
- (b) for employees with special needs¹⁴;
- (c) in cases where economy class flights are not available¹⁵; or
- (d) where the business class ticket is the same price or cheaper than the economy class ticket¹⁶ to the same destination.

5.3.8 *Air travel arrangements for public entities listed in Schedules 2 and 3 to the PFMA*

5.3.8.1 Employees of public entities may only travel economy class, unless approved otherwise by the relevant accounting authority or delegated official.

5.3.8.2 For flights **less than five (5) hours**, business class tickets may only be purchased for –

- (a) members of the accounting authority (Board);
- (b) the CEO or other person in charge of the public entity;
- (c) members of the CEOs executive committee that report directly to the CEO or to the other person in charge of the public entity; and
- (d) non-executive members serving on any governance committee of the public entity¹⁷.

5.3.8.3 For flights **exceeding five (5) hours**, business class tickets may only be purchased for:

- (a) members of the accounting authority (Board);
- (b) the CEO or other person in charge of the public entity;
- (c) members of the CEOs executive committee that report directly to the CEO or to the other person in charge of the public entity;
- (d) employees at the level of management that report directly to the employees referred to in (c) above; and

¹² These governance committees include audit committees and risk management committees.

¹³ Disability for purposes of this document is defined as a person who are physically impaired and/or requires assistance to move or are depended upon a wheelchair.

¹⁴ Special needs means a distinctly different need of an employee that requires the AO/AA or delegated official to make a judgment call to provide for such a need.

¹⁵ A complete and accurate trail of such cases must be kept by the accounting officer for audit purposes.

¹⁶ A complete and accurate trail of such cases must be kept by the accounting officer for audit purposes.

¹⁷ These governance committees include audit, risk and remuneration committees.

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- (e) non-executive members serving on any governance committee of the public entity.
- (f) any other employee to whom authority was granted as indicated in 5.3.8.1

5.3.8.4 Notwithstanding the provisions of paragraph 5.3.8.1, 5.3.8.2 and 5.3.8.3 above, the accounting authority or delegated official may approve the purchase of business class tickets –

- (a) for employees with disabilities;
- (b) for employees with special needs;
- (c) in cases where economy class flights are not available¹⁸; or
- (d) where the business class ticket is the same price or cheaper than the economy class ticket¹⁹.

5.4 Domestic accommodation

5.4.1 Accounting officers and accounting authorities must ensure that domestic accommodation expenditure do not exceed the maximum allowable rates set out in the Domestic Accommodation Rate Grid enclosed as **Annexure D** to this Treasury Instruction. The National Treasury will review the rates contained in the enclosed **Annexure D** as and when necessary.

5.4.2 Institutions may enter into agreements, through the normal prescribed procurement process, with Accommodation facilities to secure rates that are lower than those prescribed in the Domestic Accommodation Rate Grid (Annexure D).

5.4.3 Accounting officers and accounting authorities or delegated officials may only approve accommodation costs that exceed the amount prescribed in **Annexure D** of this Treasury Instruction –

- (a) during peak holiday periods; and
- (b) when South Africa is hosting an event in the country or in a particular geographical area that results in an abnormal increase in the number of local and/or international guests in the country or in that particular geographical area.

5.4.4 Accounting officers and accounting authorities or delegated officials must ensure that overnight accommodation for employees is limited to instances where the distance travelled by road (by the traveller) exceeds 300 kilometers to and from the destination (return journey), unless approved otherwise by the accounting officer or accounting authority or delegated official.

5.4.5 Subsistence allowance for meals may not be paid to the traveller if the rate of the accommodation facility already includes dinner and/or breakfast or if the conference fee includes lunch and/or dinner.

5.4.6 Special dietary requirements must be considered when the most relevant accommodation option is booked. If the accommodation establishment does not have dinner facilities or does not cater for special dietary requirements, then a room excluding the meals must be booked (bed-and-breakfast or room only) and the traveller may claim subsistence for his or her meals.

¹⁸ A complete and accurate trail of such cases must be kept by the accounting authority for audit purposes.

¹⁹ A complete and accurate trail of such cases must be kept by the accounting authority for audit purposes.

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5.4.7 Accounting officers and accounting authorities may, in institutional instructions, reduce the subsistence allowances which a Traveller can qualify for.

5.4.8 The Traveller must check out at time of departure, verify the cost on the invoice, sign the final invoice and settle any other expenses. If the Traveller fails to check out and not settle the additional charges and not sign the invoice, the Institution must settle the account, and if the Traveller is found liable, recover the amount from the Traveller, subject to the applicable legislation ²⁰.

5.4.9 The Domestic Accommodation Rate Grid determines the maximum allowable rate per star grading within which a Traveller is allowed to be accommodated in accordance with his or her level/designation.

5.4.10 The accounting officer and accounting authority or Delegated Official must utilise the information contained in **Table 1** below to reflect equal and appropriate organisational levels/designations in the Institution's Travel Policy to determine the class of Accommodation that a Traveller must book.

Table 1: Maximum star grading per organisational level/designation for local and international Accommodation

Level/Designation	Domestic Accommodation Star Grading or similar (including other lodging)	International Accommodation Star Grading or similar
AO/Director General of a department or constitutional institution; AA of a public entity, CEO of a public entity or the other person in charge of the public entity	5 Star	5 star
Deputy Directors-General in a department, CEO's executive committee or other person in charge of a public entity or the CEO of a constitutional institution	4/5 Star	4 star
Chief Directors, Directors and persons serving in senior management of constitutional institutions or public entities	3/4 Star	4 star
Deputy Directors, Assistant Directors and persons serving in middle management of constitutional institutions and public entities	3/4 Star	4 star
Junior management and other Officials	3 Star	3 star

5.4.11 If a negotiated rate for a specific star grading is equivalent to or lower than the rate for the lower star grading, the Institution may accommodate the Traveller in the

²⁰ Basic Conditions of Employment Act, No. 75 of 1997: Section 34. Deductions and other acts concerning remuneration.

establishment with the higher star grading. This means that a Traveller may be accommodated at a four star establishment if the rate at the four star establishment is the same or lower than a three star establishment.

5.4.12 Where there is an alternative star grading indicated in Table 1 (i.e. 4/5 or 3/4), the maximum allowable rate of the lower star grading will be the benchmark. The higher star grading may only be booked if:

- (a) the higher star graded establishment is the only available option due to location and availability ; or
- (b) The Institution has negotiated lower rates with the higher star graded establishment.

5.4.13 Notwithstanding the provisions of paragraph 5.4.12 above, the accounting officer and accounting authority or Delegated Official may approve a different class of accommodation that a Traveller is allowed to book only if such is an operational requirement²¹.

5.5 *Vehicle hire (car rental)*

5.5.1 Institutions must utilise the most cost-effective mode (e.g. car rental, public transport, shuttle services, etc.) of transport at all times.

5.5.2 Travellers are encouraged to make use of public transport such as. Uber, Gautrain, taxi, etc or shuttle services when travelling to and from the airport if it is safe and more cost effective than the cost of car rental and, or, the cost of parking and, or, kilometres claimed.

5.5.3 Accounting officers and accounting authorities are responsible for the cost-effective management of travel reimbursement and vehicle hire (car rental) expenses and for the adoption of policies and procedures to this effect.

5.5.4 The Traveller must return the vehicle within the specified rental period or notify the car rental company. The Institution must hold the Traveller responsible for the additional charges for the late return of the vehicle.

5.5.5 **Table 2** below indicates the Car Rental Vehicle Category that is permissible per employee level/designation. Accounting officers and accounting authorities or delegated officials must align the information contained in **Table 2** with the institutional policies of their respective Institutions to reflect equal and appropriate positions/designations to determine the Car Rental Vehicle Category that a Traveller is entitled to.

²¹ Example: VIP Protectors of the Cabinet to stay in the same hotel as their VIP; Visiting Heads of State / Heads of Government; during major events such as WEF, SADC etc where the hiring of an operational room in the hotel where the VIP's are accommodated is necessary. Furthermore is it sometimes an operational requirement for the entire delegation to stay in the same place of accommodation despite the level of the employee.

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Table 2: Car Rental Vehicle Category

Official Level/Designation	Vehicle Category	Shuttle & Transfer Services
AOs/Director-General of departments and constitutional institutions; AAs of public entities, CEOs of public entities or the other person in charge of a public entity	Intermediate 4-5 Door Manual or Automatic Vehicle with air-conditioning (IDAR/ RDAR/ FDMR/ FDAR/ FCAR/ ICAR/ ICMR) ²²	Luxury Sedan
Deputy Directors-General and all other Officials of a department	Economy 4-5 door, Manual vehicle with air-conditioning (EDMR)	Economy Sedan
Officials reporting directly to the AO of a constitutional institution and all other Officials		
Officials reporting directly to the CEO of a public entity and all other Officials		
Officials with a disability who require the use of an automatic vehicle Officials who have a restriction on their driver's licence.	Economy/Compact 4-5 door, automatic vehicle with air-conditioning	Economy / Compact

5.5.6 Notwithstanding the provision of Table 2, accounting officers or accounting authorities or delegated officials may provide prior written approval for the hiring of a Standard or Compact vehicle (CDMR/CDAR/SDAR/SCMR/SDMR), minibus/bus in instances where –

- (a) three or more Travellers are travelling together;
- (b) the return journey to be travelled exceeds 400 kilometers to and from the destination (return journey); or
- (c) the special needs of a Traveller are to be catered for, or
- (d) extra luggage must be accommodated.

5.5.7 A different class of vehicle (Intermediate or Standard Sports Utility Vehicle (IFMR/IFAR/SFMR/SFAR) may be rented if required for a particular terrain.

²² ACRIS or SIPP codes are used by Car Rental companies to define car models. Each character represents a definable feature of the vehicle: 1st character denotes the category based on size, cost, power and luxury factor; 2nd character defines the vehicle type for example if it is a SUV or sedan; 3rd character describes the transmission and the 4th character defines the fuel type and whether air-conditioned.

Mountainous and gravel roads are considered difficult terrain and vehicles with higher ground clearance may be required.

5.6 *Engagement of Travel Management Companies*

5.6.1 The Institution may appoint one or more Travel Management Companies. This must be done in accordance with the applicable prescripts and instructions issued by National Treasury to effectively and efficiently manage the Institution's travel services.

5.6.2 The Institution must manage the Travel Management Companies to deliver cost-effective and operationally efficient support in achieving the Institution's mandate.

5.6.3 In the absence of the contracted services of a Travel Management Company, Institutions would have the option to administer the procurement of travel related services via the prescribed procurement processes.

5.6.4 The Travel Management Company must only issue Travel Vouchers (Accommodation and ground transportation) and air tickets after the receipt of the Travel Authorisation Form or purchase order.

5.6.5 Only the services as approved and described on the Travel Voucher that correspond with the Travel Authorisation Form is for the account of the Institution and the Travel Management Company only invoices this to the Institution. The Institution instructs the Travel Management Company to invoice all other unauthorised expenses separately to the Institution, the Institution must settle the account, and if the Traveller is found liable, recover the amount from the Traveller, subject to the applicable legislation.

5.6.6 In the event of an After-Hours Reservation, the Travel Management Company must execute the request based on a verbal approval or approval via Short Message Service (SMS) or email from the Authorising Official. The Institution must present the Travel Authorisation Form or purchase order to the Travel Management Company within 72 hours after the request was executed by the Travel Management Company to avoid irregular or fruitless and wasteful expenditure. The Travel Management Company may follow up with the Institution and upon failure by the Institution to submit the Travel Authorisation Form or purchase order, the Travel Management Company may proceed to invoice the transaction.

5.6.7 Accounting officers and accounting authorities must ensure that the following are contained in the contracts with their appointed Travel Management Companies

- (a) Travel Management Companies are not allowed to receive rebates, overrides and any volume driven target incentives²³ earned for government business. These payments and the practice of overrides must be discontinued for government business when this Treasury Instruction takes effect.
- (b) Travel Management Companies or persons effecting bookings on behalf of departments, constitutional institutions and public entities are required to compare various travel rates before confirming a booking as the principles of competitiveness and cost effectiveness must always be maintained.

²³ Rebates, overrides and target driven incentives are rewards from the supplier to the TMC for volume business, in most instances these rewards are linked to an increased target.

6 QUARTERLY REPORTING

6.1 In terms of section 6(2) (c) of the PFMA, the National Treasury must monitor and assess implementation of this Act.

6.2 In order to give effect to section 6(2)(c) of the PFMA, departments, constitutional institutions and public entities must report monthly cost containment information in the format contained in **Annexure E** to this Treasury Instruction. This information relates specifically to paragraph 5 of this Treasury Instruction.

6.3 The information required must be provided by the appointed Travel Management Companies' management information systems.

6.4 The information required in terms of paragraph 6.2 of this Treasury Instruction must be submitted to the National Treasury via the following web link:

<http://pfmportal.treasury.gov.za/sites/costcontainment>

7 APPLICABILITY

This Treasury Instruction applies to all departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the PFMA.

8 EFFECTIVE DATE

This *Treasury Instruction* takes effect from the date of issue.

9 REPEAL OF NATIONAL TREASURY INSTRUCTION NO. 3 OF 2016/2017

National Treasury Instruction No. 3 of 2016/2017 on Cost Containment Measures related to Travel and Subsistence dated 30 September 2016 is hereby repealed.

10 DISSEMINATION OF INFORMATION CONTAINED IN THIS INSTRUCTION

10.1 Accounting officers of national departments are requested to bring the contents of this Treasury Instruction to the attention of all –

- (a) accounting officers of constitutional institutions that are funded through their respective departmental votes; and
- (b) accounting authorities of public entities reporting to their executive authorities.

10.2 Head officials of provincial treasuries are requested to bring the contents of this Treasury Instruction to the attention of all accounting officers of departments and accounting authorities of public entities in their respective provinces.

11 AUTHORITY FOR THIS INSTRUCTION

This National Treasury Instruction is issued in terms of section 76(4) (b) of the PFMA.

12 CONTACT INFORMATION

12.1 Accounting officers and accounting authorities of departments, constitutional institutions and public entities may submit formal enquiries in terms of this National Treasury Instruction to:

The Director-General
National Treasury
Private Bag X115
PRETORIA
0001

For attention: The Chief Procurement Officer

12.2 Queries related to this Treasury Instruction may be submitted to:
cpo@treasury.gov.za and travelpolicyqueries@treasury.gov.za; or

12.3 Enquiries related to this Instruction may be directed to:

Estelle Setan
Chief Director: Strategic Procurement
012 315 5919
travelpolicyqueries@treasury.gov.za



LINDY BODEWIG
ACTING ACCOUNTANT-GENERALⁱ
DATE: 25/05/17

ATTACHMENTS

ANNEXURE A:	AIR TRAVEL UPFRONT DISCOUNTS
ANNEXURE B:	SAA DEAL CODES PER DEPARTMENT
ANNEXURE C:	BA/COMAIR DEAL CODES PER DEPARTMENT
ANNEXURE D:	MAXIMUM ALLOWABLE RATES FOR DOMESTIC ACCOMMODATION AND MEALS
ANNEXURE E:	QUARTERLY REPORTING TEMPLATE

ⁱ The Accountant-General is responsible for the issuing of all Treasury Instructions at the National Treasury to ensure that such is issued from a central point. The contents of this Treasury Instruction is, however, the responsibility of the Office of the Chief Procurement Officer and is issued on behalf of that Office.

ANNEXURE A:

DOMESTIC AIR TRAVEL UPFRONT FARE DISCOUNTS

1. The National Treasury has negotiated with South African Airways (SAA) and Comair/British Airways (BA) for upfront discounted air fares for government employees travelling domestically on official business. The Domestic Air Travel Fares will annually be reviewed by the National Treasury.
2. Both SAA and COMAIR are **non-exclusive appointed airlines** for Government Departments, Constitutional Institutions and Public Entities listed in Schedules 2 and 3 of the PFMA.
3. Departments, constitutional institutions and public entities must implement the **best-fare-of-the-day**¹ by making use of the negotiated discounted rates with SAA and BA. These agreements are **not exclusive** agreements and, before confirming a booking, Institutions must ensure that their appointed Travel Management Companies (TMCs) and, or, Travel Booker, whichever applicable, compare the rates of SAA and BA with other airlines servicing the specific routes, including the low cost carriers.
4. All tickets sold by appointed Travel Management Companies on behalf of the Government Institution shall be **non-commissionable**² (i.e. no override payments are permitted) and the airline and, or the appointed TMC could be subject to penalties by Government should the airline or the appointed TMC pay and, or accept such commissions/overrides.
5. In order to make full use of the corporate discounts with SAA and BA, departments, constitutional institutions and public entities must instruct their appointed Travel Management Companies and, or, Travel Bookers for domestic airline tickets, to book against the following relevant deal codes³ assigned to Government:
 - SAA Government deal code: **Deal code per department (Annexure B)**
 - BA Government deal code: **Deal code per department (Annexure C)**
6. These agreements will be kept confidential between Government and the Airlines. It is recorded that the Airlines and Government Institutions agree not to disclose the details of the negotiations and the content of the agreements and to regard them as consisting of confidential information. Government Institutions specifically must undertake not to disclose such confidential information to any third party whomsoever (other than to their respective appointed TMCs) without the prior written consent of the relevant Airline.
7. Copies of the agreements will be made available to the Government Institutions upon request and will be subject to the signing of a Non Disclosure Agreement (NDA).

¹ The lowest fare at the time of booking and for which a seat is available, that meets the business requirements of the traveller.

² The net and non-commissionable rate means a rate that does not include any third party reward, i.e. a rate that is not marked up to include any commissions.

³ The code that the Travel Management Companies must quote/insert when making the booking in order to benefit from the negotiated discounted fares.

ANNEXURE B:
SAA DEAL CODES PER DEPARTMENT



SOUTH AFRICAN AIRWAYS
 A STAR ALLIANCE MEMBER

The table below lists the deal codes for departments, constitutional institutions and public entities listed in Schedules 2 and 3 of the PFMA with SAA which must be quoted when booking domestic flights for officials.

Should any department, constitutional institution or public entity not be listed below, it is requested that the accounting officer/authority fill in the Request Form and contact SAA to obtain a deal code for the department, constitutional institution or public entity.

Contact Details

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 Key Account Manager Government
 Sales Department
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ZC No	Corporate name	KAM	AMADEUS	GALILEO
CK039	DEPARTMENT OF WATER AFFAIRS AND SANITATION			
CC376	DEPARTMENT OF WATERAFFAIRS	FXP/R,U*CK039	FQ-CK039	
CK049	DEPARTMENT OF INTL RELATIONS AND COOPERATION			
CC575	DEPARTMENT OF INTL RELATIONS AND COOPERATION	FXP/R,U*CK049	FQ-CK049	
CK050	DEPARTMENT OF DEFENCE AND ARMSCOR (SOC)LIMITED			
CC577	DEPARTMENT OF DEFENCE	FXP/R,U*CK050	FQ-CK050	
CC582	MINISTRY OF DEFENCE	FXP/R,U*CK050	FQ-CK050	
CK056	NATIONAL TREASURY			
CC663	NATIONAL TREASURY	FXP/R,U*CK056	FQ-CK056	
CG176	PENSIONS	FXP/R,U*CK056	FQ-CK056	
CK084	DEPARTMENT OF HEALTH			
CD283	DEPARTMENT OF HEALTH	FXP/R,U*CK084	FQ-CK084	
CK092	DEPARTMENT OF TRADE AND INDUSTRY			
CD371	DEPARTMENT OF TRADE AND INDUSTRY	FXP/R,U*CK092	FQ-CK092	
CF216	SEDA	FXP/R,U*CK092	FQ-CK092	
CG106	TISA	FXP/R,U*CK092	FQ-CK092	
CH285	CIPRO (CO'S AND INTELLECTUAL PROPERTY REGISTRA)	FXP/R,U*CK092	FQ-CK092	
CH449	NATIONAL EMPOWERMENT FUND	FXP/R,U*CK092	FQ-CK092	
CH747	DEPARTMENT OF ECONOMIC AFFAIRS	FXP/R,U*CK092	FQ-CK092	
CL053	INTERNATIONAL TRADE ADMINISTRATION COMMISSION	FXP/R,U*CK092	FQ-CK092	
CL449	S.A. NATIONAL ACCREDITATION SYSTEM	FXP/R,U*CK092	FQ-CK092	
CK094	DEPARTMENT OF TRANSPORT			
CD384	DEPARTMENT OF TRANSPORT	FXP/R,U*CK094	FQ-CK094	
CK097	DEPARTMENT OF BASIC EDUCATION			
CD417	DEPARTMENT OF BASIC EDUCATION	FXP/R,U*CK097	FQ-CK097	
CG529	DEPARTMENT OF EDUCATION CONFERENCE DIVISION	FXP/R,U*CK097	FQ-CK097	
CK098	S.A. REVENUE SERVICE			
CD420	S.A. REVENUE SERVICE	FXP/R,U*CK098	FQ-CK098	
CK102	DEPARTMENT OF LABOUR			
CD585	DEPARTMENT OF LABOUR	FXP/R,U*CK102	FQ-CK102	
CH499	COMPENSATION FUND	FXP/R,U*CK102	FQ-CK102	
CL649	UNEMPLOYMENT INSURANCE FUND	FXP/R,U*CK102	FQ-CK102	
CL764	PRODUCTIVITY SA	FXP/R,U*CK102	FQ-CK102	

ZC No	Corporate name	KAM	AMADEUS	GALILEO
CK110	DEPARTMENT OF TELECOMMUNICATION AND POSTAL SERVICES			
CD707	DEPARTMENT OF TELECOMMUNICATION AND POSTAL SERVICES		FXP/R,U*CK110	FQ-CK110
CK1102	PALAMA			
CG574	PALAMA (SAMDI)		FXP/R,U*CK1102	FQ-CK110
CK1196	NATIONAL YOUTH DEVELOPMENT AGENCY			
CF450	NATIONAL YOUTH DEVELOPMENT AGENCY		FXP/R,U*CK1196	FQ-CK1196
CK1199	S.A. WEATHER SERVICE			
CG799	S.A. WEATHER SERVICE		FXP/R,U*CK1199	FQ-CK1199
CK121	DEPARTMENT OF ENVIRONMENTAL AFFAIRS			
CD831	DEPARTMENT OF ENVIRONMENTAL AFFAIRS		FXP/R,U*CK121	FQ-CK121
CK1276	FREEDOM PARK TRUST			
CG929	FREEDOM PARK TRUST		FXP/R,U*CK1276	FQ-CK1276
CK1314	S.A. SOCIAL SECURITY AGENCY			
CG990	S.A. SOCIAL SECURITY AGENCY		FXP/R,U*CK1314	FQ-CK1314
CK1330	SOUTH AFRICAN POLICE SERVICE			
CH057	MINISTRY OF SAFETY AND SECURITY		FXP/R,U*CK1330	FQ-CK1314
CH287	S.A. POLICE SERVICES		FXP/R,U*CK1330	FQ-CK1314
CL447	PRIVATE SECURITY INDUSTRIAL REGULATORY AUTHORITY		FXP/R,U*CK1330	FQ-CK1314
CL975	INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE		FXP/R,U*CK1330	FQ-CK1314
CK137	DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM			
CD913	DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM		FXP/R,U*CK137	FQ-CK137
CL574	DEEDS OFFICE		FXP/R,U*CK137	FQ-CK137
CK1405	DEPARTMENT OF CORRECTIONAL SERVICES			
CH213	DEPARTMENT OF CORRECTIONAL SERVICES		FXP/R,U*CK1405	FQ-CK1405
CK1414	LIMPOPO PROVINCIAL GOVERNMENT			
CH234	LIMPOPO GOVERNMENT		FXP/R,U*CK1414	FQ-1CK1414
CK143	DEPARTMENT OF AGRICULTURE FORESTRY AND FISHERIES			
CE487	DEPARTMENT OF AGRICULTURE FORESTRY AND FISHERIES		FXP/R,U*CK143	FQ-CK143
CK149	DEPARTMENT OF SOCIAL DEVELOPMENT			
CE534	DEPARTMENT OF SOCIAL DEVELOPMENT		FXP/R,U*CK149	FQ-CK149
CK1583	DEPARTMENT OF TOURISM			
CH524	DEPARTMENT OF TOURISM		FXP/R,U*CK1583	FQ-CK1583
CK1589	DEPARTMENT OF HIGHER EDUCATION AND TRAINING			
CH532	DEPARTMENT OF HIGHER EDUCATION		FXP/R,U*CK1589	FQ-CK1589
CK1661	GOVERNMENT PENSION ADMINISTRATION AGENCY			
CH635	GOVERNMENT PENSION ADMINISTRATION AGENCY		FXP/R,U*CK1661	FQ-CK1661
CK1682	S.A. NATIONAL BIODIVERSITY INSTITUTE			
CH683	S.A. NATIONAL BIODIVERSITY INSTITUTE		FXP/R,U*CK1682	FQ-CK1682
CK1696	DEPARTMENT OF ENERGY			
CH697	DEPARTMENT OF ENERGY		FXP/R,U*CK1696	FQ-CK1696
CK1714	FINANCIAL SERVICES BOARD			
CH737	FINANCIAL SERVICES BOARD		FXP/R,U*CK1714	FQ-CK1714
CK1721	EKURHULENI METROPOLITAN MUNICIPALITY			
CH745	EKURHULENI METROPOLITAN MUNICIPALITY		FXP/R,U*CK1721	FQ-CK1721

ZC No	Corporate name	KAM	AMADEUS	GALILEO
CK1846	CITY OF TSHWANE			
CJ046	CITY OF TSHWANE		FXP/R,U*CK1846	FQ-CK1846
CK246	DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION			
CE653	DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION		FXP/R,U*CK246	FQ-CK246
CK2502	PERFORMANCE MONITORING AND EVALUATION			
CJ972	PERFORMANCE MONITORING AND EVALUATION		FXP/R,U*CK2502	FQ-CK2502
CK263	DEPARTMENT OF HOME AFFAIRS			
CE437	DEPARTMENT OF HOME AFFAIRS		FXP/R,U*CK263	FQ-CK263
CL592	DEPORTEES			
CK264	HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA			
CE438	HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA		FXP/R,U*CK264	FQ-CK264
CK281	DEPARTMENT OF PUBLIC WORKS			
CF004	DEPARTMENT OF PUBLIC WORKS		FXP/R,U*CK281	FQ-CK281
CK2830	S.A. NATIONAL ROADS AGENCY (SANRAL)			
CE001	S.A. NATIONAL ROADS AGENCY		FXP/R,U*CK2830	FQ-CK2830
CK2919	ROAD ACCIDENT FUND			
CH726	ROAD ACCIDENT FUND		FXP/R,U*CK2919	FQ-CK2919
CK2942	CROSS BORDER ROAD TRANSPORT AGENCY			
CJ631	CROSS BORDER ROAD TRANSPORT AGENCY		FXP/R,U*CK2942	FQ-CK2942
CK3018	PROVINCIAL GOVERNMENT OF NORTHWEST			
CL628	PROVINCIAL GOVERNMENT OF NORTHWEST		FXP/R,U*CK3018	FQ-CK3018
CK3020	PROVINCIAL GOVERNMENT OF FREE STATE			
CL630	PROVINCIAL GOVERNMENT OF FREE STATE		FXP/R,U*CK3020	FQ-CK3020
CK3024	NATIONAL LIBRARY OF SOUTH AFRICA			
CL634	NATIONAL LIBRARY OF SOUTH AFRICA		FXP/R,U*CK3024	FQ-CK3024
CK310	DEPARTMENT OF COOPERATIVE GOVERNANCE			
CF042	DEPARTMENT OF COOPERATIVE GOVERNANCE		FXP/R,U*CK310	FQ-CK310
CK3140	DEPARTMENT OF MILITARY VETERANS			
CL761	DEPARTMENT OF MILITARY VETERANS		FXP/R,U*CK3140	FQ-CK3140
CK3185	LIMPOPO LEGISLATURE			
CL823	LIMPOPO LEGISLATURE		FXP/R,U*CK3185	FQ-CK3185
CK3291	DEPARTMENT OF SMALL BUSINESS DEVELOPMENT			
CL948	DEPARTMENT OF SMALL BUSINESS DEVELOPMENT		FXP/R,U*CK3291	FQ-CK3291
CK337	DEPARTMENT OF MINERALS			
CF087	DEPARTMENT OF MINERALS		FXP/R,U*CK337	FQ-CK337
CL448	COUNCIL FOR GEOSCIENCE		FXP/R,U*CK337	FQ-CK337
CK351	DEPARTMENT OF PUBLIC ENTERPRISES			
CF116	DEPARTMENT OF PUBLIC ENTERPRISES		FXP/R,U*CK351	FQ-CK351
CK353	S.A. NATIONAL PARKS			
CF118	S.A. NATIONAL PARKS		FXP/R,U*CK353	FQ-CK353

ZC No	Corporate name	KAM	AMADEUS	GALILEO
CK420	STATISTICS SOUTH AFRICA			
CF277	STATISTICS SOUTH AFRICA		FXP/R,U*CK420	FQ-CK420
CK421	DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOP			
CF278	DEPARTMENT OF JUSTICE		FXP/R,U*CK421	FQ-CK421
CF474	NATIONAL PROSECUTING AUTHORITY		FXP/R,U*CK421	FQ-CK421
CF946	OFFICE OF THE PUBLIC PROTECTOR		FXP/R,U*CK421	FQ-CK421
CJ138	CONSTITUTIONAL COURT		FXP/R,U*CK421	FQ-CK421
CK423	THE PRESIDENCY			
CF280	THE PRESIDENCY		FXP/R,U*CK423	FQ-CK423
CJ906	DEPARTMENT OF WOMEN AND PEOPLE WITH DISABILITIES		FXP/R,U*CK423	FQ-CK423
CK454	OFFICE OF PUBLIC SERVICE COMMISSION			
CF351	OFFICE OF PUBLIC SERVICE COMMISSION		FXP/R,U*CK454	FQ-CK454
CK470	INDEPENDENT ELECTORAL COMMISSION			
CF384	INDEPENDENT ELECTORAL COMMISSION		FXP/R,U*CK470	FQ-CK470
CK475	DEPARTMENT OF HUMAN SETTLEMENTS			
CF390	DEPARTMENT OF HUMAN SETTLEMENTS (HOUSING)		FXP/R,U*CK475	FQ-CK475
CL911	NHBRC			
CK490	NATIONAL NUCLEAR REGULATOR			
CF453	NATIONAL NUCLEAR REGULATOR		FXP/R,U*CK490	FQ-CK490
CK499	DEPARTMENT OF SPORTS AND RECREATION SA			
CF472	DEPARTMENT OF SPORTS AND RECREATION SA		FXP/R,U*CK499	FQ-CK499
CK511	INDEPENDENT COMMUNICATION AUTHORITY OF S.A.			
CF508	INDEPENDENT COMMUNICATION AUTHORITY OF S.A.		FXP/R,U*CK511	FQ-CK511
CK536	AUDITOR GENERAL			
CF595	AUDITOR GENERAL		FXP/R,U*CK536	FQ-CK536
CG327	AFRICA PROJECTS		FXP/R,U*CK536	FQ-CK536
CK547	MPUMALANGA PROVINCIAL GOVERNMENT			
CF606	MPUMALANGA PROVINCIAL GOVERNMENT		FXP/R,U*CK547	FQ-CK547
CK618	SENTECH			
CD935	SABC SENTECH		FXP/R,U*CK618	FQ-CK618
CK628	GOVERNMENT COMMUNICATION AND INFO			
CF701	GOVERNMENT COMMUNICATION AND INFO		FXP/R,U*CK628	FQ-CK628
CK652	SPECIAL INVESTIGATING UNIT			
CF728	SPECIAL INVESTIGATING UNIT		FXP/R,U*CK652	FQ-CK652
CK683	CCMA			
CF772	CCMA		FXP/R,U*CK683	FQ-CK652
CK690	INDEPENDENT DEVELOPMENT TRUST			
CF779	INDEPENDENT DEVELOPMENT TRUST		FXP/R,U*CK690	FQ-CK690
CK701	S.A. LOCAL GOVERNMENT ASSOCIATION			
CF814	S.A. LOCAL GOVERNMENT ASSOCIATION		FXP/R,U*CK701	FQ-CK701
CJ812	S.A. LOCAL GOVERNMENT ASSOCIATION CAPE TOWN		FXP/R,U*CK701	FQ-CK701
CK760	GAUTENG PROVINCIAL GOVERNMENT			
CG831	GAUTENG SHARED SERVICES CENTRE		FXP/R,U*CK760	FQ-CK760

ZC No	Corporate name	KAM	AMADEUS	GALILEO
CK779	STATE SECURITY AGENCY			
CD330	STATE SECURITY AGENCY (FUTURE LOGISTICS)		FXP/R,U*CK779	FQ-CK779
CL929	STATE SECURITY AGENCY DURBAN		FXP/R,U*CK779	FQ-CK779
CK822	DEPARTMENT OF SCIENCE AND TECHNOLOGY			
CG052	DEPARTMENT OF SCIENCE AND TECHNOLOGY		FXP/R,U*CK822	FQ-CK822
CL594	TECHNOLOGY INNOVATION AGENCY		FXP/R,U*CK822	FQ-CK822
CK823	DEPARTMENT OF ARTS AND CULTURE			
CG053	DEPARTMENT OF ARTS AND CULTURE		FXP/R,U*CK823	FQ-CK823
CL883	National Arts Council of South Africa		FXP/R,U*CK823	FQ-CK823



SOUTH AFRICAN AIRWAYS 
A STAR ALLIANCE MEMBER 

Travel Management Details for National Treasury Domestic Rates

ANNEXURE C:
DATE: 19 OCTOBER 2016
BA/COMAIR DEAL CODES PER DEPARTMENT

The table below lists the deal codes for departments, constitutional institutions and public entities listed in Schedules 2 and 3 of the PFMA, with British Airways/ Comair which must be quoted when booking domestic flights for officials.

Should any department, constitutional institution or public entity not be listed below, it is requested that the accounting officer/authority contact BA/Comair to obtain a deal code for the department, constitutional institution or public entity.

Contact Details

Nangamso Letlape

National Account Manager: Government

Nan.letlape@comair.co.za

GOVERNMENT	
NAME	DEAL CODE
NATIONAL DEPARTMENTS	
Department of National Treasury	1008791
Department of Basic Education	1008792
Department of Tourism	1008793
Department of Co-operative Governance	1008794
Department of Correctional Services	1008795
Department of Public Works	1008796
Department of Environmental Affairs	1009167
Department Agriculture, Fisheries and Forestry	1012314
Department of Telecommunication and Postal Services	1012317
Department of Transport	1012318
Department of Justice Constitutional Development	1012319
Department of Health	1012710
Department of Human Settlements	1012711
Department of the Provincial Government KZN	1016167
Department of Art and Culture	1016964
Department of Military Veterans	1018665
Department of Defence	1018666
Department of Energy	1018667
Department of Home Affairs	1018668
Department: Independent Police Investigative Directorate (IPID)	1018669

GOVERNMENT	
NAME	DEAL CODE
Department of International Relations and Cooperation	1018670
Department of Mineral Resources	1018671
Department of Labour	1018672
Department of Police	1018674
Palama / National School of Government	1018675
Department of Public Enterprises	1018676
Department of Public Service and Administration	1018677
Department of Public Service Commission	1018678
Department of Rural Development and Land Affairs	1018679
Department of Science and Technology	1018680
Department of Social Development	1018681
Department of Small Business Development	1021260
Department of Sports and Recreation	1018682
Department of Statistics	1018683
The Presidency	1018684
Department of Trade and Industry	1018686
Department of Water and Sanitation	1018687
Department of Women, Children and People with Disabilities	1018688
Department of Higher Education and Training	1020079
Planning and Evaluation	1020077
Government Communication and Information System	1020078
PROVINCIAL DEPARTMENTS	
DEAL CODE	
EASTERN CAPE PROVINCE	
EC Office of the Premier	1020063
EC Department of Economic Development, Environmental Affairs and Tourism	1020064
EC Department of Education	1020065
EC Department of Human Settlements	1020066
EC Department of Local Government and Traditional Affairs	1020067
EC Department of Provincial Planning and Treasury	1020068
EC Department of Roads and Public Works	1020069
EC Department of Rural Development and Agrarian Reform	1020070
EC Department of Safety and Liaison	1020071
EC Department of Social Development	1020072
EC Department of Sports Recreation, Arts and Culture	1020073
EC Department of Transport	1020074
FREE STATE PROVINCE	
Free State Office of the Premier	1020953
Free State Department of Agriculture and Rural Development	1020366
Free State Department of Economic Small Business Development Tourism and Environmental Affairs	1020367
Free State Department of Cooperative Governance and Traditional	1020368

GOVERNMENT	
NAME	DEAL CODE
Affairs	
Free State Department of Police Roads and Transport	1020369
Free State Department of Health	1020370
Free State Department of Public Works	1020371
Free State Department of Social Development	1020372
Free State Department of Education	1020373
Free State Department of Sports Arts Culture and Recreation	1020374
Free State Provincial Treasury	1020375
GAUTENG PROVINCE	
Gauteng Office of the Premier	1021270
Gauteng Department of Education	1020247
Gauteng Department of Roads and Transport	1020248
Gauteng Department of Infrastructure Development	1020249
Gauteng Department of Housing and Local Government	1020250
Gauteng Department of Health	1020251
Gauteng Department of Social Development	1020252
Gauteng Department of Sports Arts Culture and Recreation	1020253
Gauteng Department of Agriculture and Rural Development	1020254
Gauteng Department of Economic Development	1020255
Gauteng Department of Community Safety	1020256
Gauteng Department of Finance	1020257
MPUMALANGA PROVINCE	
Mpumalanga Office of the Premier	1020317
Mpumalanga Department of Agriculture Rural Development and Land Administration	1020318
Mpumalanga Department of Economic Development Environment and Tourism	1020319
Mpumalanga Department of Cooperative Governance and Traditional Affairs	1020320
Mpumalanga Department of Community Safety Security and Liaison	1020321
Mpumalanga Department of Health	1020322
Mpumalanga Department of Culture Sports and Recreation	1020323
Mpumalanga Department of Human Settlement	1020324
Mpumalanga Department of Social Development	1020325
Mpumalanga Department of Education	1020326
Mpumalanga Department of Public Works Roads and Transport	1020327
Mpumalanga Department of Finance	1020328
KWA-ZULU NATAL	
KZN Economic Development, Tourism and Environmental Affairs	1020129
KZN Department of Health	1020130
KZN Department of Agriculture and Rural Development	1020131
KZN Development of Cooperative Governance	1020132
KZN Department of Arts, Culture, Sports and Recreation	1020133

GOVERNMENT	
NAME	DEAL CODE
KZN Department of human settlements and public works	1020134
KZN Department of Transport, Community Safety and Liaison	1020125
KZN Office of the Premier	1020128
KZN Department of Social Development	1020141
NORTH WEST PROVINCE	
North West Premier	1020351
North West Department of Education and Sports Development	1020352
North West Department of Local Government and Human Settlements	1020353
North West Department of Public Works and Roads	1020354
North West Department of Health	1020355
North West Department of Social Development	1020359
North West Department of Culture Arts and Traditional Affairs	1020360
North West Department of Rural Environmental and Agriculture Development	1020361
North West Department of Tourism	1020362
North West Department of Community Safety and Transport Management	1020363
North West Department of Finance Economy and Enterprise Development	1020364
NORTHERN CAPE PROVINCE	
Northern Cape Premier	1020332
Northern Cape Department of Education	1020333
Northern Cape Department of Public Works and Roads	1020334
Northern Cape Department of Transport Safety and Liaison	1020335
Northern Cape Department of Cooperative Governance Human Settlement and Traditional Affairs	1020336
Northern Cape Department of Health	1020337
Northern Cape Department of Social Development	1020338
Northern Cape Department of Sports Arts and Culture	1020339
Northern Cape Department of Agriculture Land Reform and Rural Development	1020340
Northern Cape Department of Economic Development and Tourism	1020341
Northern cape department of community safety	1020342
Northern cape treasury department	1020343
Northern Cape Department of Environment and Nature Conservation	1020344
LIMPOPO PROVINCE	
Limpopo Office of the Premier	1020294
Limpopo Department of Agriculture	1020295
Limpopo Department of Economic Development Environment and Tourism	1020296
Limpopo Department of Cooperative Governance Human Settlement and Traditional Affairs	1020297
Limpopo Department of Public Works Roads and Infrastructure Development	1020298
Limpopo Department of Health	1020299

GOVERNMENT	
NAME	DEAL CODE
Limpopo Department of Transport	1020300
Limpopo Department of Safety Security and Liaison	1020301
Limpopo Department of Social Development	1020302
Limpopo Department of Education	1020303
Limpopo Department of Sports Arts and Culture	1020304
Limpopo Provincial Treasury	1020305
WESTERN CAPE PROVINCE	
WC Department of Local Government	1018693
Department of Provincial Treasury	1017298
WC Department of Agricultural Forestry and Fisheries	1018695
WC Department of Transport	1018728
WC Department of Human Settlements	1018729
WC Department of Health	1018730
Western Cape Education	1009080
WC Department of Tourism	1020952

SCHEDULE 1 CONSTITUTIONAL INSTITUTIONS	
NAME	DEAL CODE
The Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities - CPPRCRLC	1008794
The Commission on Gender Equality - CGE	1018688
The Financial and Fiscal Commission - FFC	1008791
The Independent Communications Authority of South Africa - ICASA	1020078
The Independent Electoral Commission - IEC	1021269
The Municipal Demarcation Board – MDB	1008794
The Pan South African Language Board - PSALB	1016964
The Public Protector of South Africa - PPSA	1018691
The South African Human Rights Commission - SAHRC	1012319

SCHEDULE 2 MAJOR PUBLIC ENTITIES	
NAME	DEAL CODE
Air Traffic and Navigation Services Company Limited - ATNS	1012318
Airports Company of South Africa Limited - ACSA	1012318
Alexkor Limited	1018676
Armaments Corporation of South Africa Limited - ARMSCOR	1018666
Broadband Infrastructure Company (Pty) Ltd - BIC	1018676
Central Energy Fund (Pty) Ltd - CEF	1018667
DENEL (Pty) Ltd	1018676
Development Bank of Southern Africa - DBSA	1008798

SCHEDULE 2 MAJOR PUBLIC ENTITIES	
NAME	DEAL CODE
ESKOM	1008808
Independent Development Trust - IDT	1008796
Industrial Development Corporation of South Africa Limited - IDC	1008974
Land and Agricultural Development Bank of South Africa - LAND BANK	1008791
South African Airways (Pty) Limited	
South African Broadcasting Corporation Limited -SABC	1009025
South African Express (Pty) Limited	
South African Forestry Company Limited - SAFCL	1018676
South African Nuclear Energy Corporation Limited - SANEC	1018667
South African Post Office Limited - SAPO	1009031
Telkom SA Limited	1009054
Trans-Caledon Tunnel Authority	1018687
Transnet Limited	1009103

SCHEDULE 3A AND 3C	
NAME	DEAL CODE
Accounting Standards Board (ASB)	1008791
Africa Institute of South Africa (AISA)	1018680
African Renaissance and International Cooperation Fund (ARICF)	1018670
Agricultural Research Council (ARC)	1012314
Agricultural Sector Education and Training Authority (AgriSETA)	102009
Artscape	1016964
Banking Sector Education and Training Authority (BankSETA)	1020079
Boxing South Africa (BOSA)	1018682
Brand SA	1018684
Breede River Catchment Management Agency	1009167
Castle Control Board (CCB)	1016964
Chemical Industries Education and Training Authority (CHIETA)	1020079
Commission for Conciliation Mediation & Arbitration (CCMA)	1012316
Community Schemes Ombud Service	1012711
Companies and Intellectual Property Commission (CIPC)	1018686
Companies Tribunal	1018686
Compensation Fund, including Reserve Fund	1018672
Competition Commission (part of the DTI)	1018686
Competition Tribunal (part of the DTI)	1018686
Construction Education and Training Authority (CETA)	1020079
Construction Industry Development Board (CIDB)	1008796
Council for Geoscience	1018671
Council for Medical Schemes (CMS)	1012710
Council for the Built Environment (CBE)	1008796

SCHEDULE 3A AND 3C

NAME	DEAL CODE
Council on Higher Education (CHE)	1020079
Cross-Border Road Transport Agency (CBRTA)	1012318
Culture, Arts, Tourism, Hospitality and Sports Education and Training Authority CATHSETA)	1020079
Die Afrikaanse Taal Museum	1016964
Ditsong: Museums of South Africa	1016964
EDI Holdings (Pty) Ltd	1018667
Education Labour Relations Council (ELRC)	1008792
Education, Training and Development Practices SETA (ETDPSETA)	1020079
Energy and Water Sector Education and Training Authority (EWSETA)	1020079
Estate Agency Affairs Board (EAAB)	1012711
Fibre Processing Manufacturing Sector Education and Training Authority (FPMSETA)	1020079
Film and Publication Board (FPB)	1018668
Financial and Accounting Services SETA	1020079
Financial Intelligence Centre (FIC)	1008791
Financial Services Board (FSB)	1008791
Food and Beverages Manufacturing Industry (FBMI)	1020079
Freedom Park Trust (FPT)	1016964
Health and Welfare Sector Education and Training Authority (HWSETA)	1020079
Housing Development Agency (HAD)	1012711
Human Sciences Research Council (HSRC)	1008968
Independent Regulatory Board for Auditors (IRBA)	1008791
Ingonyama Trust Board	1018679
Inkomati Catchment Management Agency	1009167
Insurance Sector Education and Training Authority (ISETA)	1020079
International Trade Administration Commission (part of the DTI)	1018686
iSimangaliso Wetland Park	1009167
Iziko Museums of South Africa	1020628
KwaZulu-Natal Museum	1016964
Legal Aid South Africa	1012320
Local Government Education and Training Authority (LGETA)	1020079
Luthuli Museum	1016964
Manufacturing, Engineering and Related Services Education and Training Authority (MERSETA)	1020079
Marine Living Resources Fund (MLRF)	1012314
Market Theatre Foundation (MTF)	1016964
Media Development Diversity Agency (MDDA)	1020078
Media, Information and Communication Technologies Sector Education and Training Authority (MICTSETA)	1020079
Medical Research Council of South Africa (MRC)	1012710
Mine Health and Safety Council (MHSC)	1018671

SCHEDULE 3A AND 3C	
NAME	DEAL CODE
Mining Qualifications Authority (MQA)	1018671
Municipal Infrastructure Investment Unit (MIIU)	1008794
National Agricultural Marketing Council (NAMC)	1012314
National Arts Council of South Africa (NACSA)	1016964
National Consumer Commission (NCC)	1018686
National Consumer Tribunal (NCT)	1018686
National Credit Regulator (NCR)	1018686
National Development Agency (NDA)	1018681
National Economic Development and Labour Council (NEDLC)	1018672
National Electronic Media Institute of South Africa (NEMISA)	1012317
National Empowerment Fund (NEF)	1009007
National Energy Regulator of South Africa (NERSA)	1018692
National Film and Video Foundation of South Africa (NFVFSA)	1016964
National Gambling Board of South Africa (NGBSA)	1018686
National Health Laboratory Service (N HLS)	1020629
National Heritage Council of South Africa (NHCSA)	1016964
National Home Builders Registration Council (NHBRC)	1012711
National Housing Finance Corporation Limited (NHFCL)	1012711
National Library of South Africa (NLSA)	1016964
National Lotteries Board (NLB)	1018686
National Metrology Institute of South Africa (NMISA)	1018686
National Museum, Bloemfontein	1016964
National Nuclear Regulator (NNR)	1018667
National Regulator for Compulsory Specifications (NRCS)	1018686
National Research Foundation	1018680
National Student Financial Aid Scheme (NSFAS)	1020079
National Urban Reconstruction and Housing Agency (NURHA)	1012711
National Youth Development Agency (NYDA)	1020077
Nelson Mandela National Museum (NMNM)	1016964
Office of Health Standards Compliance (OHSC)	1012710
Office of the Ombud for Financial Service Providers (OOFSP)	1008791
Office of the Pension Funds Adjudicator (OPFA)	1008791
Performing Arts Council of the Free State (PACFS)	1016964
Perishable Products Export Control Board (PPECB)	1012314
Ports Regulator of South Africa (PRSA)	1012318
Private Security Industry Regulatory Authority (PSIRA)	1018674
Productivity SA	1018672
Public Service Sector Education and Training Authority (PSSETA)	1020079
Quality Council for Trades and Occupations (QCTO)	1020079
Railway Safety Regulator (RSR)	1012318
Road Accident Fund (RAF)	1012318
Road Traffic Infringement Agency (RTIA)	1012318

SCHEDULE 3A AND 3C	
NAME	DEAL CODE
Road Traffic Management Corporation (RTMC)	1012318
Robben Island Museum (RIM)	1016964
Rural Housing Loan Fund (RHLF)	1012711
Safety and Security Education and Training Authority	1020079
Servcon Housing Solutions (Pty) Ltd	1012711
Services Sector Education and Training Authority	1020079
Small Enterprise Development Agency (SEDA)	1018686
Social Housing Foundation (SHF)	1012711
South African Civil Aviation Authority (CAA)	1012318
South African Council for Educators (SACE)	1008792
South African Diamond and Precious Metals Regulator (SADPMR)	1018671
South African Heritage Resources Agency (SAHRA)	1016724
South African Library for the Blind (SALB)	1016964
South African Local Government Association (SALGA)	1008794
South African Maritime Safety Authority (SAMSA)	1009167
South African National Accreditation System (SANAS)	1018686
South African National Biodiversity Institute (SANBI)	1009167
South African National Energy Development Institute (SANEDI)	1018667
South African National Parks (SANPARKS)	1009167
South African National Space Agency (SANSA)	1018680
South African Qualifications Authority (SAQA)	1020079
South African Revenue Service (SARS)	1009020
South African Social Security Agency (SASSA)	1018681
South African Tourism (SATOUR)	1008793
South African Weather Service (SAWS)	1009167
Special Investigation Unit (SIU)	1012319
State Information Technology Agency (SITA)	1009024
Technology Innovation Agency (TIA)	1018680
The Co-operatives Banks Development Agency	1008791
The National English Literary Museum	1016964
The National Radioactive Waste Disposal Institute (NRWDI)	1018667
The National Skills Fund (NSF)	1008791
The Playhouse Company	1016964
The Social Housing Regulatory Authority (SHRA)	1012711
The South African Institute for Drug-free Sport	1018682
The South African National Roads Agency Limited (SANRAL)	1018673
The South African State Theatre (SAST)	1016964
Thubelisha Homes	1012711
Transport Education and Training Authority (TETA)	1020079
uMalusi Council for Quality Assurance in General and Further Education and Training (Umalusi)	1008792
uMsunduzi Museum	1016964
Unemployment Insurance Fund (UIF)	1018689

SCHEDULE 3A AND 3C	
NAME	DEAL CODE
Universal Service and Access Agency of South Africa (USAASA)	1012317
Universal Service and Access Fund (USAF)	1012317
Urban Transport Fund (UTF)	1012318
War Museum of the Boer Republics	1016964
Water Research Commission (WRC)	1009167
Wholesale and Retail Sector Education and Training Authority (WRSETA)	1020079
William Humphreys Art Gallery	1016964
Windybrow Theatre	1016964

SCHEDULE 3B NATIONAL GOVERNMENT BUSINESS ENTERPRISES	
NAME	DEAL CODE
Amatola Water Board	1018687
Bloem Water	1018687
Council for Scientific and Industrial Research - CSIR	1018680
Export Credit Insurance Corporation of South Africa Limited	1018686
Inala Farms (Pty) Ltd	1018679
Khula Enterprises Finance Limited	1018686
Lepelle Northern Water	1018687
Magalies Water	1018687
Mhlathuze Water	1018687
Mintek	1018671
Ncera Farms (Pty) Ltd	1012314
Onderstepoort Biological Products Limited	1012314
Overberg Water	1018687
Passenger Rail Agency of South Africa – PRASA	1012318
Pubic Investment Corporation Limited – PIC	1019972
Rand Water	1018687
SA Bureau of Standards	1018686
Sasria Limited	1008791
Sedibeng Water	1018687
Sentech Limited	1012317
State Diamond Trader	1018671
Umgeni Water	1018687

SCHEDULE 3D PROVINCIAL GOVERNMENT BUSINESS ENTERPRISES	
NAME	DEAL CODE
EASTERN CAPE	
East London Industrial Development Zone Corporation	1020064
Eastern Cape Development Corporation	1020064
Mayibuye Transport Corporation	1020069

SCHEDULE 3D PROVINCIAL GOVERNMENT BUSINESS ENTERPRISES	
NAME	DEAL CODE
FREE STATE	
Free State Development Corporation	1020367
KWA-ZULU NATAL	
Cowslip Investments (Pty) Ltd	1020130
Ithala Development Finance Corporation	1020129
Mjindi Farming (Pty) Ltd	1020131
Mpendle-Ntambanana Agricultural Company (Pty) Ltd	1020131
Richards Bay Industrial Development Zone	1020129
LIMPOPO	
Gateway Airport Authority Limited	1020300
Limpopo Development Corporation	1020296
MPUMALANGA	
Mpumalanga Economic Growth Agency	1020319
NORTH WEST	
Mafikeng Industrial Development Zone (Pty) Ltd	1020364
North West Development Corporation	1020364
Northwest Transport Investments (Pty) Ltd	1020354
WESTERN CAPE	
Casidra (Pty) Ltd	1018695

MUNICIPALITIES	
NAME	DEAL CODE
EASTERN CAPE	
Alfred Nzo District Municipality	1020907
Matatiel, Mbizana, Ntabankulu and uMzimvubu	
Amathole District Municipality	1020906
Amahlathi, Mnquma, Ngquushwa, Nkonkobe, Nxuba, Mbashe and Great Kei,	
Buffalo City Metropolitan Municipality	1020901
Chris Hani District Municipality	1020908
Emalahleni, Engcobo, Inkwanca, Intsika, Inxuba, Lukhanji, Sakhisizwe and Tsolwana	
Joe Gqabi District Municipality	1020909
Elundini, Gariep, Maletsuwa and Senqu	
Nelson Mandela Bay Metropolitan Municipality	1020899
OR Tambo District Municipality	1020903
Ingquza Hill, KSD, Mhlontlo, Nyandeni and PSJ	
Sarah Baartman District Municipality	1020921
Baviaans, Blue Crane, Camedeboo, Ikwezi, Makana, Ndlambe, Sundays River Valley, Kouga and Kou-kamma	
FREE STATE	
Fezile Dabi District Municipality	1020922
Mafube and Ngwathe	

MUNICIPALITIES	
NAME	DEAL CODE
Lejweleputswa District Municipality Masilonyana, Matjhabeng, Nala, Tokologo and Tswelopele	1020923
Mangaung Metropolitan	1020923
Thabo Mafutsanyana District Dihlabeng, Maluti - a- Phofong, Mantsopa, Nketoana, Phumelela and Setsoto	1020924
Xhariep District Kopanong, Letsemeng, Mohokare and Naledi	1020925
GAUTENG	
City of Johannesburg Metropolitan	1020900
City of Tshwane Metropolitan	1020898
Ekurhuleni Metropolitan	1020904
Sedibeng District Emfuleni, Lesedi and Midvall	1020926
West Rand District Merafong, Mogale, Randfontein and Westonaria	1020927
MPUMALANGA	
Ehlanzeni District Municipality Bushbuckridge, Mbombela, Nkomazi, Thaba Chweu and Umjindi	1020902
Gert sibande District Albert Luthuli, Dipaleseng, Govan Mbeki, Lekwa, Mkhondo, Msukaligwa and Pixley Ka Seme	1020848
Nkangala District Dr JS Moroka, Emakhazeni, Emalahleni, Steve Tshwete, Thembisile Hani and Victor Khanye	1020849
NORTH WEST	
Bojanala Platinum District Kgetlengriver, Madibeng, Moretele, Moses Kotane and Rustenburg	1020850
Dr Kenneth Kaunda City of Matlosana, Maquassi, Tlokwe and Ventersdorp	1020851
Dr Ruth Segomotsi Mompati Greater Taung, Kagisano-Molopo, Lekwa-Teemane, Mamusa and Naledi	1020852
Ngaka Modiri Molema Ditsobotla, Mahikeng, Ramotshere, Ratlou and Tswaing	1020853
NORTHERN CAPE	
John Taolo Gaetsewe Ga-Segonyana, and Gamagara	1020909
Namakwa Hantam, Kamiesberg, Karoo Hoogland, Khai-Ma, Nama Khoi and Richtersveld	1020856
Pixley Ka Seme Emthanjeni, Kareeberg, Renosterberg, Siyancuma, Siyathemba, Thembelihle, Ubuntu and Umsobomvu	1020857
ZF Mgcawu	1020858
LIMPOPO	
Capricorn District Municipality LM Aganang, Blouberg, Lepelle-Nkumpi, Molemole and Polokwane	1020843
Mopani District Municipality LM	1020844

MUNICIPALITIES	
NAME	DEAL CODE
Ba-Phalaborwa, Greater Giyani, Greater Letaba, Greater Tzaneen and Maruleng	
Sekhukhune District Municipality LM Elias Motsoaledi, Ephraim Mogale, Fetakgomo, Greater Tubatse and Makhuduthamaga	1020845
Vhembe District Municipality LM Makhado, Musina, Mutale and Thulamela	1020846
Waterberg District Municipality LM Bela-Bela, Lephalale, Modimolle, Mogalakwena, Mookgophong and Thabazimbi	1020847
KWA ZULU NATAL	
eThekweni Metropolitan	1008810
iLembe District Municipality Kwa- Dukuza, Mandeni, Maphumulo and Ndwedwe	1020929
Sisonke District Municipality KZN Greater Kokstad, Ingwe, Kwa- Sani, Ubuhelebezwe and Umzimkhulu	1020835
Ugu District Municipality KZN Ezingolweni, Hibiscus, Umdoni and Umzumbe	1020836
uMgungundlovu District Municipality KZN Impendle, Mkhambathini, Mpofana, Msunduzi, Richmond, Umngeni and Umshwathi	1020837
uMkhanyakude District Municipality KZN Hlabisa, Jozini, Mtubatuba, The Big Five False Bay and uMhlabuyalingana	1020838
uMzinyathi District Municipality KZN Endumeni, Msinga and uMvoti	1020839
uThukela District Municipality KZN Emnambithi/Ladysmith, Imbabazane, Indaka, uKhahlamba and uMtshezi	1020840
uThungulu district Municipality KZN Mbonambi, Mthonjaneni, uMhlathuze and uMlalazi	1020841
Zululand District Municipality KZN Abaqulusi, eDumbe, Nongoma, Ulundi and uPhongolo	1020842
WESTERN CAPE	
Cape Winelands District Breede Valley, Drakenstein, Langeberg, Stellenbosch, Boland and Witzenberg	1020859
Central Karoo District Beaufort West, Laingsburg and Prince Albert	1020859
City of Cape Town Metro	1008771
Eden District Bitou, George, Hessequa, Kannaland, Kynsna, Mossel Bay and Oudsthoorn	1020861
Overberg District Cape Agulhas, Overstrand, Swellendam and Theewaterskloof	1020862
West Coast District Bergrivier, Cederberg, Matzikama and Saldanha	1020863

ANNEXURE D



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

TO ALL:

- ACCOUNTING OFFICERS OF DEPARTMENTS**
- : ACCOUNTING OFFICERS OF CONSTITUTIONAL INSTITUTIONS**
- : ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES LISTED IN SCHEDULES 3A AND 3C TO THE PFMA**
- : HEAD OFFICIALS OF PROVINCIAL TREASURIES**

ADDENDUM TO NATIONAL TREASURY INSTRUCTION NO. 04 OF 2017/2018

REVISED COST CONTAINMENT MEASURES RELATED TO TRAVEL AND SUBSISTENCE – REVISED MAXIMUM ALLOWABLE RATES FOR DOMESTIC ACCOMMODATION AND MEALS

1. National Treasury Instruction 4 of 2017/2018 Annexure D – Maximum Allowable Rates for Domestic Accommodation and Meals is revised and attached hereto.


ZANÉLE MXUNYELWA
ACTING ACCOUNTANT-GENERAL
DATE: 19/04/2018



**ANNEXURE A: REVISED MAXIMUM ALLOWABLE RATES FOR THE DOMESTIC
ACCOMMODATION AND MEALS**

**TABLE 1: MAXIMUM ALLOWABLE RATES FOR DOMESTIC ACCOMMODATION
AND MEALS**

Vouchers Includes	Band 1	Band 2	Band 3
→	Room Only Tourism Levy VAT	Bed & Breakfast Tourism Levy VAT	Dinner, Bed & Breakfast Tourism Levy VAT 2 x Soft drink at Dinner
Graded Hotel, Boutique Hotel, Lodge or Resort			
	Band 1	Band 2	Band 3
1 Star	R 590	R 730	R 940
2 Star	R 920	R 1050	R1270
3 Star	R1120	R1230	R1440
4 Star	R1275	R1380.	R1595
5 Star	R2140	R2250	R2570
Bed & Breakfast, Country House or Guest House			
	Band 1	Band 2	Band 3
1 Star	R 335	R 495	R 690
2 Star	R 510	R 670	R 865
3 Star	R 920	R1080	R1270
4 Star	R1020	R1180.	R1370
5 Star	R1225	R1385	R1575.
Self – Catering*			
	Band 1	Band 2	Band 3
1 Star	R 590		
2 Star	R 920		
3 Star	R1120		
4 Star	R1275		
5 Star	R1475		
Meals **			
	Band 1	Band 2	Band 3
Breakfast	R110	-	-
Lunch	R160	R160	R160
Dinner	R180	R180	-
Total	R450	R340	R160

1. Meal Allowance

The Meal Allowances are not published in the Financial Manual. National Treasury will review these amounts on an annual basis.

Institutions must determine the amount with the maximum amounts set in the tables below

1.1. Meals Allowance for trips less than 24 hours

The following Table reflects the maximum amount per meal type that can be claimed:

Table 2

Meal Type	Maximum Daily Amount
Breakfast	R110.00
Lunch	R160.00
Dinner	R180.00

In the event that the cost of a meal (or meals) is (are) greater than the allowable amount prescribed above, the whole claim must be motivated, not just the excess, for approval by the Delegated Officials.

Only the cost of one main course meal per period and non-alcoholic beverage, e.g tea, coffee or soft drink taken with the meal is an allowable expense. This provision is only valid if the meal and beverage is not included in the accommodation booking.

The claim must have an identifiable connection with the nature of the expense covered i.e. only the allowable expense should be claimed. The following are examples of expenses that will not be allowed:

- (a) Daily food intake, including refreshments taken between meals;
- (b) Meals offered on train or plane as part of the official trip, during the period qualifying for a daily allowance;
- (c) Other refreshments such as alcoholic beverages or desserts;
- (d) Any other extra meal (meals) additional to the main course meal and
- (e) Gratuity to serving staff.

1.2. Meals Allowance for trips exceeding 24 hours

A Traveller may claim a maximum of three course meals per day of the actual expense provision, provided that the total cost of all three main course meals does not exceed R450 per day which includes liquid, non-alcoholic beverages taken with meals.

In the event that the cost of meal (or meals) is (are) greater than the allowable amount, the provision of the paragraph 1.1 above will apply.

Where a buffet and or, fixed menus are available at the accommodation facility, and is not included in the accommodation booking, then the total cost of the buffet or fixed menu is reimbursable.