



# **COST CONTAINMENT POLICY**

## **TRAVEL AND ACCOMMODATION**

**Department of Community Safety and Transport Management**  
**Travel Cost Containment Policy**  
**Effective Date: 01 September 2024**

*fk*

Table of Contents

1. Purpose ..... 3

2. Scope of Application..... 3

3. Enforcement..... 3

4. Definitions..... 3

5. Compliance Measures ..... 5

6. Cost Containment Measures ..... 5

6.1 General Principles..... 5

6.2 Employees Traveling on the Same Engagement..... 5

6.3 Air Travel ..... 5

6.4 Accommodation..... 6

6.5 Ground Transportation ..... 6

6.6 Travel Management Companies..... 7

6.7 Expense Management and Reimbursement..... 7

7. Circumstances Requiring Prior Approval by the Accounting Officer ..... 7

8. Monitoring and Reporting..... 8

9. Review of Policy..... 8

10. Approval..... 8

11. Annexure A: Maximum Allowable Rates for Domestic Accommodation and Meals ..... 9

12. Annexure B: List of Car Rental Groups and SIPP Codes ..... 12

HK

### 1. Purpose

The purpose of this policy is to prescribe cost containment measures related to travel and subsistence within the Department of Community Safety and Transport Management. This policy aligns with the Public Finance Management Act (PFMA) and the National Travel Guideline (NTG), ensuring effective, efficient, economical, and transparent use of departmental resources.

### 2. Scope of Application

This policy applies to all officials and staff members of the Department of Community Safety and Transport Management who are required to travel on official business. The policy includes specific measures for managing travel-related expenses and is mandatory for compliance by all department employees.

### 3. Enforcement

In line with Section 38(1)(b) of the PFMA, the Accounting Officer (AO) is responsible for ensuring the implementation of this policy. This includes managing travel-related expenditures, ensuring that all such expenses are necessary, appropriate, and cost-effective. Non-compliance with this policy may result in disciplinary action.

### 4. Definitions

- **Accommodation:** The rental of lodging facilities while away from one's place of residence for official business purposes.
- **Accounting Officer (AO):** The official responsible for the effective, efficient, economical, and transparent use of resources in the department, in line with the PFMA.
- **Authorising Official:** An official who has the delegated authority to approve travel requests and expenses in accordance with the institution's approved delegations.
- **Best Price of the Day:** The lowest fare offered at the time of booking, provided that this fare is offered in conjunction with suitable travel times.
- **Business Class:** A class of airline travel that offers higher comfort and services than economy class.
- **Cost-Effective:** An arrangement or purchase that provides the best possible value for the money spent.

- **Difficult Terrain:** A type of landscape that requires special vehicles, such as mountainous areas, gravel roads, or areas with poor infrastructure, where standard vehicles may not be sufficient.
- **Economy Class:** The standard class of airline travel that offers basic comfort and services at the lowest available fare.
- **Ground Transportation:** Includes car rentals, shuttle services, and public transportation used for official business travel.
- **Incidental Expenses:** Minor expenditures associated with business travel, such as gratuities, room service, or other small costs that are not covered under the main travel and accommodation expenses.
- **Institutional Travel Policy:** The internal travel policy developed by the department, which aligns with the National Travel Guideline and is approved by the AO or delegated official.
- **Peak Periods:** Times of high demand for travel and accommodation services, typically during holidays, large events, or other times when prices are elevated due to increased demand.
- **Public Finance Management Act (PFMA):** The Act that regulates financial management in the national and provincial governments to ensure that all revenue, expenditure, assets, and liabilities are managed efficiently and effectively.
- **Remote Location:** An area that is geographically isolated, with limited access to standard services such as accommodation and transportation.
- **Shuttle Service:** A service offered by a company to transport a traveler from one point to another, often used for airport transfers or between meeting venues.
- **Special Needs:** Specific requirements based on medical or physical conditions that necessitate particular accommodations or adjustments, such as the need for an automatic vehicle for a traveller with a disability.
- **Travel Authorisation Form:** The official form used by the department to authorize travel requests, which must be approved by the authorising official before any travel arrangements are made.
- **Travel Management Company (TMC):** A service provider contracted to manage travel arrangements for the department, ensuring cost-effective and efficient travel services.
- **Vehicle Allowance:** A monetary allowance provided to certain officials for the use of their personal vehicle for official duties, as per the department's policies.

HK

- **Virtual Meeting Tools:** Software and platforms such as MS Teams, Zoom, or other video and teleconferencing facilities that can be used to conduct meetings without the need for physical travel.

## 5. Compliance Measures

To avoid irregular, fruitless, and wasteful expenditure, the Department must ensure that:

- Travel arrangements are made through the appointed Travel Management Company (TMC) or the department's designated Travel Booker, in line with the cost containment principles outlined in this policy.
- All travel bookings must be assessed for cost-effectiveness and must not be based on personal preferences.

## 6. Cost Containment Measures

### 6.1 General Principles

All travel arrangements must be made considering the most cost-effective options available, including the use of government-negotiated corporate rates, where applicable. The Travel Booker or TMC must ensure that bookings are made using the best price of the day, focusing on economical and practical travel arrangements.

### 6.2 Employees Traveling on the Same Engagement

The number of employees attending the same event or meeting should be restricted to the minimum necessary. Where possible, officials traveling to the same destination must share transportation to reduce costs.

### 6.3 Air Travel

- **Economy Class Travel:** All domestic air travel for trips less than five hours must be booked in economy class unless an exception is approved by the AO or delegated official.
- **Business Class Travel:** Business class may be approved for international flights exceeding five hours, with prior approval based on the merits of the travel requirements. Exceptions may include travellers with disabilities or special medical needs, or when the business class fare is equal to or lower than the economy class fare.



- **Peak and Off-Peak Considerations:** The department will aim to book travel during off-peak periods whenever possible to secure lower fares. If travel during peak periods is unavoidable, additional justifications and approvals may be required.

#### 6.4 Accommodation

- **Standard Accommodation:** Domestic accommodation should be booked within the maximum allowable rates set by the department, with three-star establishments being the standard unless otherwise approved.
- **Exceptional Location Considerations:** In remote or high-demand locations with limited accommodation options, where rates exceed the prescribed limits, the AO or delegated official may approve accommodations that ensure safety and proximity to the business venue. The choice of accommodation must be justified and documented.
- **Minimum Kilometres for Overnight Accommodation:** Domestic overnight accommodation is limited to instances where:
  - The distance travelled exceeds 300 kilometres on a return journey (150 kilometres each way) from the place of work to the destination.
  - The meeting/conference/workshop is held over multiple days.
  - The event concludes after hours, making same-day return impractical.
- **Circumstances Requiring Prior Approval:** Accommodation costs exceeding the allowable rates during peak periods or when the higher star-rated establishment is the only available option due to location, safety concerns, or operational necessity, must be approved by the AO or delegated official.

#### 6.5 Ground Transportation

- **Economy Vehicle Rentals:** Car rentals should be limited to the most economical options, with "Mini, Economy, or Compact" categories being the default, unless a higher category is justified and approved.
- **Higher Category Vehicle Rentals:** A higher category vehicle may be rented in the following cases:
  - When three or more officials are traveling together.
  - When the return journey exceeds 400 kilometres.
  - When transporting extra luggage or equipment.
  - For officials with special needs based on medical grounds.

- **Difficult Terrain or Remote Areas:** A different class of vehicle (e.g., Intermediate or Standard SUV or 4x4) may be hired if required for specific terrain, such as mountainous or gravel roads. In these cases, prior approval must be obtained from the AO or delegated official.
- **Use of Public Transport:** Where feasible, officials should use public transport options such as Uber, Gautrain, or municipal buses if it is safe and more cost-effective than renting a vehicle or using personal transport.

#### 6.6 Travel Management Companies

The department may appoint one or more TMCs to manage travel arrangements. These TMCs are required to provide competitive rates and cost-effective travel solutions. The relationship between the department and the TMC will be governed by a Service Level Agreement ensuring transparency and value for money.

#### 6.7 Expense Management and Reimbursement

The department will reimburse travel expenses in accordance with this policy and only upon submission of valid receipts and proof of expenditure. Non-reimbursable expenses include personal phone calls, alcoholic beverages, and internet connectivity for private purposes.

### 7. Circumstances Requiring Prior Approval by the Accounting Officer

The following circumstances require prior approval by the AO or delegated official before travel arrangements are made or awards are granted:

- **Business Class Travel for Domestic Flights:** Business class travel for domestic flights or trips less than five hours in duration.
- **Accommodation Above Prescribed Rates:** Booking accommodations that exceed the maximum allowable rates, particularly in high-demand or peak periods.
- **Vehicle Rentals for Special Terrain:** Hiring of vehicles above the standard "Mini, Economy, or Compact" categories for difficult terrains or remote locations.
- **Attendance of Multiple Officials at the Same Event:** Approval is required when more than the necessary number of officials is proposed to attend the same event, conference, or meeting.
- **Exceptions to Standard Travel or Accommodation Arrangements:** Any deviations from the standard travel or accommodation arrangements as outlined in this policy must be justified and approved by the AO, ensuring that the exception is necessary and cost-effective.

### 8. Monitoring and Reporting

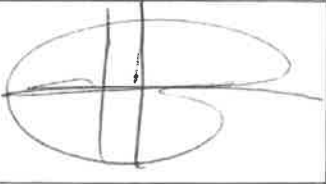
The AO will monitor compliance with this policy and ensure that all travel expenditures are reviewed regularly to identify any irregularities or opportunities for further cost containment.

### 9. Review of Policy

This policy will be reviewed annually or as needed to ensure alignment with the department's strategic objectives and any changes in the regulatory environment.

### 10. Approval

This policy is approved by the Head of Department and applicable with effect from the date of approval below

Accounting Officer	Signature	Date
Dr. Hans Kekine		30/08/2024





## 11. Annexure A: Maximum Allowable Rates for Domestic Accommodation and Meals

### 1. Grading Requirements for Accommodation

1.1. The Department of Community Safety and Transport Management requires that all accommodation for official business be procured from establishments graded by the South African Tourism Grading Council. This ensures quality assurance across hotels, bed & breakfasts, guest houses, and conference venues.

1.2. In cases where graded accommodation is unavailable, the use of non-graded establishments may be permitted, provided the rates do not exceed the prescribed maximum allowable rates.

### 2. Maximum Allowable Rates for Domestic Accommodation

The following table sets out the maximum allowable rates per accommodation type and per star grading. These rates include VAT and the Tourism Levy:

Accommodation Type	1 Star	2 Star	3 Star	4 Star	5 Star
<b>Graded Hotel or Boutique Hotel</b>					
<b>Band 1: Room Only</b>	R659,00	R1025,00	R1245,00	R1423,00	R2385,00
<b>Band 2: Room &amp; Breakfast</b>	R816,00	R1172,00	R1370,00	R1538,00	R2511,00
<b>Band 3: Room, Breakfast &amp; Dinner</b>	R1046	R1412,00	R1600,00	R1778,00	R2866,00
<b>Graded Bed &amp; Breakfast, Country House or Guest House</b>					
<b>Band 1: Room Only</b>	R366,00	R565,00	R1025,00	R1140,00	R1360,00
<b>Band 2: Room &amp; Breakfast</b>	R554,00	R743,00	R1203,00	R1318,00	R1548,00
<b>Band 3: Room, Breakfast &amp; Dinner</b>	R774,00	R962,00	R1412,00	R1527,00	R1757,00
<b>Graded Self-Catering</b>					
<b>Band 1: Room Only</b>	R659,00	R1025,00	R1245,00	R1443,00	R1642,00

**Note:** Expenses for parking are not included in Bands 1, 2, and 3 and may be claimed separately by travellers.

### 3. Maximum Allowable Rates for Meal Expenses

Institutions will only reimburse officials for meal expenses within the limits set out in the following table. Receipts of actual expenditure must be provided with the claim in all cases.

<b>Meal Type</b>	<b>Maximum Allowable Amount</b>
<b>Breakfast</b>	R126,00
<b>Lunch</b>	R178,00
<b>Dinner</b>	R199,00
<b>Total Maximum Per Day</b>	R502,00

**Note:** Officials cannot claim expenses for meals if the accommodation rate already includes these meals or if the host provides them. When meals are not provided, claims must be supported by receipts, and expenses must not exceed the maximum amounts listed above.

#### **4. Domestic Trips**

##### **4.1. Domestic Trips Longer than 24 Hours**

- **Breakfast:** May be claimed if not included in the accommodation rate or if the traveller leaves their residence or workplace before 06:00.
- **Lunch:** May be claimed if not provided by the host or included in the conference fee.
- **Dinner:** May be claimed if not included in the accommodation rate or if the traveller returns to their residence or workplace after 20:00.

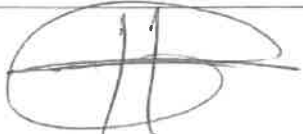
##### **4.2. Domestic Trips Less than 24 Hours**

For official business trips less than 24 hours, meal expenses may be claimed as follows:

- **Three meals:** If the official leaves their place of work or residence before 06:00 and returns after 20:00. The total cost must not exceed R502,00.
- **Two meals:** If the trip duration is more than 8 hours but less than 14 hours, with a total cost not exceeding R377,00.
- **One meal:** If the trip duration is more than 4 hours but less than 8 hours, with a total cost not exceeding R199,00.

**Note:** Claims for meals must be supported by receipts, and expenses must not exceed the maximum allowable amounts listed.

This annexure provides the maximum allowable rates for accommodation and meals that apply to all employees of the Department of Community Safety and Transport Management traveling on official business. Compliance with these rates ensures consistency and cost-effectiveness in managing travel-related expense

Accounting Officer	Signature	Date
Dr. Hans Kekana		30/08/2024

## 12. Annexure B: List of Car Rental Groups and SIPP Codes

### 1. Overview

This annexure outlines the list of vehicle groups and their corresponding Standard Interline Passenger Procedures (SIPP) codes that are approved for use by employees of the Department of Community Safety and Transport Management when renting vehicles for official purposes. The SIPP codes provide a standardized way of categorizing rental vehicles based on type, size, transmission, drive, and fuel type.

### 2. Approved Car Rental Groups and SIPP Codes

The table below provides the details of the vehicle types that are commonly rented by department officials, along with their corresponding SIPP codes. These categories ensure that vehicles rented are suitable for the specific needs of the department while adhering to cost containment measures.

<b>Vehicle Group</b>	<b>Vehicle Type</b>	<b>SIPP Code</b>	<b>Description</b>
<b>Group A</b>	Hyundai i10 or similar	MDMR	Mini, 4/5 doors, manual, unspecified fuel, with air conditioning
<b>Group B</b>	Ford Fiesta or similar	EDMR	Economy, 4/5 doors, manual, unspecified fuel, with air conditioning
<b>Group C</b>	Toyota Corolla Quest or similar	CDMR	Compact, 4/5 doors, manual, unspecified fuel, with air conditioning
<b>Group D</b>	VW Polo Vivo or similar	EDAR	Economy, 4/5 doors, automatic, unspecified fuel, with air conditioning
<b>Group E</b>	Toyota Corolla Auto or similar	PVMR	Premium, 4/5 doors, manual, unspecified fuel, with air conditioning
<b>Group F</b>	BMW 3 Series or similar	PDAR	Premium, 4/5 doors, automatic, unspecified fuel, with air conditioning
<b>Group G</b>	Mercedes-Benz C-Class or similar	PCAR	Premium, 4/5 doors, automatic, unspecified fuel, with air conditioning

<b>Group H</b>	Toyota Fortuner 4x2 or similar	PRAR	Premium SUV, 4x2, automatic, unspecified fuel, with air conditioning
<b>Group I</b>	Hyundai H1 or similar	PVAR	Premium Van, 4/5 doors, automatic, unspecified fuel, with air conditioning
<b>Group J</b>	Nissan X-Trail SE 4x4 or similar	SFAR	Standard SUV, 4x4, automatic, unspecified fuel, with air conditioning

**Note:** This list is representative of the most commonly rented vehicles by department officials. Employees are advised to contact the relevant car rental company to confirm the availability of the desired vehicle type and SIPP code before making a booking.

### 3. Explanation of SIPP Codes

The SIPP code system is designed to categorize rental vehicles using a standardized coding structure. Each code consists of four letters that represent the following characteristics:

1. **Type of Vehicle** (e.g., M for Mini, C for Compact, F for Full-size)
2. **Size of Vehicle** (e.g., B for 2/3 doors, C for 4/5 doors)
3. **Transmission & Drive** (e.g., M for Manual, A for Automatic)
4. **Fuel & Air Conditioning** (e.g., R for Air Conditioning, N for No Air Conditioning)

For example, the SIPP code **CDMR** would represent a **Compact** car with **4/5 doors**, **Manual transmission**, and **Air Conditioning**.

### 4. Vehicle Rental Guidelines

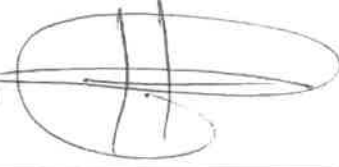
- **Economy and Compact Vehicles:** These vehicles should be the default choice for departmental travel, except when specific operational requirements necessitate a larger or more specialized vehicle.
- **SUVs and 4x4 Vehicles:** These should be rented only when travelling to areas with difficult terrain or when carrying equipment that requires additional space.
- **Premium Vehicles:** Approval must be obtained from the Accounting Officer or delegated authority before renting premium vehicles unless the rental is justified by the needs of the trip.
- **Vans:** These are typically used for transporting groups or when extra cargo space is required.



## 5. Compliance

All employees of the Department of Community Safety and Transport Management must comply with the guidelines set out in this annexure when renting vehicles for official purposes. Any deviation from these guidelines requires prior approval from the relevant authority within the department.

This annexure is a part of the department's Travel Cost Containment Policy and should be used in conjunction with other relevant guidelines and policies. It ensures that vehicle rentals are both cost-effective and fit for purpose while maintaining the department's commitment to financial accountability.

Accounting Officer	Signature	Date
Dr. Hans Kexara		30/08/2024



**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 SCHEDULE 3 TO THE PFMA**

**HEAD OFFICIALS OF PROVINCIAL TREASURIES**

**NATIONAL TREASURY INSTRUCTION No. 1 OF 2024/2025**

**REVISED COST CONTAINMENT MEASURES**

**1 PURPOSE**

The purpose of this National Treasury Instruction is to prescribe revised cost containment measures for departments, constitutional institutions and public entities listed in Schedule 3 to the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999).

**2 APPLICABILITY**

This Treasury Instruction applies to all departments, constitutional institutions and public entities listed in Schedule 3 to the PFMA (herein called "institution" or institutions").

**3 BACKGROUND**

- 3.1 An accounting officer and accounting authority must implement control measures to ensure that all expenditure in their institutions is necessary, appropriate, cost-effective, recorded and reported.
- 3.2 An accounting officer and accounting authority must ensure that all employees are mindful of the current economic realities and need to intensify efforts to improve efficiency in spending by reducing non-essential expenditure.
- 3.3 This Treasury Instruction contains the cost containment measures relating to consultants, hosting and attendance of local or international conferences and guidelines for travel and subsistence.

**4 COST CONTAINMENT MEASURES**

**4.1 ENGAGEMENT OF PROFESSIONAL SERVICE PROVIDERS (CONSULTANTS)**

- 4.1.1 An accounting officer and accounting authority, when appointing and managing consultants and consultancy projects, must ensure that-
- (a) consultants are only used, if the required capacity, skills, or expertise do not exist in their institution; and
  - (b) value for money is achieved when making use of consultants.
- 4.1.2 Consultants must be appointed in accordance with the procurement processes, subject to negotiations.

**4.2 COST CONTAINMENT MEASURES RELATED TO HOSTING AND ATTENDANCE OF CONFERENCES**

**4.2.1 Hosting of conferences (within the borders of South Africa)**

4.2.1.1 An accounting officer and accounting authority may host conferences if the expenditure related thereto are at market related rates and determined in an internal policy of the institution.

4.2.1.2 If the expenditure for hosting of a conference exceeds the rate referred to in paragraph 4.2.1.1, the accounting officer or accounting authority may approve a higher rate on reasonable grounds. The deviation from the rate approved by the accounting officer or accounting authority in the internal policy must be recorded in a register kept by the institution at the end of each quarter and recorded in its annual report at the end of each financial year.

4.2.1.3 The motivation for the accounting officer or accounting authority to approve a rate higher than the rate in the internal policy must, as a minimum, contain–

- (a) the nature of the conference;
- (b) targeted audience;
- (c) total number of anticipated delegates;
- (d) negotiated attendance cost per person;
- (e) breakdown of the conference expenditure;
- (f) how the conference furthers the mandate of the institution; and
- (g) how the conference contributes to strategic partnerships with stakeholders.

**4.2.2 Attendance at conferences hosted by professional bodies and other government or non-governmental organizations (within the borders of South Africa)**

4.2.2.1 Employees of institutions may attend conferences hosted by professional bodies and other government or non-governmental institutions held within the borders of South Africa if expenditure related to their attendance is approved by the accounting officer or accounting authority in line with the internal policy of the institution.

4.2.2.2 The expenditure approved must include–

- (a) conference registration costs;
- (b) any other expenditure in relation to the conference; and
- (c) incidental costs.

4.2.2.3 Expenditure, referred to in paragraph 4.2.2.2, must exclude costs related to travel and accommodation. An accounting officer and accounting authority must ensure that air travel and accommodation arrangements are in line with internal travel policy of the institution, referred to in paragraph 4.3.

4.2.2.4 When considering the approval of expenditure for the attendance of a conference, an accounting officer and accounting authority must consider as minimum criteria whether–

- (a) the conference is aligned to the performance agreement or personal development of the employee;
- (b) the conference will benefit the employee in the performance of duties in the institution;
- (c) the objective of the conference relates to a function of the institution; and
- (d) budgeted funds are available to meet expenditure related to the employee's attendance of the conference.



Revised Cost Containment Measures

4.2.2.5 Employees of institutions must make every effort to take advantage of early registration discounts by seeking the required approval to attend the conference timeously.

**4.2.3 Attendance of conferences and study tours (outside South Africa)**

4.2.3.1 An accounting officer and accounting authority may grant approval for employees to attend conferences hosted by professional bodies, other government, or non-governmental institutions (external conferences), held outside the borders of South Africa.

4.2.3.2 The expenditure referred to in paragraph 4.2.3.1, must include—

- (a) conference registration costs;
- (b) any other expenditure in relation to the conference; and
- (c) incidental cost.

4.2.3.3 The expenditure referred to in paragraph 4.2.3.2 exclude costs related to air travel and accommodation. An accounting officer and accounting authority must ensure that air travel and accommodation arrangements are in line with the travel policy of the institution, referred to in paragraph 4.3.

4.2.3.4 When considering the approval of expenditure for the attendance of a conference, an accounting officer and accounting authority must consider as a minimum whether—

- (a) the conference is aligned with the performance agreement or personal development of the employee;
- (b) the conference will benefit the employee in the performance of duties in the institution;
- (c) the objective of the conference relates to a function of the institution; and
- (d) budgeted funds are available to meet expenditure related to the employee's attendance of the conference.

4.2.3.5 Employees of institutions must make every effort to take advantage of early registration discounts by seeking the required approval to attend the conference timeously.

**4.3 COST CONTAINMENT MEASURE RELATED TO TRAVEL AND SUBSISTENCE**

4.3.1 An accounting officer and accounting authority must develop and implement a travel policy—

- (a) considering the National Travel Guideline (NTG), attached as Annexure A, which is non-binding; and
- (b) which is in line with the institution's operational requirements.

4.3.2 For effective and efficient payment of travel related expenditure, a credit or debit card lodged with a travel agency for purposes of payment for travel and accommodation related expenditure, provided for in Treasury Regulation 15.10.3.5(a) or 31.2.7(a), may be used as a method of payment.

**5 EFFECTIVE DATE**

This Treasury Instruction takes effect on 1 September 2024.

**6 REPEAL OF NATIONAL TREASURY INSTRUCTION**

This Treasury Instruction repeals:

- (a) National Treasury Instruction No. 03 of 2017/2018 on Cost Containment Measures for departments, constitutional institutions and public entities listed in

**Revised Cost Containment Measures**

Schedules 2 and 3 to the Public Finance Management Act (PFMA), 1999 (Act No.1 of 1999);

- (b) National Treasury SCM Instruction No. 06 of 2022/2023 – National Travel Framework; and
- (c) National Treasury SCM Instruction No. 07 of 2022/2023 – Cost Containment related to Travel and Subsistence.

**7 DISSEMINATION OF INFORMATION CONTAINED IN THIS TREASURY INSTRUCTION**

7.1 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 receive transfers and subsidies from its vote; and
- (b) accounting authorities of Schedule 3 public entities that report to the executive authority responsible for the public entity.

7.2 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.

**8 AUTHORITY FOR THIS INSTRUCTION**

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

**9 CONTACT INFORMATION**

9.1 Enquiries on cost containment measures relating to travel and subsistence including the National Travel Guideline, may be directed to:

**Phale Naake**

Director: Strategic Procurement – Government Travel Services

Office of Chief Procurement Officer

Phone: 012 315 5883

E-Mail: [phale.naake@treasury.gov.za](mailto:phale.naake@treasury.gov.za) / [cpo@treasury.gov.za](mailto:cpo@treasury.gov.za)

9.2 Enquiries on cost containment measures relating to consultants and conferences may be emailed to [oaqueries@treasury.gov.za](mailto:oaqueries@treasury.gov.za):



**DUNCAN PIETERSE**

**DIRECTOR-GENERAL**

DATE: 21/06/24