



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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To: All Staff in the Department of Higher Education and Training

### TREASURY INSTRUCTION ON COST CONTAINMENT MEASURES

With reference to the Treasury Instruction communicated via News Flash on 7 January 2014, the following matters regarding travel and subsistence is again brought to your attention:

- For air travel, only economy class tickets may be purchased.
- The total cost for dinner, bed, breakfast and parking for any overnight accommodation may not exceed R1 300 per night. In this respect, officials are required to personally pay any excess when checking out and will not be allowed to claim such expenditure. Where dinner, breakfast and/or parking do not form part of the hotel bill and these costs are claimed, proof of the expenditure and proof that the total cost do not exceed R1 300 (such as providing a copy of the hotel bill) must be submitted with the claim. The travel agent has been instructed to assist in this respect.
- Car hire is limited to that of category group B.
- Should any Departmental delegation of more than three employees (excluding the Director-General and the relevant Deputy Directors-General/CFO) need to travel to Parliament or any other centre/event on official duty, the Director-General must approve it in advance. For this purpose, and to address events that are hosted by the Department, the Deputy Director-General responsible should coordinate such event and ensure that the required approval by the Director-General is obtained for all staff that are required to attend the event from the side of the Department.

Your careful management of the above and adherence thereto is appreciated.

TW Tredoux  
Chief Financial Officer  
22 January 2014