



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 & 3 TO THE PFMA

HEAD OFFICIALS OF PROVINCIAL TREASURIES

NATIONAL TREASURY INSTRUCTION NO. 02 OF 2017/18

NATIONAL TRAVEL POLICY FRAMEWORK

1. PURPOSE

- 1.1. This Treasury Instruction prescribes a National Travel Policy Framework (NTPF) as contained in **Annexure A** of this Treasury Instruction for implementation by all accounting officers of departments and constitutional institutions and accounting authorities of public entities.
- 1.2. This National Treasury Instruction should be read in conjunction with National Treasury Instruction No. 03 of 2017/2018 on Revised Cost Containment measures related to Travel and Subsistence for further understanding and application.

2. BACKGROUND

- 2.1 Sections 38(1)(a)(iii) and 51(1)(a)(iii) of the PFMA require accounting officers and accounting authorities to ensure that their respective institutions have and maintain appropriate procurement and provisioning systems which are fair, equitable, transparent, competitive and cost-effective.
- 2.2 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 institution's resources.
- 2.3 Accounting officers of departments and constitutional institutions are reminded that sections 38(1)(c)(ii) of the PFMA require accounting officers to take effective and appropriate steps to prevent unauthorized expenditure, irregular expenditure and fruitless and wasteful expenditure.
- 2.4 Accounting authorities of public entities are reminded that section 51(1)(b)(ii) of the PFMA requires accounting authorities to take effective and appropriate steps to prevent irregular expenditure and fruitless and wasteful expenditure.

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- 2.5 The National Treasury, in conjunction with various stakeholders, developed the NTPF to provide guidance to departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the PFMA with regard to the management of travel and subsistence.
- 2.6 Accounting officers and accounting authorities must adopt and implement the NTPF subject to necessary the adaptation and development of standard operating procedures to support the Framework.
- 2.7 Department, constitutional institutions and public entities must adopt and adapt the NTPF as their minimum standard to develop similar or more stringent Institutional Policies, Instructions and standard operating procedures in line with their business requirements and delegations of authority.

3. PURPOSE OF THE NATIONAL TRAVEL POLICY FRAMEWORK

- 3.1. The purpose of the NTPF is to create minimum norms and standards for Travellers embarking on official business trips both domestically and internationally.
- 3.2. Travellers must make every effort to ensure that their travel arrangements are in accordance with the minimum standards outlined in the NTPF and utilise these minimum standards to ensure efficient, cost effective, transparent and responsible travel related arrangements.
- 3.3. The NTPF provides a policy framework for consistent decision making by departments, constitutional institutions and public entities that facilitate travel, accommodation and related expenditure by Travellers.

4. COMPLIANCE WITH THE TREASURY INSTRUCTION

- 4.1. Sections 45(c) and 57(c) of the PFMA oblige employees to take effective and appropriate steps to prevent unauthorized expenditure (in the case of employees of departments), irregular expenditure and fruitless and wasteful expenditure (in the case of employees of departments, constitutional institutions and public entities) within their areas of responsibility.
- 4.2. Non-compliance with the provisions of this Treasury Instruction may constitute grounds for financial misconduct, as regulated in Chapter 10 of the PFMA.
- 4.3. Irregular expenditure and fruitless and wasteful expenditure resulting from non-compliance with this Treasury Instruction must be recorded as such in the irregular expenditure or fruitless and wasteful expenditure register (whichever applicable) and disclosed appropriately in the annual financial statements of the department, constitutional institution or public entity.

5. DEVIATIONS FROM THIS TREASURY INSTRUCTION

- 5.1. Requests for deviation from this Treasury Instruction may be considered under exceptional circumstances.

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- 5.2. All written requests for deviation must be forwarded to:

**The Director-General
National Treasury
Private Bag X115
PRETORIA
0001**

For attention: The Chief Procurement Officer

- 5.3. The written requests referred to in paragraph 5.2 above may also be e-mailed to: cpo@treasury.gov.za and travelpolicyqueries@treasury.gov.za

6. APPLICABILITY

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

7. EFFECTIVE DATE

Departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the PFMA must adapt their internal travel policies, institutional instructions and standard operating procedures to the NTPF and have their respective Travel Policies fully implemented with effect from **01 October 2017**.

8. DISSEMINATION OF INFORMATION CONTAINED IN THIS TREASURY INSTRUCTION

- 8.1. 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 their departmental vote; and
- (b) accounting authorities of public entities reporting to their executive authorities.

- 8.2. 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.

9. AUTHORITY FOR THIS INSTRUCTION

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

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10. CONTACT INFORMATION

- 10.1. Accounting officers of departments and constitutional institutions and accounting authorities of public entities may submit formal written enquires in respect of this National Treasury Instruction to:

**The Director-General
National Treasury
Private Bag X115
PRETORIA
0001**

For attention: The Chief Procurement Officer

- 10.2. The written enquiries referred to in paragraph 10.1 above may also be submitted to:

Estelle Setan
Chief Director : Strategic Procurement
Phone: 012 315 5919
E-mail: travelpolicyqueries@treasury.gov.za and cpo@treasury.gov.za

- 10.3. Telephonic enquiries may be directed to Ms Setan whose contact details are contained in paragraph 10.2 above.



JAYCE M NAIR
ACTING ACCOUNTANT-GENERAL¹
DATE: 20/4/2017

ENCLOSURE

ANNEXURE A: NATIONAL TRAVEL POLICY FRAMEWORK

¹ 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.