TO: SENIOR GENERAL MANAGERS
   GENERAL MANAGERS
   SENIOR MANAGERS
   DISTRICT MANAGERS
   SECTION HEADS & CIRCUIT MANAGERS

FINANCIAL CIRCULAR NO 06 OF 2014

NOTICE OF PERSAL CHANGES WITH RESPECT TO THE CAPTURING OF S&T CLAIMS

1. The procedure for capturing re-imbusersive claims for travelling (Persal codes 0093, 0469, 0470) was changed on Persal with effect from 11 April 2014.

2. The new requirement is that the total km’s and rate per km be input on Persal.

3. The vehicle type and registration number must also be input for the transaction to proceed.

4. All officials are requested to ensure that the above information is provided in the claim forms.

5. Claims with missing information will be returned to the claimant.

6. Please be aware that since these changes came into effect on 11 April 2014, technical problems are being experienced with processing claims under code 0469 and 0470 which may delay the payment of such claims.

7. The problem has been reported to Persal Management at the Office of the Premier who has escalated it to National Treasury for resolving.

8. Claims will be processed as soon as the problem is resolved.

NKOSINATHI S P SISHI, PhD
HEAD OF DEPARTMENT: EDUCATION

DATE: 2014/04/23