Attention: Senior General Managers
               General Managers
               Head Office Managers and Staff
               District Managers and Staff
               Circuit and Ward Managers
               Head of Institutions
               Principals of Schools

FINANCIAL CIRCULAR NO. 03 OF 2015

RE: CHANGE OF TRAVEL MANAGEMENT AGENT

1. Provincial Treasury has appointed a new travel agent namely, Travel with Flair.

2. All contact details is detailed below for the travel agent.

3. All previous cost-cutting circulars still continue to be applicable and functional. It should be noted that cost-cutting measures are simply elements of good governance and therefore should remain in place for the foreseeable future.

4. All components within the department must continue to utilise their existing Account Booking Numbers and the attached updated Booking Form.

5. It is further requested that the attached Finance Circular be brought to the attention of all officials for compliance.

6. Compliance to this Financial Circular would be with immediate effect.

Yours sincerely,

Ms. R.H. Mecuma
Chief Financial Officer

Date 25/01/15

Page 01 of 01
Contact Details – Travel with Flair

Office Hours: (Mon – Fri: 08h00 to 17h00)

- Telephone: 086 1777 380

- Fax: 033 – 3475 153

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomathamsanqa</td>
<td>Ngcobo</td>
<td><a href="mailto:Twf801@twf.co.za">Twf801@twf.co.za</a></td>
</tr>
<tr>
<td>Andiswa</td>
<td>Mabaso</td>
<td><a href="mailto:andiswam@twf.co.za">andiswam@twf.co.za</a></td>
</tr>
<tr>
<td>Nokuthula</td>
<td>Shabangu</td>
<td><a href="mailto:Twf809@twf.co.za">Twf809@twf.co.za</a></td>
</tr>
<tr>
<td>Bronwyn</td>
<td>Pillay</td>
<td><a href="mailto:Twf808@twf.co.za">Twf808@twf.co.za</a></td>
</tr>
<tr>
<td>Tebogo</td>
<td>Maphoto</td>
<td><a href="mailto:Twf805@twf.co.za">Twf805@twf.co.za</a></td>
</tr>
<tr>
<td>Halima</td>
<td>Yusuf – Team Leader</td>
<td><a href="mailto:Twf804@twf.co.za">Twf804@twf.co.za</a></td>
</tr>
</tbody>
</table>
TRAVEL WITH FLAIR (TWF):  Tel 086 177 7380  Fax 033 347 5153  (After Hours Tel: 086 077 7747)
ATT: TRAVEL CONSULTANT. Name………………………………………………………………………………Fax……………………………………………………………………………………………………

Purpose or Reason for trip
MUST BE COMPLETED

Personal Number & Traveller’s Surname  Traveller’s First names (as in ID Doc or Passport)  Title (Mr/Mrs)  Rank – please specify Director/Deputy Director etc.

Voyager / Frequent Flyer Number  Traveller’s ID Number  Traveller’s Cell Number

FLIGHTS: DOMESTIC: MEC & HOD – BUSINESS CLASS. OTHER OFFICIALS ECONOMY.
INTERNATIONAL: MEC & HOD – BUSINESS CLASS – ALL OTHER OFFICIALS ECONOMY CLASS
(PER THE UPDATED COST CUTTING MEASURES IMPLEMENTED)

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Departure</th>
<th>Arrival Time &amp; Flight Number</th>
<th>Special Requirements</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Voyage:</td>
</tr>
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</table>

HOTEL ACCOMMODATION: 3 STAR PROPERTIES (ALL OFFICIALS), TWF WILL PAY FOR ACCOMMODATION, MEALS, PARKING, HOTEL SHUTTLES – MUST BE ACCOMPANIED BY DETAILED BILLING FROM HOTEL. TWF WILL NOT PAY FOR GRATUITIES/TIPS, ALCOHOL, NEWSPAPERS, TELEPHONE CALLS OR MOVIES.
(PER THE UPDATED COST CUTTING MEASURES IMPLEMENTED)

ALL GUESTS MUST SIGN HOTEL BILL ON DEPARTURE

<table>
<thead>
<tr>
<th>City / Hotel</th>
<th>Date-In</th>
<th>Date-out</th>
<th>Special Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Frequent guest no:</td>
</tr>
</tbody>
</table>

CAR RENTAL:  DIRECTORS & ABOVE – GROUP B
ALL OTHER OFFICIALS – GROUP A
(PER THE UPDATED COST CUTTING MEASURES IMPLEMENTED)

<table>
<thead>
<tr>
<th>Most cost-effective Supplier utilised</th>
<th>Pick-Up</th>
<th>Drop-off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>City</td>
<td>Location / Place</td>
</tr>
</tbody>
</table>

Co-Drivers – copy of licence

Traveller’s signature :  Date:

BOOKED BY TRAVEL CO-ORDINATOR/BOOKING OFFICER: DEPARTMENT OF EDUCATION - KZN

Your Name & PERSAL Number  TRAVELLER’S Component  TRAVELLER’S TWF Account Number (MUST BE QUOTED)  Your Telephone number

CONFIRMATION TO BE FAXED TO NUMBER:
ACCOUNT NO.
Your Cell Number

DEPARTMENT OF EDUCATION - KZN – AUTHORISATION (as per section 45 of PFMA)

NAME (Print)  DATE

AUTHORISED SIGNATORY  DESIGNATION