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DEPUTY DIRECTORS -GENERAL

CHIEF DIRECTORS

DIRECTORS

ALL OFFICIALS

FINANCE CIRCULAR NO: 07 OF 2024

SUBJECT: SUBMISSION OF SUBSISTENCE AND TRAVEL CLAIMS

1. The purpose of this circular is to provide guidelines that are in line with Treasury frameworks, Instruction notes and cost cutting measures in respect of travel allowances.
2. The following requirements must be adhered to prior to submission of S&T claims:
 - 2.1 All S&T claims (**including travelling/ kilometre claims**) must be submitted on the prescribed Travelling and Subsistence claim form with a list of Persal codes against which the respective amounts are to be processed.
 - 2.2 Officials other than SMS or MMS members who utilise their private vehicles for official purposes must obtain prior approval. Applications for approval are done through Facilities Management Directorate.
 - 2.3 The following supporting documents must be attached to claim forms where applicable, depending on the class/ type of re-imbursment being applied for:
Copy of current motor vehicle licence, applicable tariff rates, approved weekly or monthly itinerary, invitation, attendance register, HoD's approval to exceed 1750km, hotel invoice, toll fees receipts, parking receipts, meal receipts, cell phone invoices and any other relevant document to substantiate the claim.
3. Claimants must take note and adhere to paragraph 13 of the policy (pages 17-18).
NB: Claims must, wherever possible be for a full month. Where two or more claims are done per month, the supervisor must ensure that all set limits are adhered to. A motivation for more than one claim submitted in a month, signed by the official and supervisor must be provided (*Par 13.9*).



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4. It must be noted that all S&T claims must be approved by the Responsibility Manager as delegated [Treasury Regulation 8.2] before the claim is submitted to Salaries Section *(Paragraph 13.5 of the S&T policy)*
5. Verification of distance travelled must be done by both Certifying Official and Responsibility Manager to ensure reasonableness of kilometres claimed (Google Maps can be used as a tool to determine point to point distance).
6. To ensure that all claims received at Salaries are appropriately approved in terms of Treasury Regulation 8.2, all appointed responsibility managers are requested to submit specimen signatures on the attached form to **Ms Yugam Chinnasamy at room 304, ABSA Building or email to Yugam.Chinnasamy@kzndoe.gov.za.**
7. Officials are requested to submit their claims timeously or at least two (2) working days before the persal run to allow the verification and authentication of the documents submitted.
8. All S&T claims must be submitted to **Ms NP Vani Room No 114, ABSA Building.**
9. Only original claim forms will be accepted, **no photocopies** will be accepted.
10. Claims must be submitted with a route form/ schedule and the receiving official at Salaries must sign acknowledgement of receipt.
11. *This circular is distributed with the following documents for ease of reference:*
 - 11.1 *Approved S&T policy (Under review)*
 - 11.2 *Latest updated Subsistence and Travelling claim form*
 - 11.3 *Form for specimen signatures to be returned to Salaries.*

MR GN NGCOBO

HEAD OF DEPARTMENT: EDUCATION

DATE