

SUMMARY POLICY FOR THE DEPARTMENT OF ENERGY (TRAVEL & ACCOMMODATION)



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Accommodation Arrangement

- The Department is responsible for the payment of accommodation and meals (excluding alcohol, tips and tray charge) to hotels.
- Any additional expenditure incurred by officials must be paid in full prior to leaving the hotel. Expenditure (substantiated with vouchers) in respect to official telephone calls, entertainment, laundry, dry cleaning, etc, must be claimed by an employee
- The above is applicable if an employee is away from on official duty for four (4) or more days on a local trip.



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Preferred service providers for accommodation

- Should the official decline accommodation arranged by the preferred service provider with justifiable reasons, the DoE must be informed accordingly. The official should provide a written motivation in this regard. Any unjustified additional expenditure incurred shall be paid by the employee or traveller.



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Refuelling of hired cars

- When a vehicle is handed to the official, the service provider handing over the car must ensure that the fuel tank is full. If it is necessary to refuel the vehicle, the employees shall claim from the Department in cases where the petrol card is not supplied by the car rental company.



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International Accommodation or Foreign Trips

- Where applicable all accommodation arrangements with regard to travelling international maybe done through the travel agent.
- Alternatively, assistance can be requested from the Department of International Relations and Cooperation as they can negotiate better rates and can be relied upon to arrange suitable accommodation at a very short notice.



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General Information

- The travel agent shall take care of all travel related services including: flight, charters, accommodation, transfers, car rental, train, bus, chauffer driven vehicles, passports, visas, foreign exchange, traveller's cheques, groups and conferences, or as per the approved Departmental policy.



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Travelling Information

- The travel agent shall be responsible for ensuring that all hired vehicles are fully and comprehensively insured at all times for the duration of the hire contract.
- Depending on the specific type of hired vehicle, the service provider shall be responsible for ensuring that the hired vehicle is equipped with efficient security equipment such as tracking devices, level 4 alarm system and immobilisation at all times.
- Free cover insurance shall be offered to employees travelling in a foreign country shall receive the following benefits automatically



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Cont. Travelling Information

- Emergency medical aid related expenses and assistance for injury and illness
- Burial and coffin expenses,
- Return ticket for companions and children due to injury and illness, and
- In flight coverage



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Continuation

- Employees who wish to carry additional personal luggage such as cameras, video, camera etc. must note that such items are not covered and must ensure that they cover them under their personal or household insurance.



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Ticket Upgrade

- No employee is allowed to make Internet bookings for official travel.
- An employee intended to travel shall complete the trip authority form and obtain the necessary approval from the Responsibility Manager/s.
- All bookings must be confirmed by faxing the approved trip authority with an official order number obtained from Supply Chain Management to the travel agent within two hours of confirmation by the Directorate.
- The travel agent shall only accept verbal bookings after hours in emergency cases and these shall be confirmed by the delegated official and the trip authority must be faxed to the travel agent the following working day.



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- The travelling documents must be thoroughly checked by the official who made the bookings
- The travel agent shall not accept bookings without an order number. If any changes must be effected to the trip authority, which has already been authorised, a new form must be completed accompanied by the motivation. Approval must be granted by the Chief Director or Head Branch and a new official order number will be issued by SCM. The changes include:
 - Additional accommodation
 - Hired vehicle or chauffer driven cars or train
 - Change in dates of flight ticket, this is not applicable to changing the flight for earlier or late time on the same date.



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Policy on Extras

All extras such as private phone calls, newspapers, alcohol, toiletries, movies, tips for porter, etc, shall be for the employee's own expense.

Employees shall settle expenses with regard to extras on departure. Special telephone calls and other official extras shall be reimbursed upon completion of a Travel and Subsistence claim form.



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