



REPORT TO THE CITY MANAGER

1 SUBJECT

SUPPORT FOR TRAVEL EXPENSES AND CONFERENCE FEES RELATED TO THE INVITATION FOR MRS. ERIKA MOHR-HOLLAND TO ATTEND THE UNION WORLD CONFERENCE ON LUNG HEALTH 2023, PALAIS DES CONGRES, PARIS, FRANCE, 15-18 NOVEMBER

2 FOR DECISION BY THE CITY MANAGER

In terms of Part 28B: Sections 16(2), 16(3), 16(4) and 16(5) of the System of Delegations¹ for the City Manager which reads as follows:

16(3) To grant authority for Officials to travel overseas for Council related activities.

3 EXECUTIVE SUMMARY

TB is a global health emergency and in South Africa and Cape Town it is one of the major causes of morbidity and mortality. The Union will be holding their annual Union World Conference on Lung Health in Paris, France between 15-18 November 2023, where various international stakeholders will meet to discuss and collaborate on issues and strategies, including implementation approaches to addressing TB.

The conference aims to create a collaborative space for engagement around recent TB research and innovation, and serves as a platform for learning about best practices regarding service implementation. It is an opportunity for non-governmental, governmental, academic, and civil society stakeholders to gather and share lessons regarding the implementation to strategies to address the burden of TB in their different settings. Thus, it will allow for networking in an international setting. The latest advances in TB prevention, diagnosis, treatment, and post-treatment lung health, including discovery, development, and implementation will be showcased for discussion. The TB community represented at the conference will be able to explore optimal strategies to advance our fight in the mission to EndTB. Staying abreast with recent and novel approaches to address TB in our community is imperative in making strides towards meeting the ENDTB Goals and halting community level transmission of TB.

¹ As amended by Council on 15 December 2021

3.2 Objectives of the Mission

The main objective of the conference is to equip non-governmental, governmental, research and the civil society with expertise, skills and strategies to support the successful achievement of the EndTB goals in order to reduce TB incidence and ongoing morbidity and mortality.

The Union will be holding their annual Union World Conference on Lung Health in Paris, France between 15-18 November 2023. For 53 years, the Union has been hosting this conference as an opportunity for various stakeholders involved in the TB response to come together to present the latest scientific research in all aspects of lung health. Generating new evidence from research projects and presenting the results or publishing them in a journal is not enough; implementation is required as well as translatable research. This conference aims to provide stakeholders with opportunities to engage around creation of evidence-based health policies and decisions regarding our TB response.

Clause 12.5 of the Cost Containment Policy states that "International travel must be identified and motivated with justification that the meeting/event is critical and in the interest of the City." This proposed international mission is indeed deemed critical and beneficial to the City as it will provide the representatives with an opportunity to collaborate on actions to improve the health of persons with TB, whilst also encouraging and maintaining strategic international collaboration through knowledge sharing.

This aligns to the core mandates of City Health "To provide a coordinated and integrated district health service for the citizens of Cape Town with adequate and equitable distribution of resources to render quality, comprehensive, cost-effective primary health care services, the City of Cape Town is committed to working with all spheres of government to meet the national, provincial and City targets".

The conference will provide exclusive opportunities for non-governmental, governmental, research, and civil society stakeholders from across the globe to collaborate with peers on actions to make strides towards achieving the EndTB Goals, strategizing regarding interventions to reduce the high morbidity and mortality associated with TB. Various panels and interactive discussions on evidence-based solutions to apply to challenges in addressing TB will be presented.

Senior Professional Officer: Epidemiology: Mrs. Erika Mohr-Holland (as related to point 10.1.1. of the Travel Management Policy) has been invited to present City Health related activities at this conference.

- **Presentation Title:** Rethinking reporting on TB outcomes: An urgent need to refine our programmatic monitoring and evaluation
- **Key messages to convey:** Reporting on the full TB cascade allows for better programmatic insights and planning. It is recommended that the World Health Organization and TB programmes redefine the calculation of TB outcomes to be reported out of the diagnosed cohort to accurately reflect patient prognosis, and improve programmatic response to gaps in the TB care cascade.

The travel management policy reads:

- 9.1 The number of employees (Councilors & Officials) travelling on authorised official duty for the same matter must be limited to three (3), unless otherwise approved in advance by the Delegated Authority.
- Dr. Kay Joseph will accompany me on this trip (a separate report is being submitted for this City Official due to the deviation route that must be followed)
 - Therefore, the number of delegates in attendance is within the stipulated limit as per the Travel Management Policy

In reference to 10.1.1 of the Travel Management Policy and 17.4 of the City of Cape Town Policy, there is no option of virtual attendance at this conference.

Mrs. E Mohr-Holland has received partial sponsorship for the conference registration fees and international flights to Paris, France (see Annexures D and E). This contributes to cost containment measures for the City.

4 RECOMMENDATIONS

Delegated: for decision by the City Manager:

Recommended that:

- a) Authority be granted to Mrs. Erika Mohr-Holland to participate in the Union World Conference on Lung Health 2023, taking place in Paris, France, from 15-18 November 2023.
- b) A feedback report for International or outside the borders of the RSA Trips is to be compiled no later than two weeks after returning from the trip and submitted to the Executive Mayor together with the Members of the Mayoral Committee, and to the relevant Section 79 or 80 Committee.
- c) It is to be noted that the total cost to the City equates to ZAR 38,318.51.

5 FINANCIAL IMPLICATIONS

DELEGATE	COST CENTRE NUMBER	COST OF TRIP
Mrs. Erika Mohr-Holland	18070000	38,318.51
TOTAL:		R 38,318.51

NOTE: *A breakdown of the financial implications are comprehensively contained in Annexure B of this report.*

6 TRAVEL BOOKING ARRANGEMENTS

6.1 Embassy Travel (Pty) Ltd t/a XL Embassy Travel ☒

6.2 No travel bookings required

☐

7 POPIA COMPLIANCE

- ☒ It is confirmed that this report has been checked and considered for POPIA Compliance.

*NOTE: POPIA Section **MUST** be completed otherwise the report will be returned to the author for revision.*

Contact your Directorate POPIA Stewards should you require assistance.

The City has a contract in place with XL Embassy Travel for the safe-keeping of Traveller's personal information as required by the POPI Act.

CITY'S COST CONTAINMENT POLICY [ANNEXURE 18 – 2023/24 BUDGET (MAY 2023)] AND MUNICIPAL COST CONTAINMENT REGULATIONS (MCCR – NOTICE 317 OF 2019) MUST BE TAKEN INTO CONSIDERATION BY ALL SIGNATORIES (ATTACHMENTS AVAILABLE UNDER REPORT TEMPLATES ON THE CITY'S WEBSITE)

ANNEXURES

- Annexure A: Trip Details
- Annexure B: Financial Details
- Annexure C: Traveller's Checklist for Line Department
- Annexure D: Declaration of Donations/Sponsorships/Contributions received
- Annexure E: Letter of Support from Sponsor
- Annexure F: Event Program
- Annexure G: Invitation Evidence (Letter from the Union and abstract acceptance notification)
- Annexure H: All Travel quotations including Flight Itinerary
- Annexure I: Booking form
- Annexure J: Subsistence Allowance Calculation

FOR FURTHER DETAILS, CONTACT:

DATE	18 July, 2023		
NAME	Erika Mohr-Holland	CONTACT NUMBER	0731345365
E-MAIL ADDRESS	Erika.mohr@capetown.gov.za		
DIRECTORATE	Community Services and Health	FILE REF NO	HS 7/4/2/1
SIGNATURE :			

DIRECTOR [IF APPLICABLE – IF NOT, DELETE THIS BLOCK]

DR PAUL NKURUNZIZA

SATISFIED THAT THE CITY'S COST CONTAINMENT POLICY [ANNEXURE 18 – 2023/24 BUDGET (MAY 2023)] AND NATIONAL TREASURY'S MUNICIPAL COST CONTAINMENT REGULATIONS (MCCR – NOTICE 317 OF 2019) HAVE BEEN COMPLIED WITH

THE DIRECTOR IN SIGNING THIS REPORT, ACKNOWLEDGES REGULATION 14 OF MUNICIPAL COST CONTAINMENT REGULATIONS (MCCR) AND THE RISK OF FINANCIAL MISCONDUCT, IF DUE CARE IS NOT EXERCISED.

☒ YES

☐ NO

COMMENTS:

☒ RECOMMENDED

☐ NOT RECOMMENDED

COMMENTS:

Erika will be doing a presentation on City Health related activities with respect to TB. This will add to the international body of knowledge and enhance the reputation of the City

DATE 24 July 2023

EXECUTIVE DIRECTOR

MS. ZUKISWA MANDLANA

THE ED'S SIGNATURE REPRESENTS SUPPORT FOR REPORT CONTENT AND CONFIRMS POPIA COMPLIANCE.

DATE _____

☐ **RECOMMENDED**

☐ NOT RECOMMENDED

COMMENTS BY ED ON VALUE-ADD TO THE CITY:

[COMPULSORY TO COMPLETE]

LEGAL COMPLIANCE

☐ REPORT COMPLIANT WITH THE PROVISIONS OF COUNCIL'S DELEGATIONS, POLICIES, BY-LAWS AND ALL LEGISLATION RELATING TO THE MATTER UNDER CONSIDERATION. ☐ NON-COMPLIANT

NAME _____

COMMENTS:

DATE _____

SIGNATURE _____

Certified as legally compliant based on the content of the report.

Note: In terms of Part 28, delegation 25(1) of the System of Delegations.

CITY MANAGER

☒ APPROVED

☐ NOT APPROVED

COMMENTS:

DATE _____

ANNEXURE A

TRIP DETAILS

(For International trips only)

Please refer to the International Relations Policy (number 12187) as revised and approved by Council on 29 September 2021, which replaces the previous policy known as Strategic International Relations Policy at all times when completing this Annexure

PROPOSED DESTINATION	Country: France City / Municipality: Paris
DATE OF DEPARTURE: EX CAPE TOWN	13 November, 2023
DATE OF ARRIVAL BACK IN CAPE TOWN	19 November, 2023
OBJECTIVE(S)/ PURPOSE	The main objective of the Union World Conference on Lung Health is to equip non-governmental, governmental, research and the civil society with expertise, skills and strategies to support the successful achievement of the EndTB goals in order to reduce TB incidence and ongoing morbidity and mortality.
SIX PRIORITIES & THREE FOUNDATIONS: ALIGNMENT	(Please choose those applicable and specify briefly) <u>Six Priorities</u> <input checked="" type="checkbox"/> Economic Growth: TB has a huge impact on the GDP and therefore addressing TB will improve the GDP. This conference will equip the City Official with enhanced knowledge about strategies that can be employed to tackling the TB epidemic and lessen the socioeconomic strain (catastrophic costs) faced by persons with TB. <input type="checkbox"/> Safety: <input checked="" type="checkbox"/> Basic Services:

	<p>The conference will host discussions around public health approaches to addressing TB across the world. Lessons learnt from the conference can be applied in the Cape Metro to enhance the City TB programme, which includes the provision of primary health care services.</p> <p><input type="checkbox"/> Housing:</p> <p><input checked="" type="checkbox"/> Public Space, Environment and Amenities: TB transmission in the Cape Metro is impacted by environmental living conditions. Infection prevention and control strategies will be discussed at the conference and lessons learnt can be applied in Cape Town to create more healthy living environments for the residents.</p> <p><input type="checkbox"/> Transport:</p> <p><u>Three Foundations</u></p> <p><input checked="" type="checkbox"/> Resilient City: Addressing the TB epidemic in Cape Town is imperative to building a healthier city. TB is one of the leading causes of morbidity and mortality in Cape Town and South Africa and has a substantial impact on community health and the GDP. The City Official attending the conference will learn about how TB programmes can be enhanced in order to ensure the City of Cape Town is more resilient.</p> <p><input checked="" type="checkbox"/> More Spatially Integrated and Inclusive City: TB mostly impacts groups of individuals who face</p>
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	<p>socioeconomic inequity. By addressing TB in the Cape Metro we are ensuring more equity in health and well being across the metro and ensuring that all persons are in good health and able to contribute productively to the community and economy.</p> <p><input checked="" type="checkbox"/> A Capable and Collaborative Government:</p> <p>Attendance at this conference will enable the city official to stay abreast of recent scientific innovation and implementation work that could be applied in the Cape Metro in order to better respond to the TB epidemic.</p>
STRATEGIC MOTIVATION	<p>The City Official (Mrs. Erika Mohr-Holland) has been invited to attend the conference to share City Health's innovations regarding interventions and strategies employed in the TB response. Additionally, attendance will allow opportunities for stakeholder engagement and networking and will provide opportunities to learn from implementation successes and research innovations in other settings. Staying abreast with recent and novel approaches to address TB in our community is imperative in making strides towards meeting the ENDTB Goals and halting community level transmission of TB.</p>
STRATEGIC ALIGNMENT	<p>City: IDP of the City of Cape Town and related Strategies/TB policies</p> <p>Western Cape Government: TB programme policies</p>

	<p>National Department of Health: TB policies and NTP/NSP</p> <p>EndTB Goals: EndTB strategy</p>
STAKEHOLDERS TO BE CONSULTED	<ul style="list-style-type: none"> • The Union • There will be engagement with various different stakeholders in attendance ranging from non-governmental, governmental, academic, to civil society representatives
OCCURRENCE/ FREQUENCY LEVEL OF VISIT	Once-Off.
POSSIBLE OUTCOME / RETURN ON INVESTMENT	<p>Please specify alignment with applicable objectives as per the City's Strategic International Relations Policy</p> <p>As per the Strategic International Relations Policy (2021) – this visit specifically relates to section 2.3 of the Policy:</p> <p>The Policy seeks to enrich Cape Town's broader social and cultural life through improved global and regional connections. By enhancing Cape Town's international connections, the Policy facilitates the following:</p> <ul style="list-style-type: none"> 2.3.1 Interplay of new ideas; 2.3.2 Networking for local cultural, community and sports organisations; 2.3.3 Championing the

	<p>City on the global stage; and</p> <p>2.3.4 Inculcating the importance of international cooperation and sound relations in the “new normal” where the world is faced by threats such as the Covid-19 and other future pandemics and how to effectively collaborate to address such challenges.</p> <p>Specific Outcomes:</p> <ul style="list-style-type: none"> • Engagements with various stakeholders which would result in knowledge sharing of effective interventions to reduce TB. • Engagements with non-governmental stakeholders, which could provide funding for healthcare interventions in the future. • Worldwide recognition that the City of Cape Town is a forward thinking, world class City in their response to TB. • Other: Informal relations with stakeholders involved in the TB response across the globe. • Assist CCT in establishing stronger relationships with various international stakeholders. • Potential to improve the health of communities through effective interventions which would reduce the burden of TB. • Gain knowledge on best
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	<p>practices to address TB in other settings.</p> <ul style="list-style-type: none"> • Other: Showcasing Cape Town on a global stage and gaining insights into international best practices
DUPLICATION RISK	N/A
PERSONNEL AND ADMINISTRATIVE IMPLICATIONS: OFFICIALS	The City Official will be out of office for four (4) working days. Acting appointment will be prepared in accordance.
LEGAL IMPLICATIONS	None.

ANNEXURE B: FINANCIAL DETAILS

Complete a separate Annexure for each Official undertaking the trip to cater for the applicable Delegated Authority in each instance

Please refer to the Travel Management Policy (Number 11879), which was Revised and Approved by Council: 03 December 2020 vide item C18/12/20, at all times when completing this Annexure.

REPORT TITLE:	SUPPORT FOR TRAVEL EXPENSES AND CONFERENCE FEES RELATED TO THE INVITATION FOR DR. KAY JOSEPH AND MRS. ERIKA MOHR-HOLLAND TO ATTEND THE UNION WORLD CONFERENCE ON LUNG HEALTH 2023, PALAIS DES CONGRES, PARIS, FRANCE, 15-18 NOVEMBER	
IS THIS A SPONSORED TRIP? [Yes/No]	<input checked="" type="checkbox"/> YES (PARTIALLY) <input type="checkbox"/> No	
IS THIS AN INTERNATIONAL (Foreign), NATIONAL OR LOCAL TRIP (Domestic)	<input checked="" type="checkbox"/> INTERNATIONAL (FOREIGN) <input type="checkbox"/> NATIONAL (LOCAL)	
Name of Delegate(s)	Mrs. Erika Mohr-Holland, Senior Professional Officer	
International Trips already undertaken during the current financial year:	None	
SPONSORED TRIP		
	Airfare Business Class: If Business Class is recommended state reasons why: [Add this reason/motivation under the Executive Summary of the Report] Economy Class: Discounted Economy Class:	R R R 10,292.75
	Accommodation	R
	Food & Beverage	R
	Other Transport Providers (Shuttle, Uber etc.)	R
	Subsistence/Daily Allowance/Stipend	R
	Travel Insurance	R
	Training	R
	Conference & Seminar Registration Fees (Euros 550 before July 31)	R 11,194
	Recruitment Costs	R
	Visa	R
	Incidental Costs	R
	Total Sponsored Costs	R 21,486.75
COSTS TO COCT		
	Airfare Business Class: [Please state which section of the Policy is applicable when recommending business class travel] - [Add this reason/motivation under the Executive Summary of the Report] Economy Class:	R R SPONSORED
	Accommodation	R 18,525.72

	Food & Beverage	R	
	Other Transport Providers (Shuttle, Uber etc.)	R 2,000	
	Car Rental & Toll Fees	R	
	Own Transport Re-imbursive Payment [Claim for Official Kilometres Travelled HR574] - If in receipt of a transport allowance, request the latest DOT tariffs table from Travel Management Office for calculation of allowance - If NOT in receipt of a transport allowance, use SARS rate of R4,64 per km	R	
	Subsistence/Daily Allowance for Domestic Travel [SARS rate - R161 per night away from home] OR [SARS rate R522 per night if staying with family/friends]	R	
	Subsistence/Daily Allowance for International Travel [SARS Daily allowance rates used – Section 8(1) of the Income Tax Act, 1962 (Act No. 58 of 1962)]	R 15,555.79	
	Travel Insurance [Platinum Comprehensive Scheme rate - R39,50 per day]	R 237	
	Training	R	
	Conference & Seminar Registration Fees [Refer to Para. 17 of Cost Containment Policy [ANNEXURE 18 – 2023/24 BUDGET (MAY 2023)]]	R SPONSORED	
	Recruitment Costs	R	
	Visa	R (Not required)	
	Advance	R	
	Incidental Costs [Parking/Gautrain/MyCiti/Injections etc.]	R 2,000	
	Transaction Fee: Embassy Travel (Pty) Ltd t/a XL Embassy Travel [R117,98 per activity per person] NB: If the transaction fee is included in the total of the quote for travel activities, exclude the costs in this line of Annexure B	R	
	Date of Departure: Ex Cape Town	13/11/2023	
	Date of Arrival: Back In Cape Town	19/11/2023	
	Total Funds Required per this Report	R 38,318.51	
Budgetary Information			
Cost Centre No.18070000			
Cost Centre Description			
Foreign or Domestic Trip		<input checked="" type="checkbox"/> FOREIGN	<input type="checkbox"/> DOMESTIC
A.	2023/24 Budget Provision		
413250	Personnel/Recruitment Costs – VAT	R	R
413255	Personnel/Recruitment Costs – Non VAT	R	R
411750	Conferences and Seminars – National (Local)		R
411760	Conferences and Seminars – International (Foreign)	R	
412550	Insurance: Non GIF	R 666,125.00	R
414250	Training	R	R
414340	Transaction Fee	R	R
414380	Toll Gate Fee	R	R
414600	Travel and Subsistence: Domestic - Accommodation (VAT)		R
414605	Travel and Subsistence: Domestic - Accommodation (Non VAT)		R
414610	Travel and Subsistence: Domestic - Daily Allowance		R
414620	Travel and Subsistence: Domestic - Food and Beverage (VAT)		R
414625	Travel and Subsistence: Domestic - Food and Beverage (Non VAT)		R
414630	Travel and Subsistence: Domestic - Incidental Cost		R
414640	Travel and Subsistence: Domestic - Car Rental (VAT)		R
414645	Travel and Subsistence: Domestic - Car Rental (Non VAT)		R
414650	Travel and Subsistence: Domestic - Own Transport		R
414660	Travel and Subsistence: Domestic - Air Transport (VAT)		R
414665	Travel and Subsistence: Domestic - Air Transport (Non VAT)		R
414670	Travel and Subsistence: Domestic - Public Road Transport		R
414680	Travel and Subsistence: Domestic - Public Railway Transport		R
414690	Travel and Subsistence: Domestic - Other Transport Providers		R
414700	Travel and Subsistence: Foreign – Accommodation	R 10309.23	
414710	Travel and Subsistence: Foreign - Daily Allowance	R 18 618.46	
414720	Travel and Subsistence: Foreign - Food and Beverage	R	
414730	Travel and Subsistence: Foreign - Incidental Cost	R 9309.23	
414740	Travel and Subsistence: Foreign - Car Rental	R 3103.08	
414750	Travel and Subsistence: Foreign - Other Transport Providers	R 2103.08	
414760	Travel and Subsistence: Foreign - Air Transport	R 21721.54	
414770	Travel and Subsistence: Foreign - Public Railway Transport	R	
414790	Travel and Subsistence: Foreign - Public Water Transport	R	
B.	Spent To Date (Actuals + Commitments)		

413250	Personnel/Recruitment Costs – VAT	R	R
413255	Personnel/Recruitment Costs – Non VAT	R	R
411750	Conferences and Seminars – National (Local)		R
411760	Conferences and Seminars – International (Foreign)	R	
412550	Insurance: Non GIF	R 0	R
414250	Training	R	R
414340	Transaction Fee	R	R
414380	Toll Gate Fee	R	R
414600	Travel and Subsistence: Domestic - Accommodation (VAT)		R
414605	Travel and Subsistence: Domestic - Accommodation (Non VAT)		R
414610	Travel and Subsistence: Domestic - Daily Allowance		R
414620	Travel and Subsistence: Domestic - Food and Beverage (VAT)		R
414625	Travel and Subsistence: Domestic - Food and Beverage (Non VAT)		R
414630	Travel and Subsistence: Domestic - Incidental Cost		R
414640	Travel and Subsistence: Domestic - Car Rental (VAT)		R
414645	Travel and Subsistence: Domestic - Car Rental (Non VAT)		R
414650	Travel and Subsistence: Domestic - Own Transport		R
414660	Travel and Subsistence: Domestic – Air Transport (VAT)		R
414665	Travel and Subsistence: Domestic – Air Transport (Non VAT)		R
414670	Travel and Subsistence: Domestic - Public Road Transport		R
414680	Travel and Subsistence: Domestic - Public Railway Transport		R
414690	Travel and Subsistence: Domestic - Other Transport Providers		R
414700	Travel and Subsistence: Foreign - Accommodation	R 0	
414710	Travel and Subsistence: Foreign - Daily Allowance	R 0	
414720	Travel and Subsistence: Foreign - Food and Beverage	R	
414730	Travel and Subsistence: Foreign - Incidental Cost	R 0	
414740	Travel and Subsistence: Foreign - Car Rental	R 0	
414750	Travel and Subsistence: Foreign - Other Transport Providers	R	
414760	Travel and Subsistence: Foreign - Air Transport	R 0	
414770	Travel and Subsistence: Foreign - Public Railway Transport	R	
414790	Travel and Subsistence: Foreign - Public Water Transport	R	
C.	Balance Available (A – B)		
413250	Personnel/Recruitment Costs – VAT	R	R
413255	Personnel/Recruitment Costs – Non VAT	R	R
411750	Conferences and Seminars – National (Local)		R
411760	Conferences and Seminars – International (Foreign)	R	
412550	Insurance: Non GIF	R 666,125.00	R
414250	Training	R	R
414340	Transaction Fee	R	R
414380	Toll Gate Fee	R	R
414600	Travel and Subsistence: Domestic – Accommodation (VAT)		R
414605	Travel and Subsistence: Domestic – Accommodation (Non VAT)		R
414610	Travel and Subsistence: Domestic – Daily Allowance		
414620	Travel and Subsistence: Domestic - Food and Beverage (VAT)		R
414625	Travel and Subsistence: Domestic - Food and Beverage (Non VAT)		R
414630	Travel and Subsistence: Domestic - Incidental Cost		
414640	Travel and Subsistence: Domestic - Car Rental (VAT)		R
414645	Travel and Subsistence: Domestic - Car Rental (Non VAT)		R
414650	Travel and Subsistence: Domestic - Own Transport		
414660	Travel and Subsistence: Domestic – Air Transport (VAT)		R
414665	Travel and Subsistence: Domestic – Air Transport (Non VAT)		R

414670	Travel and Subsistence: Domestic - Public Road Transport		
414680	Travel and Subsistence: Domestic - Public Railway Transport		R
414690	Travel and Subsistence: Domestic - Other Transport Providers		R
414700	Travel and Subsistence: Foreign - Accommodation	R 10309.23	
414710	Travel and Subsistence: Foreign - Daily Allowance	R 18 618.46	
414720	Travel and Subsistence: Foreign - Food and Beverage	R	
414730	Travel and Subsistence: Foreign - Incidental Cost	R 9309.23	
414740	Travel and Subsistence: Foreign - Car Rental	R 3103.08	
414750	Travel and Subsistence: Foreign - Other Transport Providers	R 2103.08	
414760	Travel and Subsistence: Foreign - Air Transport	R 21721.54	
414770	Travel and Subsistence: Foreign - Public Railway Transport	R	
414790	Travel and Subsistence: Foreign - Public Water Transport	R	

THE LINE FINANCE MANAGER IN SIGNING THIS REPORT, ACKNOWLEDGES REGULATION 14 OF MUNICIPAL COST CONTAINMENT REGULATIONS (MCCR) AND THE RISK OF FINANCIAL MISCONDUCT, IF DUE CARE IS NOT EXERCISED.

SATISFIED THAT THE CITY'S COST CONTAINMENT POLICY [ANNEXURE 18 – 2023/24 BUDGET (MAY 2023)] AND NATIONAL TREASURY'S MUNICIPAL COST CONTAINMENT REGULATIONS (MCCR – NOTICE 317 OF 2019) HAVE BEEN COMPLIED WITH

☐ YES
☐ No

COMMENTS:

LINE FINANCE MANAGER

DATE

TRAVEL OFFICE

DATE

FINANCIALS VERIFIED BY TRAVEL
MANAGEMENT OFFICE FOR
INTERNATIONAL (FOREIGN) TRIPS ONLY

COMMENTS:

The estimated travel expenditure amounting to R38 318.51 for E Mohr-Hollands' trip to Paris, France, as provided by the Traveller's Office looks reasonable. The trip is partially sponsored.