

REPORT TO THE CITY MANAGER

1 SUBJECT

APPROVAL IS REQUESTED FOR MAURIETTA STEWART (HEAD: ENVIRONMENT AND HERITAGE, STAFF # 1004630) TO ATTEND: MEETINGS WITH ORGANISATIONS INCLUDING THE LIVING MAPS NETWORK, THE BARTLETT SCHOOL OF ARCHITECTURE OF THE UNIVERSITY COLLEGE OF LONDON AND THE NATIONAL TRUST OF LONDON FROM 28 AUGUST TO 29 AUGUST 2023; AND THE ANNUAL INTERNATIONAL CONFERENCE OF THE ROYAL SOCIETY OF GEOGRAPHY HELD IN LONDON FROM 30 AUGUST TO 1 SEPTEMBER 2023.

2 FOR DECISION BY THE CITY MANAGER

In terms of Part 28B: 16(3) 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

MOTIVATION IN TERMS OF THE TRAVEL MANAGEMENT POLICY (POLICY NUMBER 11879) AND COST CONTAINMENT POLICY (SPC 05/05/22)

- Opportunity and reasons for travel

Maurietta Stewart submitted a paper to present at the Annual International Conference of the Royal Society of Geography, London, which was accepted with the presentation to be made in person in one of its main plenary sessions. Maurietta's paper is entitled: *Towards A Just Heritage Future in Cape Town, South Africa: Counter-Mapping Heritage: Memory And Significance In Places Of Racialised Land Dispossession*. In addition, this opportunity will allow Maurietta to immerse herself in a cross-disciplinary conference of geographers and urban specialists, with exposure to emerging research around climate change, mapping, urban dynamics and heritage practice.

The subject of heritage resource management within the City is at a critical nexus point in relation to the development, transformation and planning of Cape Town. In light of that, opportunities to learn from international examples and other professionals should be encouraged. It is because of this that Maurietta has taken the opportunity make sure the week is maximized with learning opportunities relevant to the issues and challenges the Environmental Management Department currently faces, in order to bring back and share

¹ As amended by Council on 15 December 2021

on her return. She has contacted targeted organisations in order to develop her understanding on complex heritage issues in urban settings. The organisations include the Living Maps Network, the Bartlett School of architecture, University College of London and the National Trust UK. Enquiries for potential meetings via Frank Cumming, from the City's Urban Catalytic Investment Unit, are being finalised.

- Suitability of delegate to attend and represent the City

Maurietta Stewart is the Head for Environment and Heritage for the Table Bay and Tygerberg regions, a complex region for heritage resource manage. In addition, Maurietta's suitability as a delegate relates to research being undertaken as a member of the City's Knowledge Transfer and Co-production program, previously known as Mistra Urban Futures. Maurietta's attendance of the conference and meetings with organisations will benefit her team and the Environmental Management Department as a whole. Maurietta is also part of the drafting team for the revised Cultural Heritage Strategy of the City. All her findings and learning from the trip will feed directly into these three areas. *(compliance with section 10.1.1, 10.1.2).*

- In-person vs online attendance

The virtual attendance of the conference is limited to HUBS and on-line tracks have reduced opportunities to engage on the subject matter of mapping of intangible cultural heritage. HUBS are affiliated conference spaces where remote participants can gather to attend the main event virtually. There are no hubs available in Cape Town. The paper submission has been scheduled by the conference organizers for an in-person only track under the "Just Heritage" track as shown in annexure G of this report. The nature of this conference track is very experiential and tactile, interacting with data sets which cannot be done on-line. In addition, in-person meetings with organisations have been confirmed which include site visits to projects.

- Air Travel Costs

In terms of cost containment, a quotation has been obtained via the City's travel agent who has provided three possible prices with three airlines. The second option is preferable as it departs in the evening after conference proceedings are concluded, thus allowing for the optimal use of time and getting the most out of the conference. It should also be noted that the conference fee, which is being paid by the delegate, will not change if she leaves earlier. There is a difference in cost to the amount of R963,76 between the cheapest and second best option which is preferable. *(compliance with section 10. 12 an d 11.1.9)*

- Accommodation and meals cost containment

The delegate will be staying with family for the duration of the seven days and will not require any accommodation to be paid by the City. Staying with family is a significant cost saving and Maurietta will be travelling to the venue and meetings by public transport. *(Compliance with section 12.2).* There is further cost containment as no shuttle service will be used from the airport to her place of residence whilst in London since a family member will fetch the delegate at the airport. Upon return, public transport or a family member will take Maurietta to the airport or a shuttle service will be employed for this one trip and only if needed. *(Compliance with section 13.3.1)* Miscellaneous expenses which covers public transport has been included in the expenses report. One additional cost would be the UK short stay visa. *(Compliance with section 16.2.1).* Meal vouchers are included in the conference cost and other meals covered by family and through the subsistence costs provided for.

- Subsistence Allowance

A subsistence allowance has been calculated and included as part of the expenses in the report. (Compliance section 14.2)

- Registration costs

Early bird registration has already been opened for the conference and closed on 16 June 2023. It was not possible to meet the deadline due to the time needed to conclude the report and furnish all substantiating evidence. However, the conference organisers have given Maurietta a significant reduction from R9450 to R2350 which is below the benchmark cost of R2500 as set out in section 17.3.8 of the cost containment policy. (Section 17.3.2).

However, please note that Maurietta has taken the decision to pay this conference fee herself. There will therefore be no conference or registration cost to the City.

4. RECOMMENDATIONS

Delegated: for decision by the City Manager:

Recommended that:

- A) approval be granted for Maurietta Stewart to attend meetings with organisations including The Living Maps Network, Bartlett School of Architecture of the University College of London, and The National Trust, London from 28 August to 29 August 2023, and to attend the International Conference of THE Royal Society of Geography held in London from 30 August to 1 September 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 City Manager, and to the relevant Section 79 or 80 Committee.
- C) it is to be noted that the total cost to the City equates to **R46 972, 51.**

5 FINANCIAL IMPLICATIONS

DELEGATE	COST CENTRE NUMBER	COST OF TRIP
Maurietta Stewart	19030012	R46 972, 51.
TOTAL:		R46 972, 51.

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.

ANNEXURES

- Annexure A: Trip Details (To be completed for International trips only)
Annexure B: Financial Details (To be verified & signed by the Travel Management Office, 7th Floor, 2 bay-side, Civic Centre for International trips only, prior to obtaining the other signatures)
Annexure C: Traveller's Checklist for Line Department (Access under Report Templates)
~~Annexure D: Declaration of Donations/Sponsorships/Contributions received (Access under Report Templates)~~
Annexure E: Flight Itinerary and Event Program
Annexure F: Invitation Evidence (Date of Receipt to be reflected)
Annexure G: All Travel quotations (Attach three quotes per travel activity as received from TMC)
Annexure H: Booking form (Access under Report Templates)
~~Annexure I: Covid-19 Vaccination Certificate (if applicable)~~

FOR FURTHER DETAILS, CONTACT:

DATE	03 July 2023		
NAME	D. Georgeades	CONTACT NUMBER	072 765 1781
E-MAIL ADDRESS	Dimitri.georgeades@capetown.gov.za		
DIRECTORATE	SPE	FILE REF NO	
SIGNATURE :			

DIRECTOR

L. GERRANS

ENVIRONMENTAL MANAGEMENT

SATISFIED THAT THE CITY'S COST CONTAINMENT POLICY (SPC 05/05/22) 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:

DATE

EXECUTIVE DIRECTOR

R. MCGAFFIN

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:

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

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

SIGNATURE

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	United Kingdom, London
DATE OF DEPARTURE: EX CAPE TOWN	Friday, 25 August 2023
DATE OF ARRIVAL BACK IN CAPE TOWN	Saturday, 2 September 2023
OBJECTIVE(S)/ PURPOSE	<ul style="list-style-type: none">• To attend the annual international conference of the Royal Geography Society of London• To present paper at the conference• To meet with organisations currently mapping intangible cultural heritage• To meet with agencies to discuss challenges and solutions in balancing heritage management with the need for inner city housing.
SIX PRIORITIES & THREE FOUNDATIONS: ALIGNMENT	<p>(Please choose those applicable and specify briefly)</p> <p><u>Six Priorities</u></p> <p><input type="checkbox"/> Economic Growth:</p> <p><input type="checkbox"/> Safety:</p> <p><input type="checkbox"/> Basic Services:</p> <p><input checked="" type="checkbox"/> Housing: The delivery of inner City affordable housing is a major imperative for the City to address inequality in housing provision.</p> <p><input checked="" type="checkbox"/> Public Space, Environment and Amenities:</p>

	<p>Heritage has the ability to transform public spaces to become places of inclusion and integration.</p> <p><input type="checkbox"/> Transport:</p> <p><u>Three Foundations</u></p> <p><input checked="" type="checkbox"/> Resilient City: Heritage and Environment is very important for building inclusive and just Cities. The City must invest in creative and alternative ways of including these themes in urban change, creating a society which is more open to engaging on difficult subjects, constructively debating our heritage and past.</p> <p><input checked="" type="checkbox"/> More Spatially Integrated and Inclusive City: The heritage of all Cape Town's people must be celebrated in the public realm and in how the City is shaped and changed. Heritage is a driver for inclusion and spatial integration and its importance in creating more just cities is not fully researched or realized in the City.</p> <p><input checked="" type="checkbox"/> A Capable and Collaborative Government: The heritage field has had an unfortunate reputation of being obstructionist in the road towards urban change. However, this misunderstanding must be actively remedied and heritage practitioners within the City must make in-roads to become more collaborative within its own structures and with those outside.</p>
STRATEGIC MOTIVATION	<p>The City's IDP "Ease of doing business" programme</p> <p>City's Heritage Strategy Drafting Team 2023</p> <p>Environmental Strategy 2017</p>
STRATEGIC ALIGNMENT	<p>(Please indicate where applicable, accompanied with brief details)</p>

	<p>City: Research as a member of the writing team for the City's Cultural Heritage Strategy and research as part of the City Knowledge Transfer Programme, which is part of the Environmental Management Department Business planning for 2023.</p> <p>Western Cape Government: Heritage Resource Management and alignment in terms of the National Heritage Resources Act 25 OF 1999</p> <p>DIRCO: N/A</p> <p>National Development Plan: N/A</p> <p>Sustainable Development Goals: Target 11.4 aims to "strengthen efforts to protect and safeguard the world's cultural and natural heritage"</p>
STAKEHOLDERS TO BE CONSULTED	<p>Living Maps Network https://www.livingmaps.org/</p> <p>University College London – Built Environment Department (Bartlett School of Architecture) https://www.ucl.ac.uk/bartlett/inclusive-spaces/inclusive-spaces-housing-inequality-and-heritage</p> <p>The National Trust, London https://www.nationaltrust.org.uk/</p>
OCCURRENCE/ FREQUENCY LEVEL OF VISIT	<p>(Please indicate and provide brief details, where applicable)</p> <p>Initial: No re-occurrence anticipated</p> <p>Follow Up: None other than engaging with professionals to be met whilst on trip.</p> <p>Routinely (E.g. Quarterly/Annually/Bi-Annually): None</p>

<p>POSSIBLE OUTCOME / RETURN ON INVESTMENT</p>	<p>Please specify alignment with applicable objectives as per the City's Strategic International Relations Policy</p> <p>(Please indicate)</p> <p>Partnership Agreement - N/A</p> <p>Membership Agreement- N/A</p> <p>Grants Agreement- N/A</p> <p>Memoranda of Understanding- N/A</p> <p>Statements of Intent</p> <ul style="list-style-type: none"> • Continued connection and learning with “Living Maps Network” and University College of London • Information and knowledge share with team, feed information into policy work, feed information into knowledge transfer programme with African Centre for Cities.
<p>DUPLICATION RISK</p>	<p>(Please specify e.g. Any current City of Cape Town initiatives similar to yours?)</p> <p>There is currently no work of this nature within the City. The Environmental Management Branch is responsible for heritage resource management.</p>
<p>PERSONNEL AND ADMINISTRATIVE IMPLICATIONS: OFFICIALS</p>	<p>Mr Juan Nomdo, Senior Professional Officer will act in the capacity of Head: Environment and Heritage for the 6 working days and Ms Berendine Irrgang, Senior Heritage Professional. In addition, both Mr Nomdo and Ms Berendine Irrgang will manage the DAMS 2 inbox for development management applications needing processing within this time. The Manager: District Environmental & Heritage Service, Dimitri Georgeades will also be available for urgent matters needing advice or attention. Maurietta will also be available online and via WhatsApp call and communication in order to take any questions.</p>

	No core business will be impacted and all relevant delegations will rest with the Acting Head and Manager: Environmental Management.
LEGAL IMPLICATIONS	None

ANNEXURE B: FINANCIAL DETAILS

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:	APPROVAL IS REQUESTED FOR MAURIETTA STEWART (HEAD: ENVIRONMENT AND HERITAGE, STAFF # 1004630) TO ATTEND: MEETINGS WITH ORGANISATIONS INCLUDING THE LIVING MAPS NETWORK, THE BARTLETT SCHOOL OF ARCHITECTURE OF THE UNIVERSITY COLLEGE OF LONDON AND THE NATIONAL TRUST OF LONDON FROM 28 AUGUST TO 29 AUGUST 2023; AND THE ANNUAL INTERNATIONAL CONFERENCE OF THE ROYAL SOCIETY OF GEOGRAPHY HELD IN LONDON FROM 30 AUGUST TO 1 SEPTEMBER 2023.	
IS THIS A SPONSORED TRIP? [Yes/No]	<input type="checkbox"/> Yes <input checked="" 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)	Maurietta Stewart	
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 n/a R n/a R n/a
	Accommodation	R n/a
	Food & Beverage	R n/a
	Other Transport Providers (Shuttle, Uber etc.)	R n/a
	Subsistence/Daily Allowance/Stipend	R n/a
	Travel Insurance	R n/a
	Training	R n/a
	Conference & Seminar Registration Fees	R n/a
	Recruitment Costs	R n/a
	Visa	R n/a
	Incidental Costs	R n/a

Total Sponsored Costs		R n/a	
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] n/a Economy Class:		R n/a R 23 003.78	
Accommodation		R n/a	
Food & Beverage		R n/a	
Other Transport Providers (Shuttle, Uber etc.)		R 1 000	
Car Rental & Toll Fees		R n/a	
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 n/a	
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 n/a	
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 18 713.23	
Travel Insurance [Platinum Comprehensive Scheme rate - R39,50 per day] (R39.50 x 9 days)		R 355.50	
Training		R n/a	
Conference & Seminar Registration Fees [Refer to Para. 17 of Cost Containment Policy [SPC 05/05/22] [As amended by Special Council on 31 May 2022]		R n/a	
Recruitment Costs		R n/a	
Visa		R 2 400	
Advance		R n/a	
Incidental Costs [Parking/Gautrain/MyCiti/Injections etc.] (weekly public transport card – London Oyster Card for train, bus, and underground)		R 1 500	
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 n/a	
Date of Departure: Ex Cape Town		Friday, 25 August 2023	
Date of Arrival: Back In Cape Town		Saturday, 2 September 2023	
Total Funds Required per this Report		R46 972, 51.	
Budgetary Information			
Cost Centre No. director		19030012	
Cost Centre Description		Environmental Management	
Foreign or Domestic Trip		<input checked="" type="checkbox"/> FOREIGN <input type="checkbox"/> DOMESTIC	
A.	2022/23 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 3 093.59	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 27 000.00	
414710	Travel and Subsistence: Foreign - Daily Allowance	R 62 000.00	
414720	Travel and Subsistence: Foreign - Food and Beverage	R	
414730	Travel and Subsistence: Foreign - Incidental Cost	R	
414740	Travel and Subsistence: Foreign - Car Rental	R	
414750	Travel and Subsistence: Foreign - Other Transport Providers	R 46 972.51	
414760	Travel and Subsistence: Foreign - Air Transport	R 55 000.00	
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	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	
414710	Travel and Subsistence: Foreign - Daily Allowance	R	
414720	Travel and Subsistence: Foreign - Food and Beverage	R	
414730	Travel and Subsistence: Foreign - Incidental Cost	R	
414740	Travel and Subsistence: Foreign - Car Rental	R	
414750	Travel and Subsistence: Foreign - Other Transport Providers	R	
414760	Travel and Subsistence: Foreign - Air Transport	R	
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 3 093.59	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	
414710	Travel and Subsistence: Foreign - Daily Allowance	R	
414720	Travel and Subsistence: Foreign - Food and Beverage	R	
414730	Travel and Subsistence: Foreign - Incidental Cost	R	
414740	Travel and Subsistence: Foreign - Car Rental	R	
414750	Travel and Subsistence: Foreign - Other Transport Providers	R	
414760	Travel and Subsistence: Foreign - Air Transport	R	
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 (SPC 05/05/22) AND NATIONAL TREASURY'S MUNICIPAL COST CONTAINMENT REGULATIONS (MCCR – NOTICE 317 OF 2019) HAVE BEEN COMPLIED WITH

☐

YES

☐

No

Edwina Daniels
Digitally signed
by Edwina Daniels
Date: 2023.07.13
08:52:09 +02'00'

LINE FINANCE MANAGER

DATE

COMMENTS:

S11.1.9 of City's Travel Management Policy applies with respect to flight selection

Flaine
Smith

Digitally signed
by Elaine Smith
Date: 2023.07.12

TRAVEL OFFICE

DATE

COMMENTS:

The estimated travel expenditure of
R46 972.51 for M Stewarts' travel to
London: UK, as provided by the Traveller's
Office looks reasonable.