

REPORT TO THE CITY MANAGER

1 SUBJECT

REQUEST FOR AUTHORITY FOR JAMES STYAN (CHIEF OF STAFF: OFFICE OF THE MAYOR), HUGH COLE (DIRECTOR: POLICY AND STRATEGY) AND DENVER VAN SCHALKWYK (MANAGER: INTERNATIONAL RELATIONS) TO ACCOMPANY THE EXECUTIVE MAYOR ON AN OFFICAL MAYORAL MISSION TO THE UNITED STATES OF AMERICA (WASHINGTON DC AND NEW YORK CITY) AND THE UNITED KINGDOM (LONDON) FROM 12-25 JANUARY 2024.

2 FOR DECISION BY THE CITY MANAGER

In terms of Part 28B: Sections 25(1), 25(2), 25(3) of the System of Delegations¹ for the City Manager which reads as follows:

To grant authority for officials to travel inside and outside the boundaries of South Africa for City related activities.

3 EXECUTIVE SUMMARY

The Executive Mayor, Ald Geordin Hill-Lewis will be leading a mayoral delegation to the United States of America (Washington DC and New York City) and the United Kingdom (London) from 12-25 January 2024. The purpose of the mission is to strengthen ties with the City of Cape Town's technical assistance / grant funding partners and to benchmark with key stakeholders in terms of rail, energy, and crime prevention as examples of devolution. Coupled with the former, the Executive Mayor will also be delivering speeches and lectures at influential organisations and the London School for Economics and Political Science (LSE). In an effort to save costs, it should be stressed that this report is written four months before the planned mission.

The Executive Mayor has requested that his Chief of Staff, Director: Policy and Strategy and Manager: International Relations accompany him on this official mission. James Styan and Hugh Cole are most appropriate to provide strategic advice, and to assist the Executive Mayor in preparation for attendance of engagements, and insights concerning speaking notes for speeches and lectures to be delivered during the mission. Coupled with this, Denver van Schalkwyk's attendance is imperative concerning matters related to diplomacy, protocol, logistics, administrative duties, and general advisory and management roles pertaining to the facilitation of and at international engagements of this nature and at this particular scale.

Making progress possible. Together.

¹ New System of Delegations adopted by Council at a Special Meeting on 20 June 2023 Item SPC 03/06/23 WEF 26 July 2023

3.1 WASHINGTON DC AND NEW YORK CITY (UNITED STATES OF AMERICA)

The engagements in Washington DC will include a meeting with the World Bank to strengthen the existing relationship and to discuss possible new packages of technical support/grant funding. The delegation will also have engagements with the United States Agency for International Development (USAID), the Charter Cities Institute (CCI), The US Chamber of Commerce Africa Center, the Hudson Institute and the Corporate Council on Africa. All these institutions have a vested interest in promoting economic growth, ending poverty and promoting good governance through policymaking.

In New York, the delegation will also be meeting with Michael Bloomberg from Bloomberg Philanthropies and Mayor Eric Adams. Michael Bloomberg is an entrepreneur and former three-term Mayor of New York City. His innovations in government and philanthropy have made him a global leader on climate change, public health, education, and other critical issues facing America and the world. The meeting will be an opportunity for the Executive Mayor to thank Mr Bloomberg for his participation in the Bloomberg Harvard City Leaders Leadership Initiative, which Mayor is currently participating in until June 2024, coupled with affording the delegation the opportunity to draw on Mr Bloomberg's knowledge and experience as a former Mayor. The delegation's Mayor's engagement with Mayor Eric Adams will focus on crime prevention and rail devolution. New York City has one of the biggest independent city government police forces in the world, and the same is applicable of it running its own rail network.

In addition, the delegation will also meet with the Council on Foreign Relations (CFR) and Business Council on International Understanding (BCIU). The CFR is an independent, nonpartisan membership organisation, think tank, and publisher dedicated to being a resource for its members, government officials, business executives, journalists, educators and students, civic and religious leaders, and other interested citizens in order to help them better understand the world and the foreign policy choices facing the United States and other countries. The BCIU is a nonprofit organisation comprised of policy experts, strategic advisors, and trade educators. BCIU offers bespoke commercial diplomacy services to the world's governments and leading organisations, from Fortune 100 companies to global investors and multilateral institutions.

3.2 LONDON (UNITED KINGDOM)

In London, the delegation will meet with the Mayor of London, Mr Sadiq Khan with the view to exchange knowledge about running a major global city. Engagements will also be arranged with other stakeholders to be confirmed closer to the time. The visit will be concluded with the Executive Mayor delivering a public lecture at the London School of Economics and Political Science (LSE). The LSE is a prestigious academic institution that has been ranked as the top university in London in the Complete University Guide 2024. This is the twelfth consecutive year in which the guide has rated LSE as the best university in the capital. The School also comes out third overall in the UK out of 130 universities assessed nationally. The opportunity to speak at the LSE provides the Executive Mayor and his delegation with a major platform to showcase Cape Town globally, and to gain insights from peers present.

Concerning compliance with the City's Travel Management Policy, Cost Containment Policy and the Cost Containment Regulations, it is acknowledged that no element of this

mission is sponsored, and for this reason, careful consideration was afforded to select the most cost effective flights, accommodation, and so forth. Cities are globally competing against each other, and simply put, Cape Town cannot wait for the world to come to it, instead, it must go out, and promote itself to donors, grant funders, and influential stakeholders and players on the global scene, and this is exactly what this mission is attempting to accomplish. The various elements of the mission have the potential to show tremendous return of investment for the City as an organisation, and ultimately the citizens of the city. As related to clauses 12.4 and 17.4 of the Cost Containment Policy, please note that the nature of the expected engagements, coupled with the in-market advisory and general support that the Executive Mayor will require during a mission of this kind, unfortunately renders it impossible for any of the officials proposed in this report to attend virtually. Therefore, in person attendance is required for all three bearing in mind their already mentioned tasks allocations.

Finally, kindly note that we do not have a set Programme (Annexure E) since this is a work in progress. For this reason, we listed potential engagements in the trip report, and we are currently liaising with stakeholders to set dates and times. This type of mission differs from, for example a Conference, with a set programme. We are initiating the mission, and this approach has been followed for numerous missions in the past as initiated by either the (former and current) Executive Mayor and/or Executive Deputy Mayor. Similarly, we do not have an Annexure F as per the above-mentioned explanation since the delegation was not invited to embark on the mission. This was a mission initiated by the Executive Mayor in similar vein to missions of this kind in the past.

4 RECOMMENDATIONS

Delegated: for decision by the City Manager:

Recommended that:

- a) Approval be granted for the above-mentioned three officials to accompany the Executive Mayor to embark on an official Mayoral mission to Washington DC and New York City (United States of America), and London (United Kingdom) from 12-25 January 2024.
- b) It is to be noted that the total cost to the City equates to R **730 637.22**.
- c) Approval be granted for Council to reimburse the officials for any international roaming costs incurred during the official mission.
- d) 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.

5 FINANCIAL IMPLICATIONS

DELEGATE	COST CENTRE NUMBER	COST OF TRIP
James Styan	11010001	R 241 843.24
Hugh Cole	14040190	R 239 343.24
Denver van Schalkwyk	12040004	R 249 450.74
	TOTAL:	R 730 637.22

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	\boxtimes
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 (To be completed for International trips only) – See below
Annexure B:	Financial Details (To be verified & signed by the Travel Management Office,
	7 th Floor, 2 bay-side, Civic Centre for International trips only, prior to obtaining
	the other signatures) – See below

- Annexure C: Traveller's Checklist for Line Department (Access under Report Templates) **Attached**
- Annexure D: Declaration of Donations/Sponsorships/Contributions received (Access under Report Templates) **Not Applicable**, **no sponsorship element**.
- Annexure E: Flight Itinerary and Event Program Not Applicable, see report contents.
- Annexure F: Invitation Evidence (Date of Receipt to be reflected) **Not Applicable**, **see report contents**.
- Annexure G: All Travel quotations (Attach three quotes per travel activity as received from TMC) ATTACHED
- Annexure H: Booking form (Access under Report Templates) **Attached**Annexure I: Covid-19 Vaccination Certificate (if applicable) **Not Applicable**.

Annexures to the report to be listed here. Please only attach annexures that are <u>necessary</u>.

FOR FURTHER DETAILS, CONTACT:

DATE			
NAMES	Natasha Arkeldien	CONTACT NUMBER	0214001230
E-MAIL ADDRESS	Natasha.Arkeldien@cap etown.gov.za		
	Future Planning and		
DIRECTORATE	Resilience	FILE REF NO	
SIGNATURES:			
		_ RECOM	IMENDED
EXECUTIVE DIRECTO	OR: FP & R	☐ Not Re	ECOMMENDED
[MR GARETH MORO	-	THE CIT	ENTS BY ED ON VALUE-ADD TO FY:
	TURE REPRESENTS SUPPORT FOR IND CONFIRMS POPIA COMPLIANCE.		JLSORY TO COMPLETE]
DATE		add itional ted organisations fisc us and the secure fundir sources. Hen and the expe	explicit missions of this trip will be to secure chnical assistance for the City from donor is. Considering the pressure on both the nation rate payer, it is critical that the City is able to go for key strategic projects from all available acceptable this trip is in investment in future revenue acceptable.
Council's De	MPLIANT WITH THE PROVISIONS (ELEGATIONS, POLICIES, BY-LAWS AN ON RELATING TO THE MATTER UNDE ON.	ND	
NAME		COMMENTS:	
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		Approver	
CITY MANAGER		X APPROVE	
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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	Countries: United States of
	America and United Kingdom
	Cities Mechinetes DO New Y
	Cities: Washington DC, New York
	City and London 12 January 2024
DATE OF DEPARTURE: EX CAPE TOWN	12 Junuary 2024
DATE OF ARRIVAL BACK IN CAPE TOWN	25 January 2024
OBJECTIVE(S)/ PURPOSE	The purpose of the missions
	abroad is to strengthen ties with
	the City of Cape Town's technical assistance/ grant funding partners,
	to benchmark with key
	stakeholders in terms of crime
	prevention and other forms of local
	government devolution, and meet
	with influential policy makers.
SIX PRIORITIES & THREE FOUNDATIONS:	(Please choose those applicable
ALIGNMENT	and specify briefly)
	Six Priorities
	✓ Economic Growth:
	✓ Safety:
	✓Basic Services:
	✓ Housing:
	✓ Public Space, Environment and
	Amenities:
	✓ Transport:
	Three Foundations
	✓ Resilient City:

STRATEGIC MOTIVATION STAKEHOLDERS TO BE CONSULTED	✓ More Spatially Integrated and Inclusive City: ✓ A Capable and Collaborative Government: To showcase Cape Town globally to potential donors, grant funders, and influential policy makers as well as those in the city government sphere. World Bank USAID CCI US Chamber of Commerce Africa Center Hudson Institute Corporate Council on Africa Bloomberg Philanthropies Council on Foreign Relations Business Council on International Understanding LSE Office of Mayor Eric Adams Office of Mayor Sadiq Khan DIRCO US Consulate General in Cape Town UK Consulate General in Cape Town
OCCURRENCE/ FREQUENCY LEVEL OF VISIT	Once off.
POSSIBLE OUTCOME / RETURN ON INVESTMENT	Official Mayoral Visit Donor and grant funding Policy linkages
DUPLICATION RISK	N/A
PERSONNEL AND ADMINISTRATIVE IMPLICATIONS: OFFICIALS	An Acting Director: Policy and Research, and an Acting Chief of Staff, as well as an Acting Manager: International Relations will be appointed
LEGAL IMPLICATIONS	N/A

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:	REQUEST FOR AUTHORITY FOR JAMES STYAN (CHIEF OF STAFF: OFFICE OF THE MAYOR), HUGH COLE (DIRECTOR: POLICY AND STRATEGY) AND DENVER VAN SCHALKWYK (MANAGER: INTERNATIONAL RELATIONS) TO ACCOMPANY THE EXECUTIVE MAYOR ON AN OFFICAL MAYORAL MISSION TO THE UNITED STATES OF AMERICA (WASHINGTON DC AND NEW YORK CITY) AND THE UNITED KINGDOM (LONDON) FROM 12-25 JANUARY 2024.		
IS THIS A SPONSORED TRIP?		YES	
[Yes/No]		No	
IS THIS AN INTERNATIONAL (Foreign),	\boxtimes	INTERNATIONAL (FOREIGN)	
NATIONAL OR LOCAL TRIP (Domestic)		NATIONAL (LOCAL)	
Name of Delegate(s)	James Styan		
International Trips already undertaken during the current financial year:	g the USA [12-18 AUGUST 2023]		
SPONSORED TRIP			
Airfare Business Class: If Business Class is recomme this reason/motivation under the Executive Sur Economy Class: Discounted Economy Class: Accommodation Food & Beverage Other Transport Providers (Shuttle, Uber etc.) Subsistence/Daily Allowance/Stipend Travel Insurance Training Conference & Seminar Registration Fees Recruitment Costs Visa Incidental Costs Total Sponsored Costs			
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	A 1 . C			
	Airfare		_	
	Business Class: [Please state which section of the Policy is appl		R	
	recommending business class travel] - [Add this reason/motivation	on under the		
	Executive Summary of the Report]			
	Economy Class:		R 74 (088.75
	Accommodation		D EE	785.16
	Food & Beverage		R 33 /	700.16
	Other Transport Providers (Shuttle, Uber etc.)			244.29
	Car Rental & Toll Fees		R	LTT. LJ
	Own Transport Re-imbursive Payment [Claim for Official Kilometre	o Travallad	R	
		is Travelled	K	
	HR574]	4		
	- If in receipt of a transport allowance, request the latest DOT	tarins table		
	from Travel Management Office for calculation of allowance	LC4 man kun		
	If NOT in receipt of a transport allowance, use SARS rate of R4			
	Subsistence/Daily Allowance for Domestic Travel [SARS rate - R16		R	
	away from home] OR [SARS rate R522 per night if staying with fan		D 00 /	270.04
	Subsistence/Daily Allowance for International Travel [SARS Daily a		K 33 t	672.04
	rates used – Section 8(1) of the Income Tax Act, 1962 (Act No. 58 o			
	Travel Insurance [Platinum Comprehensive Scheme rate - R39,50 p	per dayj	R 553	
	Training		R	
	Conference & Seminar Registration Fees [Refer to Para.	1/ of Cost	R	
	Containment Policy [ANNEXURE 18 – 2023/24 BUDGET (MAY 2023)]			
	Recruitment Costs		R	
	Visa		R 2 50	00
	Advance		R	
	Incidental Costs [Parking/Gautrain/MyCiti/Injections etc.]		R 1 00	00
	Transaction Fee: Embassy Travel (Pty) Ltd t/a XL Embassy Travel	vel [R125,72	R	
	per activity per person]			
	NB: If the transaction fee is included in the total of the quot	e for travel		
	activities, exclude the costs in this line of Annexure B			
	Date of Departure: Ex Cape Town			nuary 2024
	Date of Arrival: Back In Cape Town			nuary 2024
Total Funds Required per this Report				
Total Fu	nds Required per this Report		R 241	1 843.24
	y Information		R 241	1 843.24
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Budgetar Cost Cen Foreign C A. 413250 413255 411750 411760 412550 414250 414340 4144380 414605 414605 414620 414625 414630 414645 414650 414665 414660 414665 414670 414680 414690	y Information tre No. tre Description promestic Trip 2023/24 Budget Provision Personnel/Recruitment Costs – VAT Personnel/Recruitment Costs – Non VAT Conferences and Seminars – National (Local) Conferences and Seminars – International (Foreign) Insurance: Non GIF Training Transaction Fee Toll Gate Fee Travel and Subsistence: Domestic - Accommodation (VAT) Travel and Subsistence: Domestic - Domestic - National (Non VAT) Travel and Subsistence: Domestic - Domestic - Domestic - Domestic - Domestic - Travel and Subsistence: Domestic - Food and Beverage (VAT) Travel and Subsistence: Domestic - Food and Beverage (Non VAT) Travel and Subsistence: Domestic - Food and Beverage (Non VAT) Travel and Subsistence: Domestic - Car Rental (VAT) Travel and Subsistence: Domestic - Car Rental (Non VAT) Travel and Subsistence: Domestic - Own Transport Travel and Subsistence: Domestic - Air Transport (Non VAT) Travel and Subsistence: Domestic - Air Transport (Non VAT) Travel and Subsistence: Domestic - Public Road Transport Travel and Subsistence: Domestic - Public Road Transport	R R R R5 000.00 R	GN	DOMESTIC R R R R R R R R R R R R R R R R R R

444700	T	D400 000 00	
414730	Travel and Subsistence: Foreign - Incidental Cost	R100 000.00	
414740 414750	Travel and Subsistence: Foreign - Car Rental Travel and Subsistence: Foreign - Other Transport Providers	R R100 000.00	
414760	Travel and Subsistence: Foreign - Other Transport Providers Travel and Subsistence: Foreign - Air Transport	R270 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	R0	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	R0	
414710	Travel and Subsistence: Foreign - Daily Allowance	R35 269.77	
414720	Travel and Subsistence: Foreign - Food and Beverage	R	
414730	Travel and Subsistence: Foreign - Incidental Cost	R3 607.50	
414740	Travel and Subsistence: Foreign - Car Rental	R	
414750	Travel and Subsistence: Foreign - Other Transport Providers	R0	
414760	Travel and Subsistence: Foreign - Air Transport	R0	
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	R5 000.00	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	R350 000.00	
414710	Travel and Subsistence: Foreign - Daily Allowance	R114 730.23	
414720	Travel and Subsistence: Foreign - Food and Beverage	R	
414730	Travel and Subsistence: Foreign - Incidental Cost	R96 8392.50	
414740	Travel and Subsistence: Foreign - Car Rental	R	
414750	Travel and Subsistence: Foreign - Other Transport Providers	R100 000.00	
414760	Travel and Subsistence: Foreign - Air Transport	R270 000.00	
414770	Travel and Subsistence: Foreign - Public Railway Transport	R	
414790	Travel and Subsistence: Foreign - Public Water Transport	R	

ACKNOWLE CONTAINME	FINANCE MANAGER IN SIGNING THIS REPORT, DGES REGULATION 14 OF MUNICIPAL COST ENT REGULATIONS (MCCR) AND THE RISK OF FINANCIAL CT, 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
		\boxtimes	YES
			No
			COMMENTS:
	LINE FINANCE MANAGER		
DATE			
			FINANCIALS VERIFIED BY TRAVEL MANAGEMENT OFFICE FOR INTERNATIONAL (FOREIGN) TRIPS ONLY COMMENTS:
DATE	TRAVEL OFFICE		The estimated travel cost amounting to R241 843.24 for J Styan trip to USA & UK as provided by the Travellers' office, looks reasonable. Total cost for 3 x delegates amounting to R730 637.22

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:	REQUEST FOR AUTHORITY FOR JAMES STYAN (CHIEF OF STAFF: OFFICE OF THE MAYOR), HUGH COLE (DIRECTOR: POLICY AND STRATEGY) AND DENVER VAN SCHALKWYK (MANAGER: INTERNATIONAL RELATIONS) TO ACCOMPANY THE EXECUTIVE MAYOR ON AN OFFICAL MAYORAL MISSION TO THE UNITED STATES OF AMERICA (WASHINGTON DC AND NEW YORK CITY) AND THE UNITED KINGDOM (LONDON) FROM 12-25 JANUARY 2024.		
IS THIS A SPONSORED TRIP?		YES	
[Yes/No]	\boxtimes	No	
IS THIS AN INTERNATIONAL (Foreign),		INTERNATIONAL	(FOREIGN)
NATIONAL OR LOCAL TRIP (Domestic)		National (Loca	AL)
Name of Delegate(s)	Hugh Cole		
International Trips already undertaken during the current financial year:			
SPONSORED TRIP			
Airfare Business Class: If Business Class is recomme this reason/motivation under the Executive Su Economy Class: Discounted Economy Class:			R R R
Accommodation			R
Food & Beverage Other Transport Providers (Shuttle, Uber etc.)			R
Subsistence/Daily Allowance/Stipend			R
Travel Insurance			R
Training	Training		
Conference & Seminar Registration Fees Recruitment Costs			R
			R
Visa Incidental Costs		R	
		R	
Total Sponsored Costs	Total Sponsored Costs		R
соятя то сост			

Airfare	
Business Class: [Please state which section of the Policy is applicable when	R
recommending business class travel] - [Add this reason/motivation under the	
Executive Summary of the Report]	
Economy Class:	R 74 088.75
Accommodation	R 55 785.16
Food & Beverage	R
Other Transport Providers (Shuttle, Uber etc.)	R 74 244.29
Car Rental & Toll Fees	R
Own Transport Re-imbursive Payment Claim for Official Kilometres Travelled	R
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	
Subsistence/Daily Allowance for Domestic Travel [SARS rate - R161 per night	R
away from home] OR [SARS rate R522 per night if staying with family/friends]	
Subsistence/Daily Allowance for International Travel [SARS Daily allowance	R 33 672.04
rates used – Section 8(1) of the Income Tax Act, 1962 (Act No. 58 of 1962)]	
Travel Insurance [Platinum Comprehensive Scheme rate - R39,50 per day]	R 553
Training	R
Conference & Seminar Registration Fees [Refer to Para. 17 of Cost	R
Containment Policy [ANNEXURE 18 - 2023/24 BUDGET (MAY 2023)]	
Recruitment Costs	R
Visa	R
Advance	R
Incidental Costs [Parking/Gautrain/MyCiti/Injections etc.]	R 1 000
Transaction Fee: Embassy Travel (Pty) Ltd t/a XL Embassy Travel [R125,72	R
per activity per person]	
NB: If the transaction fee is included in the total of the quote for travel	
Lactivities, evalude the costs in this line of Anneyure P	
activities, exclude the costs in this line of Annexure B	40 1
Date of Departure: Ex Cape Town	12 January 2024
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town	25 January 2024
Date of Departure: Ex Cape Town	
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information	25 January 2024
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No.	25 January 2024
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description	25 January 2024 R 239 343.24
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip	25 January 2024 R 239 343.24
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision	25 January 2024 R 239 343.24 GN DOMESTIC
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT R	25 January 2024 R 239 343.24 GN DOMESTIC
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT R 413255 Personnel/Recruitment Costs – Non VAT R	25 January 2024 R 239 343.24 GN DOMESTIC R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT 413255 Personnel/Recruitment Costs – Non VAT 411750 Conferences and Seminars – National (Local)	25 January 2024 R 239 343.24 GN DOMESTIC
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT R413255 Personnel/Recruitment Costs – Non VAT R411750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R	25 January 2024 R 239 343.24 GN DOMESTIC R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT R413255 Personnel/Recruitment Costs – Non VAT R411750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R 8 826.87	25 January 2024 R 239 343.24 GN DOMESTIC R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT R413255 Personnel/Recruitment Costs – Non VAT R411750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R12550 Insurance: Non GIF R3 826.87 R414250 Training	25 January 2024 R 239 343.24 GN DOMESTIC R R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT 413255 Personnel/Recruitment Costs – Non VAT 411750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R 3 826.87	25 January 2024 R 239 343.24 GN DOMESTIC R R R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT R413255 Personnel/Recruitment Costs – Non VAT R411750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R12550 Insurance: Non GIF R3 826.87 R414250 Training	25 January 2024 R 239 343.24 GN DOMESTIC R R R R R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT R13255 Personnel/Recruitment Costs – Non VAT R11750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R12550 Insurance: Non GIF R13826.87 R14250 Training R14240 Transaction Fee	25 January 2024 R 239 343.24 GN DOMESTIC R R R R R R R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT 413255 Personnel/Recruitment Costs – Non VAT 411750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R 412550 Insurance: Non GIF 414250 Training R 414340 Transaction Fee R 414380 Toll Gate Fee R 414600 Travel and Subsistence: Domestic - Accommodation (VAT)	25 January 2024 R 239 343.24 GN DOMESTIC R R R R R R R R R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT R 413255 Personnel/Recruitment Costs – Non VAT R 411750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R 412550 Insurance: Non GIF R 3 826.87 414250 Training R 414340 Transaction Fee R 414380 Toll Gate Fee R 414600 Travel and Subsistence: Domestic - Accommodation (VAT) 414605 Travel and Subsistence: Domestic - Accommodation (Non VAT)	25 January 2024 R 239 343.24 GN DOMESTIC R R R R R R R R R R R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT R 413255 Personnel/Recruitment Costs – VAT R 411750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R 412550 Insurance: Non GIF R 3 826.87 414250 Training R 414340 Transaction Fee R 414380 Toll Gate Fee R 414600 Travel and Subsistence: Domestic - Accommodation (VAT) 414605 Travel and Subsistence: Domestic - Daily Allowance	25 January 2024 R 239 343.24 GN DOMESTIC R R R R R R R R R R R R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip 4. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT 413255 Personnel/Recruitment Costs – Non VAT 411750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R 3 826.87 412550 Insurance: Non GIF R 3 826.87 414340 Transaction Fee 414380 Toll Gate Fee 414380 Toll Gate Fee 414600 Travel and Subsistence: Domestic - Accommodation (VAT) 414610 Travel and Subsistence: Domestic - Daily Allowance 414620 Travel and Subsistence: Domestic - Domestic - Daily Allowance	25 January 2024 R 239 343.24 GN DOMESTIC R R R R R R R R R R R R R R R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT R 413255 Personnel/Recruitment Costs – Non VAT R 411750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R 412550 Insurance: Non GIF R 3 826.87 414250 Training R 414340 Transaction Fee R 414380 Toll Gate Fee R 414380 Toll Gate Fee 414600 Travel and Subsistence: Domestic - Accommodation (VAT) 414610 Travel and Subsistence: Domestic - Daily Allowance 414620 Travel and Subsistence: Domestic - Food and Beverage (VAT) 414625 Travel and Subsistence: Domestic - Food and Beverage (Non VAT)	25 January 2024 R 239 343.24 GN DOMESTIC R R R R R R R R R R R R R R R R R R
Date of Departure: Ex Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip □ Foreign A. 2023/24 Budget Provision □ Foreign 413250 Personnel/Recruitment Costs – VAT R 411750 Conferences and Seminars – Non VAT R 411760 Conferences and Seminars – International (Foreign) R 412550 Insurance: Non GIF R 3 826.87 414340 Transaction Fee R 414600 Travel and Subsistence: Domestic - Accommodation (VAT) R 414605 Travel and Subsistence: Domestic - Accommodation (Non VAT) And Colombia (VAT) 414620 Travel and Subsistence: Domestic - Domestic - Daily Allowance And Colombia (VAT) 414625 Travel and Subsistence: Domestic - Food and Beverage (VAT) 414630 Travel and Subsistence: Domestic - Incidental Cost	25 January 2024 R 239 343.24 GN DOMESTIC R R R R R R R R R R R R R R R R R R
Date of Departure: Ex Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip Foreign A. A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT R 413255 Personnel/Recruitment Costs – Non VAT R 411750 Conferences and Seminars – National (Local) R 412550 Insurance: Non GIF R 3 826.87 414250 Training R 414340 Transaction Fee R 414380 Toll Gate Fee R 414600 Travel and Subsistence: Domestic - Accommodation (VAT) A1460 414610 Travel and Subsistence: Domestic - Domestic - Doily Allowance A14620 414620 Travel and Subsistence: Domestic - Food and Beverage (VAT) A14630 414630 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) A14640 414640 Travel and Subsistence: Domestic - Incidental Cost A14640	25 January 2024 R 239 343.24 GN DOMESTIC R R R R R R R R R R R R R R R R R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town	25 January 2024 R 239 343.24 GN DOMESTIC R R R R R R R R R R R R R R R R R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip 4. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT R 413255 Personnel/Recruitment Costs – Non VAT R 411750 Conferences and Seminars – International (Foreign) R 411760 Conferences and Seminars – International (Foreign) R 412550 Insurance: Non GIF R 3 826.87 414250 Training R 414340 Transaction Fee R 414430 Toll Gate Fee R 414600 Travel and Subsistence: Domestic - Accommodation (VAT) 414610 Travel and Subsistence: Domestic - Daily Allowance 414620 Travel and Subsistence: Domestic - Food and Beverage (VAT) 414625 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414630 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414640 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414640 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414640 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414640 Travel and Subsistence: Domestic - Car Rental (VAT) 414640 Travel and Subsistence: Domestic - Car Rental (VAT) 414650 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414650 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414650 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414650 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414650 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414650 Travel and Subsistence: Domestic - Car Rental (Non VAT)	25 January 2024 R 239 343.24 GN DOMESTIC R R R R R R R R R R R R R R R R R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT 413255 Personnel/Recruitment Costs – Non VAT A11750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R 1412550 Insurance: Non GIF A12550 Insurance: Non GIF R 3 826.87 414250 Training R 414340 Transaction Fee A144380 Toll Gate Fee A14600 Travel and Subsistence: Domestic - Accommodation (VAT) A14610 Travel and Subsistence: Domestic - Daily Allowance A14620 Travel and Subsistence: Domestic - Food and Beverage (VAT) A14625 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) A14630 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) A14640 Travel and Subsistence: Domestic - Incidental Cost A14640 Travel and Subsistence: Domestic - Car Rental (VAT) A14645 Travel and Subsistence: Domestic - Car Rental (Non VAT) A14650 Travel and Subsistence: Domestic - Car Rental (Non VAT) A14660 Travel and Subsistence: Domestic - Own Transport A14660 Travel and Subsistence: Domestic - Own Transport (VAT)	25 January 2024 R 239 343.24 GN DOMESTIC R R R R R R R R R R R R R R R R R R
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT 413255 Personnel/Recruitment Costs – Non VAT R 411750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R 3 826.87 414250 Insurance: Non GIF R 3 826.87 414250 Training R A14340 Transaction Fee R 414380 Toll Gate Fee R 414380 Toll Gate Fee R 414600 Travel and Subsistence: Domestic - Accommodation (VAT) 414610 Travel and Subsistence: Domestic - Pood and Beverage (VAT) 414620 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414610 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414630 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414640 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414640 Travel and Subsistence: Domestic - Car Rental (VAT) 414640 Travel and Subsistence: Domestic - Car Rental (VAT) 414640 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414640 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414650 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414660 Travel and Subsistence: Domestic - Air Transport (VAT) 414665 Travel and Subsistence: Domestic - Air Transport (VAT) 414665 Travel and Subsistence: Domestic - Air Transport (Non VAT)	25 January 2024 R 239 343.24 GN
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT R 413255 Personnel/Recruitment Costs – Non VAT R 411750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R 412550 Insurance: Non GIF R 3 826.87 414250 Training R 414340 Transaction Fee 414380 Toll Gate Fee 414380 Toll Gate Fee 414600 Travel and Subsistence: Domestic - Accommodation (VAT) 414610 Travel and Subsistence: Domestic - Domestic - Pood and Beverage (VAT) 414625 Travel and Subsistence: Domestic - Food and Beverage (VAT) 414625 Travel and Subsistence: Domestic - Food and Beverage (VAT) 414630 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414630 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414630 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414645 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414650 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414650 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414660 Travel and Subsistence: Domestic - Air Transport 414660 Travel and Subsistence: Domestic - Air Transport (VAT) 414660 Travel and Subsistence: Domestic - Air Transport (Non VAT) 414660 Travel and Subsistence: Domestic - Air Transport (Non VAT) 414670 Travel and Subsistence: Domestic - Air Transport (Non VAT)	25 January 2024 R 239 343.24 GN
Date of Departure: Ex Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip Foreign or Domestic Trip A. 2023/24 Budget Provision 413255 Personnel/Recruitment Costs – VAT R 411750 Conferences and Seminars – National (Local) 411750 Conferences and Seminars – International (Foreign) R 412550 Insurance: Non GIF R 3 826.87 414250 Training R 414340 Transaction Fee R 414380 Toll Gate Fee R 414600 Travel and Subsistence: Domestic - Accommodation (VAT) 414605 Travel and Subsistence: Domestic - Food and Beverage (VAT) 414625 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414630 Travel and Subsistence: Domestic - Car Rental (VAT) 414640 Travel and Subsistence: Domestic - Car Rental (VAT) 414650 Travel and Subsistence: Domestic - C	25 January 2024 R 239 343.24 GN
Date of Departure: Ex Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip Foreign or Domestic Trip A. 2023/24 Budget Provision 413255 Personnel/Recruitment Costs – VAT R 411750 Conferences and Seminars – National (Local) 411750 Conferences and Seminars – International (Foreign) R 412550 Insurance: Non GIF R 3 826.87 414250 Training R 414340 Transaction Fee R 414380 Toll Gate Fee R 414600 Travel and Subsistence: Domestic - Accommodation (VAT) 414605 Travel and Subsistence: Domestic - Food and Beverage (VAT) 414625 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414630 Travel and Subsistence: Domestic - Car Rental (VAT) 414640 Travel and Subsistence: Domestic - Car Rental (VAT) 414650 Travel and Subsistence: Domestic - C	25 January 2024 R 239 343.24 GN
Date of Departure: Ex Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip □ Foreign A. 2023/24 Budget Provision 413255 Personnel/Recruitment Costs – VAT R 411750 Conferences and Seminars – National (Local) 411750 Conferences and Seminars – International (Foreign) R 412550 Insurance: Non GIF R 3 826.87 414340 Trainsaction Fee R 414380 Toll Gate Fee R 414600 Travel and Subsistence: Domestic - Accommodation (VAT) 414610 Travel and Subsistence: Domestic - Domistic - Domistic - Non VAT) 414625 Travel and Subsistence: Domestic - Food and Beverage (VAT) 414625 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414630 Travel and Subsistence: Domestic - Food and Beverage (Non VAT) 414645 Travel and Subsistence: Domestic - Car Rental (VAT) <t< td=""><td>25 January 2024 R 239 343.24 GN</td></t<>	25 January 2024 R 239 343.24 GN
Date of Departure: Ex Cape Town Date of Arrival: Back In Cape Town Total Funds Required per this Report Budgetary Information Cost Centre No. Cost Centre Description Foreign or Domestic Trip A. 2023/24 Budget Provision 413250 Personnel/Recruitment Costs – VAT 413255 Personnel/Recruitment Costs – Non VAT 411750 Conferences and Seminars – National (Local) 411760 Conferences and Seminars – International (Foreign) R 412550 Insurance: Non GIF R 3 826.87 414250 Training R 414380 Toll Gate Fee 414380 Travel and Subsistence: Domestic - Accommodation (VAT) 414610 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414630 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414640 Travel and Subsistence: Domestic - Car Rental (Non VAT) 414650 Travel and Subsistence: Domestic - Own Transport 414660 Travel and Subsistence: Domestic - Air Transport (Non VAT) 414660 Travel and Subsistence: Domestic - Air Transport (Non VAT) 414670 Travel and Subsistence: Domestic - Public Railway Transport 414680 Travel and Subsistence: Domestic - Other Transport Providers	25 January 2024 R 239 343.24 GN

414730	Travel and Subsistence: Foreign - Incidental Cost	R 5 241.23	
414740	Travel and Subsistence: Foreign - Car Rental	R	
414750	Travel and Subsistence: Foreign - Other Transport Providers	R 74 306.15	
414760	Travel and Subsistence: Foreign - Air Transport	R 103 400.00	
414770 414790	Travel and Subsistence: Foreign - Public Railway Transport Travel and Subsistence: Foreign - Public Water Transport	R R	
B.	Spent To Date (Actuals + Commitments)	K	
413250	Personnel/Recruitment Costs – VAT	R	R
413255	Personnel/Recruitment Costs – 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 414600	Toll Gate Fee Travel and Subsistence: Domestic - Accommodation (VAT)	R	R R
414605	Travel and Subsistence: Domestic - Accommodation (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 3 150.00	
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
		D	'`
411760	Conferences and Seminars – International (Foreign)	R	
412550	Insurance: Non GIF	R 3 826.87	R
414250	Training	R	R
414340	Transaction Fee	R	R
	Toll Gate Fee		
414380		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		
	The same same same same same same same sam		

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 63 712.31	
414710	Travel and Subsistence: Foreign - Daily Allowance	R 34 383.38	
414720	Travel and Subsistence: Foreign - Food and Beverage	R	
414730	Travel and Subsistence: Foreign - Incidental Cost	R 2 091.23	
414740	Travel and Subsistence: Foreign - Car Rental	R	
414750	Travel and Subsistence: Foreign - Other Transport Providers	R 74 306.15	
414760	Travel and Subsistence: Foreign - Air Transport	R 103 400.00	
414770	Travel and Subsistence: Foreign - Public Railway Transport	R	
414790	Travel and Subsistence: Foreign - Public Water Transport	R	

ACKNOWLEDGE CONTAINMENT F	NANCE MANAGER IN SIGNING THIS REPORT, ES REGULATION 14 OF MUNICIPAL COST REGULATIONS (MCCR) AND THE RISK OF FINANCIAL F 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
		\boxtimes	YES
			No
			COMMENTS:
_	LINE FINANCE MANAGER	•	
DATE			FINANCIALS VERIFIED BY TRAVEL MANAGEMENT OFFICE FOR INTERNATIONAL (FOREIGN) TRIPS ONLY
			COMMENTS:
	TRAVEL OFFICE		The estimated travel cost amounting to R239 343.24 for H Cole trip to USA & UK as provided by the Travellers' office, looks reasonable. Total costs for 3 x delegates amounting to R730 637.2
DATE			and the second s

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:		REQUEST FOR AUTHORITY FOR JAMES STYAN (CHIEF OF STAFF: OFFICE OF THE MAYOR), HUGH COLE (DIRECTOR: POLICY AND STRATEGY) AND DENVER VAN SCHALKWYK (MANAGER: INTERNATIONAL RELATIONS) TO ACCOMPANY THE EXECUTIVE MAYOR ON AN OFFICAL MAYORAL MISSION TO THE UNITED STATES OF AMERICA (WASHINGTON DC AND NEW YORK CITY) AND THE UNITED KINGDOM (LONDON) FROM 12-25 JANUARY 2024.		
IS THIS A SPONSORE [Yes/No]	D TRIP?		YES No	
IS THIS AN IN	ΓΕRNATIONAL (Foreign),		INTERNATIONAL (Foreign)
NATIONAL OR LOCAL			National (Loca	L)
Name of Delegate(s) Denver van Schalkwyk				
International Trips alre current financial year:	eady undertaken during the	ring the N/A		
SPONSORED TRIP				
	onomy Class:			R R R
Food & Bevera	•			R
	rt Providers (Shuttle, Uber etc.)			R
	aily Allowance/Stipend			R R
Travel Insurance Training Conference & Seminar Registration Fees Recruitment Costs Visa Incidental Costs			R	
		R		
		R		
		R		
		R		
Total Sponsore	ed Costs			R
соѕтѕ то сост				

	Airfare		
	Business Class: [Please state which section of the Policy is appl recommending business class travel] - [Add this reason/motivation	R	
	Executive Summary of the Report] Economy Class:		R 74 088.75
	Accommodation		R 55 785.16
	Food & Beverage		R 80 700.10
	Other Transport Providers (Shuttle, Uber etc.)		R 74 244.29
	Car Rental & Toll Fees		R
	Own Transport Re-imbursive Payment [Claim for Official Kilometre HR574]	s Travelled	R
	- If in receipt of a transport allowance, request the latest DOT from Travel Management Office for calculation of allowance		
	 If NOT in receipt of a transport allowance, use SARS rate of R4 Subsistence/Daily Allowance for Domestic Travel [SARS rate - R16 		R
	away from home] OR [SARS rate R522 per night if staying with fan		ĸ
	Subsistence/Daily Allowance for International Travel [SARS Daily a rates used – Section 8(1) of the Income Tax Act, 1962 (Act No. 58 o	llowance	R 33 672.04
	Travel Insurance [Platinum Comprehensive Scheme rate - R39,50 p		R 553
_	Training	7.5	R
	Conference & Seminar Registration Fees [Refer to Para. Containment Policy [ANNEXURE 18 – 2023/24 BUDGET (MAY 2023)]	17 of Cost	R
	Recruitment Costs		R
<u> </u>	Visa		R 6 107.50
	Advance		R 5 000
	Incidental Costs [Parking/Gautrain/MyCiti/Injections etc.] Transaction Fee: Embassy Travel (Pty) Ltd t/a XL Embassy Travel	(a) [R125.72	R 5 000
	per activity per person]	/GI [IX125,72	IX.
	NB: If the transaction fee is included in the total of the quot	e for travel	
	activities, exclude the costs in this line of Annexure B		
	Date of Departure: Ex Cape Town		12 January 2024
	Date of Arrival: Back In Cape Town		25 January 2024 R 249 450.74
i otai Fui	nds Required per this Report		R 249 450.74
Budgetar	/ Information		
Cost Cent			
	re Description		
A.	r Domestic Trip 2023/24 Budget Provision	☐ Forei	GN DOMESTIC
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 3000	R
414250	Training Transaction Foo	R	R
414340 414380	Transaction Fee Toll Gate Fee	R R	R R
414600	Travel and Subsistence: Domestic - Accommodation (VAT)	IX	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 414645	Travel and Subsistence: Domestic - Car Rental (VAT) Travel and Subsistence: Domestic - Car Rental (Non VAT)		R 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	D 05 000	R
414700	Travel and Subsistence: Foreign – Accommodation	R 65 890	
414710	Travel and Subsistence: Foreign - Daily Allowance Travel and Subsistence: Foreign - Food and Beverage	R 64 564.37	
414720			

414730	Travel and Subsistence: Foreign - Incidental Cost	R 21 187.19	
414740	Travel and Subsistence: Foreign - Travel and Subsistence: Foreign - Car Rental	R	
414750	Travel and Subsistence: Foreign - Other Transport Providers	R 89 624.38	
414760	Travel and Subsistence: Foreign - Air Transport	R 133 997.30	
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	Б
412550 414250	Insurance: Non GIF Training	R R	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
		TX .	
411750	Conferences and Seminars – National (Local)		R
411760	Conferences and Seminars – International (Foreign)	R	
412550	Insurance: Non GIF	R 3000	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		
117000	Trans. and Subsidiation Domission - Industrial 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 65 890	
414710	Travel and Subsistence: Foreign - Daily Allowance	R 64 564.37	
414720	Travel and Subsistence: Foreign - Food and Beverage	R	
414730	Travel and Subsistence: Foreign - Incidental Cost	R 21 187.19	
414740	Travel and Subsistence: Foreign - Car Rental	R	
414750	Travel and Subsistence: Foreign - Other Transport Providers	R 89 624.38	
414760	Travel and Subsistence: Foreign - Air Transport	R 133 997.30	
414770	Travel and Subsistence: Foreign - Public Railway Transport	R	
414790	Travel and Subsistence: Foreign - Public Water Transport	R	

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		\boxtimes	YES
			No
	LINE FINANCE MANAGER	-	COMMENTS:
DATE			
		-	FINANCIALS VERIFIED BY TRAVEL MANAGEMENT OFFICE FOR INTERNATIONAL (FOREIGN) TRIPS ONLY
			COMMENTS:
DATE	TRAVEL OFFICE		The estimated travel cost amounting to R249 450.74 for D Van Schalkwyk trip to USA & UK as provided by the Travelers office, looks reasonable. Total cost for 3 x delegates amounting to R730 637.22
		l	