



## REPORT TO THE CITY MANAGER

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### 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 OFFICIAL 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 Delegations<sup>1</sup> for the City Manager which reads as follows:

- 25(1) 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.

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<sup>1</sup> 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
<b>TOTAL:</b>		<b>R 730 637.22</b>

**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 (To be completed for International trips only) – **See below**
- Annexure B: Financial Details (To be verified & signed by the Travel Management Office, 7<sup>th</sup> 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 necessary.***

## FOR FURTHER DETAILS, CONTACT:

DATE			
NAMES	Natasha Arkeldien	CONTACT NUMBER	0214001230
E-MAIL ADDRESS	Natasha.Arkeldien@capetown.gov.za		
DIRECTORATE	Future Planning and Resilience	FILE REF No	
SIGNATURES :			

### EXECUTIVE DIRECTOR: FP & R

[MR GARETH MORGAN]

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

DATE

### LEGAL COMPLIANCE

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

NAME

DATE

SIGNATURE



RECOMMENDED



NOT RECOMMENDED

COMMENTS BY ED ON VALUE-ADD TO THE CITY:

#### [COMPULSORY TO COMPLETE]

One of the explicit missions of this trip will be to secure additional technical assistance for the City from donor organisations. Considering the pressure on both the national fiscus and the rate payer, it is critical that the City is able to secure funding for key strategic projects from all available sources. Hence this trip is in investment in future revenue, and the expectation is that there will be a reasonable return on investment.

☐ NON-COMPLIANT

COMMENTS:

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



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

<b>PROPOSED DESTINATION</b>	Countries: United States of America and United Kingdom  Cities: Washington DC, New York City and London
<b>DATE OF DEPARTURE: EX CAPE TOWN</b>	<b><u>12 January 2024</u></b>
<b>DATE OF ARRIVAL BACK IN CAPE TOWN</b>	<b><u>25 January 2024</u></b>
<b>OBJECTIVE(S)/ PURPOSE</b>	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.
<b>SIX PRIORITIES &amp; THREE FOUNDATIONS: ALIGNMENT</b>	(Please choose those applicable and specify briefly)  <u>Six Priorities</u>  ✓ Economic Growth:  ✓ Safety:  ✓ Basic Services:  ✓ Housing:  ✓ Public Space, Environment and Amenities:  ✓ Transport:  <u>Three Foundations</u>  ✓ Resilient City:

	✓ More Spatially Integrated and Inclusive City:  ✓ A Capable and Collaborative Government:
<b>STRATEGIC MOTIVATION</b>	To showcase Cape Town globally to potential donors, grant funders, and influential policy makers as well as those in the city government sphere.
<b>STAKEHOLDERS TO BE CONSULTED</b>	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
<b>OCCURRENCE/ FREQUENCY LEVEL OF VISIT</b>	Once off.
<b>POSSIBLE OUTCOME / RETURN ON INVESTMENT</b>	Official Mayoral Visit  Donor and grant funding  Policy linkages
<b>DUPLICATION RISK</b>	N/A
<b>PERSONNEL AND ADMINISTRATIVE IMPLICATIONS: OFFICIALS</b>	An Acting Director: Policy and Research, and an Acting Chief of Staff, as well as an Acting Manager: International Relations will be appointed
<b>LEGAL IMPLICATIONS</b>	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.

<b>REPORT TITLE:</b>	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 OFFICIAL MAYORAL MISSION TO THE UNITED STATES OF AMERICA (WASHINGTON DC AND NEW YORK CITY) AND THE UNITED KINGDOM (LONDON) FROM 12-25 JANUARY 2024.	
<b>IS THIS A SPONSORED TRIP?</b> [Yes/No]	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<b>IS THIS AN INTERNATIONAL (Foreign), NATIONAL OR LOCAL TRIP (Domestic)</b>	<input checked="" type="checkbox"/> INTERNATIONAL (FOREIGN) <input type="checkbox"/> NATIONAL (LOCAL)	
<b>Name of Delegate(s)</b>	James Styan	
<b>International Trips already undertaken during the current financial year:</b>	USA [12-18 AUGUST 2023]	
<b>SPONSORED TRIP</b>		
	<b>Airfare</b> 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
	<b>Accommodation</b>	R
	<b>Food &amp; Beverage</b>	R
	<b>Other Transport Providers (Shuttle, Uber etc.)</b>	R
	<b>Subsistence/Daily Allowance/Stipend</b>	R
	<b>Travel Insurance</b>	R
	<b>Training</b>	R
	<b>Conference &amp; Seminar Registration Fees</b>	R
	<b>Recruitment Costs</b>	R
	<b>Visa</b>	R
	<b>Incidental Costs</b>	R
	<b>Total Sponsored Costs</b>	R
<b>COSTS TO COCT</b>		

<b>Airfare</b> <b>Business Class:</b> [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] <b>Economy Class:</b>		R
		R 74 088.75
<b>Accommodation</b>		R 55 785.16
<b>Food &amp; Beverage</b>		R
<b>Other Transport Providers (Shuttle, Uber etc.)</b>		R 74 244.29
<b>Car Rental &amp; Toll Fees</b>		R
<b>Own Transport Re-imbursive Payment</b> [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
<b>Subsistence/Daily Allowance for Domestic Travel</b> [SARS rate - R161 per night away from home] OR [SARS rate R522 per night if staying with family/friends]		R
<b>Subsistence/Daily Allowance for International Travel</b> [SARS Daily allowance rates used – Section 8(1) of the Income Tax Act, 1962 (Act No. 58 of 1962)]		R 33 672.04
<b>Travel Insurance</b> [Platinum Comprehensive Scheme rate - R39,50 per day]		R 553
<b>Training</b>		R
<b>Conference &amp; Seminar Registration Fees</b> [Refer to Para. 17 of Cost Containment Policy [ANNEXURE 18 – 2023/24 BUDGET (MAY 2023)]]		R
<b>Recruitment Costs</b>		R
<b>Visa</b>		R 2 500
<b>Advance</b>		R
<b>Incidental Costs</b> [Parking/Gautrain/MyCiti/Injections etc.]		R 1 000
<b>Transaction Fee: Embassy Travel (Pty) Ltd t/a XL Embassy Travel</b> [R125,72 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
<b>Date of Departure: Ex Cape Town</b>		12 January 2024
<b>Date of Arrival: Back In Cape Town</b>		25 January 2024
<b>Total Funds Required per this Report</b>		<b>R 241 843.24</b>
<b>Budgetary Information</b>		
<b>Cost Centre No.</b>		
<b>Cost Centre Description</b>		
<b>Foreign or Domestic Trip</b>		<input checked="" type="checkbox"/> FOREIGN <input type="checkbox"/> DOMESTIC
<b>A.</b>	<b>2023/24 Budget Provision</b>	
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	R5 000.00
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)	
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 - Incidental Cost	
414640	Travel and Subsistence: Domestic - Car Rental (VAT)	
414645	Travel and Subsistence: Domestic - Car Rental (Non VAT)	
414650	Travel and Subsistence: Domestic - Own Transport	
414660	Travel and Subsistence: Domestic - Air Transport (VAT)	
414665	Travel and Subsistence: Domestic - Air Transport (Non VAT)	
414670	Travel and Subsistence: Domestic - Public Road Transport	
414680	Travel and Subsistence: Domestic - Public Railway Transport	
414690	Travel and Subsistence: Domestic - Other Transport Providers	
414700	Travel and Subsistence: Foreign – Accommodation	R350 000.00
414710	Travel and Subsistence: Foreign - Daily Allowance	R150 000.00
414720	Travel and Subsistence: Foreign - Food and Beverage	R

414730	Travel and Subsistence: Foreign - Incidental Cost	R100 000.00	
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	
<b>B.</b>	<b>Spent To Date (Actuals + Commitments)</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	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	
<b>C.</b>	<b>Balance Available (A – B)</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	

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 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.

<b>REPORT TITLE:</b>	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.
<b>IS THIS A SPONSORED TRIP?</b> [Yes/No]	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>IS THIS AN INTERNATIONAL (Foreign), NATIONAL OR LOCAL TRIP (Domestic)</b>	<input checked="" type="checkbox"/> INTERNATIONAL (FOREIGN) <input type="checkbox"/> NATIONAL (LOCAL)
<b>Name of Delegate(s)</b>	Hugh Cole
<b>International Trips already undertaken during the current financial year:</b>	N/A
<b>SPONSORED TRIP</b>	
<b>Airfare</b> <b>Business Class:</b> If Business Class is recommended state reasons why: [Add this reason/motivation under the Executive Summary of the Report] <b>Economy Class:</b> <b>Discounted Economy Class:</b>	R R R
<b>Accommodation</b>	R
<b>Food &amp; Beverage</b>	R
<b>Other Transport Providers (Shuttle, Uber etc.)</b>	R
<b>Subsistence/Daily Allowance/Stipend</b>	R
<b>Travel Insurance</b>	R
<b>Training</b>	R
<b>Conference &amp; Seminar Registration Fees</b>	R
<b>Recruitment Costs</b>	R
<b>Visa</b>	R
<b>Incidental Costs</b>	R
<b>Total Sponsored Costs</b>	R
<b>COSTS TO COCT</b>	

<b>Airfare</b> <b>Business Class:</b> [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] <b>Economy Class:</b>		R
		R 74 088.75
<b>Accommodation</b>		R 55 785.16
<b>Food &amp; Beverage</b>		R
<b>Other Transport Providers (Shuttle, Uber etc.)</b>		R 74 244.29
<b>Car Rental &amp; Toll Fees</b>		R
<b>Own Transport Re-imbursive Payment</b> [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
<b>Subsistence/Daily Allowance for Domestic Travel</b> [SARS rate - R161 per night away from home] OR [SARS rate R522 per night if staying with family/friends]		R
<b>Subsistence/Daily Allowance for International Travel</b> [SARS Daily allowance rates used – Section 8(1) of the Income Tax Act, 1962 (Act No. 58 of 1962)]		R 33 672.04
<b>Travel Insurance</b> [Platinum Comprehensive Scheme rate - R39,50 per day]		R 553
<b>Training</b>		R
<b>Conference &amp; Seminar Registration Fees</b> [Refer to Para. 17 of Cost Containment Policy [ANNEXURE 18 – 2023/24 BUDGET (MAY 2023)]]		R
<b>Recruitment Costs</b>		R
<b>Visa</b>		R
<b>Advance</b>		R
<b>Incidental Costs</b> [Parking/Gautrain/MyCiti/Injections etc.]		R 1 000
<b>Transaction Fee: Embassy Travel (Pty) Ltd t/a XL Embassy Travel</b> [R125,72 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
<b>Date of Departure: Ex Cape Town</b>		12 January 2024
<b>Date of Arrival: Back In Cape Town</b>		25 January 2024
<b>Total Funds Required per this Report</b>		<b>R 239 343.24</b>

Budgetary Information			
<b>Cost Centre No.</b>			
<b>Cost Centre Description</b>			
<b>Foreign or Domestic Trip</b>		<input type="checkbox"/> FOREIGN	<input type="checkbox"/> DOMESTIC
<b>A.</b>	<b>2023/24 Budget Provision</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 3 826.87	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 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 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	Travel and Subsistence: Foreign - Public Railway Transport	R	
414790	Travel and Subsistence: Foreign - Public Water Transport	R	
<b>B.</b>	<b>Spent To Date (Actuals + Commitments)</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	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 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	
<b>C.</b>	<b>Balance Available (A – B)</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 3 826.87	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 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	

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 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 637.22

## 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.

<b>REPORT TITLE:</b>	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 OFFICIAL MAYORAL MISSION TO THE UNITED STATES OF AMERICA (WASHINGTON DC AND NEW YORK CITY) AND THE UNITED KINGDOM (LONDON) FROM 12-25 JANUARY 2024.	
<b>IS THIS A SPONSORED TRIP?</b> [Yes/No]	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<b>IS THIS AN INTERNATIONAL (Foreign), NATIONAL OR LOCAL TRIP (Domestic)</b>	<input checked="" type="checkbox"/> INTERNATIONAL (FOREIGN) <input type="checkbox"/> NATIONAL (LOCAL)	
<b>Name of Delegate(s)</b>	Denver van Schalkwyk	
<b>International Trips already undertaken during the current financial year:</b>	N/A	
<b>SPONSORED TRIP</b>		
	<b>Airfare</b> 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
	<b>Accommodation</b>	R
	<b>Food &amp; Beverage</b>	R
	<b>Other Transport Providers (Shuttle, Uber etc.)</b>	R
	<b>Subsistence/Daily Allowance/Stipend</b>	R
	<b>Travel Insurance</b>	R
	<b>Training</b>	R
	<b>Conference &amp; Seminar Registration Fees</b>	R
	<b>Recruitment Costs</b>	R
	<b>Visa</b>	R
	<b>Incidental Costs</b>	R
	<b>Total Sponsored Costs</b>	R
<b>COSTS TO COCT</b>		

<b>Airfare</b> <b>Business Class:</b> [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] <b>Economy Class:</b>		R
		R 74 088.75
<b>Accommodation</b>		R 55 785.16
<b>Food &amp; Beverage</b>		R
<b>Other Transport Providers (Shuttle, Uber etc.)</b>		R 74 244.29
<b>Car Rental &amp; Toll Fees</b>		R
<b>Own Transport Re-imbursive Payment</b> [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
<b>Subsistence/Daily Allowance for Domestic Travel</b> [SARS rate - R161 per night away from home] OR [SARS rate R522 per night if staying with family/friends]		R
<b>Subsistence/Daily Allowance for International Travel</b> [SARS Daily allowance rates used – Section 8(1) of the Income Tax Act, 1962 (Act No. 58 of 1962)]		R 33 672.04
<b>Travel Insurance</b> [Platinum Comprehensive Scheme rate - R39,50 per day]		R 553
<b>Training</b>		R
<b>Conference &amp; Seminar Registration Fees</b> [Refer to Para. 17 of Cost Containment Policy [ANNEXURE 18 – 2023/24 BUDGET (MAY 2023)]]		R
<b>Recruitment Costs</b>		R
<b>Visa</b>		R 6 107.50
<b>Advance</b>		R
<b>Incidental Costs</b> [Parking/Gautrain/MyCiti/Injections etc.]		R 5 000
<b>Transaction Fee: Embassy Travel (Pty) Ltd t/a XL Embassy Travel</b> [R125,72 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
<b>Date of Departure: Ex Cape Town</b>		12 January 2024
<b>Date of Arrival: Back In Cape Town</b>		25 January 2024
<b>Total Funds Required per this Report</b>		<b>R 249 450.74</b>

Budgetary Information			
<b>Cost Centre No.</b>			
<b>Cost Centre Description</b>			
<b>Foreign or Domestic Trip</b>		<input type="checkbox"/> FOREIGN	<input type="checkbox"/> DOMESTIC
<b>A.</b>	<b>2023/24 Budget Provision</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 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		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 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	
<b>B.</b>	<b>Spent To Date (Actuals + Commitments)</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	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	
<b>C.</b>	<b>Balance Available (A – B)</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 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		

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	

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 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