



File no.: 5/1/7/4
Reference: 20230313-2434

Circular: 0022/2023

Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Circuit Managers and Officials at Head Office and district offices

Short summary: *National Travel Framework (NTF) and Cost Containment Measures related to Travel and Subsistence.*

Subject: Information about PFMA SCM Instruction No. 06 of 2022/2023 and PFMA SCM Instruction No. 07 of 2022/2023

1. The purpose of this circular is to inform all officials of the Western Cape Education Department of the National Treasury's (NT) Public Finance Management Act (PFMA), 1999, (Act 1 of 1999), Supply Chain Management (SCM) Instruction No. 06 of 2022/2023 - National Travel Framework (NTF) and the NT PFMA SCM Instruction No. 07 of 2022/2023 - Cost Containment Measures related to Travel and Subsistence.
2. The department must ensure that travel arrangements are in accordance with the minimum norms and standards outlined in the NTF and utilise these minimum norms and standards to ensure efficient, cost effective, transparent and responsible travel related arrangements. The NTF determines the minimum norms and standards for official business trips, both domestically and internationally.
3. The NT PFMA SCM Instruction No.06 of 2022/2023 is attached and marked **Annexure A**. The NTF which was signed on 08 July 2022, is attached and marked **Annexure B**.
4. NT PFMA SCM Instruction No. 07 of 2022/2023: Cost Containment Measures related to Travel and Subsistence is attached and marked **Annexure C**.
5. **The department must manage the procurement of travel related services through the applicable procurement processes. The procurement of such services will be subject to the General Conditions of Contract and, where required, Special Conditions of Contract.**

6. All officials must comply with the provisions of this circular, NT Regulations and Instructions, Provincial Treasury Instructions, the AO's System, SCM and the Financial Delegation of Powers regarding the procurement processes and payments to avoid any possible irregular, unauthorised, and fruitless and wasteful expenditure.
7. The contents of this circular must be brought to the attention of all relevant officials.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2023-08-22