



Reference: 20191029-956
File no.: 13/2/3
Enquiries: C Banda

Curriculum FET Minute: DCF 0010/2019

To: Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Heads: Curriculum Coordination and Advice, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment and Examination Coordinators, Subject Advisers, Heads of institutions with learners from Grades 10 to 12, Subject Heads for Afrikaans and Grades 10 to 12 teachers of Afrikaans

Subject: 2020 LOK Symposium for teachers of Afrikaans Home Language, First and Second Additional Language (Grades 10 to 12)

1. The *Letterkunde-ondersteuningskomitee (LOK)* extends an invitation to all teachers of Afrikaans for Grades 10 to 12 to the 2020 LOK Symposium that will be held on **Friday, 14 February 2020 (from 15:00)** and **Saturday, 15 February 2020 from 08:30 to 15:30** at the **University of the Western Cape** in Bellville.
2. The main aim of the symposium is to support the teaching of literature, but other disciplines such as reading comprehension, writing and grammar will also be focused on.
3. The symposium programme will be available on **22 November 2019** and will be distributed to schools by Afrikaans subject advisers.
4. The registration fee for the 2020 symposium is **R100,00** for teachers and **R75,00** for full-time education students. Interested persons may deposit this amount into the **Nedbank cheque account** of the LOK, account number **1089131240**. Cheques should be made payable to LOK. Please use the acronym "LOK" and the name of the school as reference when paying your registration fee. Afrikaans subject advisers and the Department of Afrikaans and Dutch at the University of the Western Cape will be responsible for the administrative and logistical arrangements of the LOK Symposium.

5. Participants may register online by completing the Google form via the following link: <http://bit.ly/LOK2020registrasie>. Proof of payment must be faxed to **Ms Janine Pekeur** of the **University of the Western Cape** at fax no. **021 959 1249** by no later than **31 January 2020**. Ms Pekeur can be contacted on tel. no. **021 959 2112** or via email to lokmondig@gmail.com. We remind you to please use the acronym "LOK" and the name of the school as reference.
6. Teachers who travel 100 km or more (single trip) to the symposium will be compensated according to Western Cape Education Department's tariffs and procedures (see **Annexures A, B and C** for claim forms). **All** teachers who want to claim for travel are requested to please complete the BAS form (**Annexure C**) at the bank. Only one vehicle per school may claim for travel.
7. To assist the organisers of the *LOK* Symposium, teachers are requested to adhere to the due date for registration. No late applications will be accepted.
8. Please bring the contents of this minute to the attention of all concerned.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2019-11-12

ANNEXURE / BYLAE A

SUBSISTENCE AND TRANSPORT CLAIM

DEPARTMENT **W C E D**

Claim No.:

ADVANCE TAKEN YES NO

AMOUNT ADVANCED R

Persal user id:

Date captured:

Approved: Persal user id

Date approved:

CLAIMED BY

Surname & Initials

PERSAL No.

DATE FROM **2 0 2 0 0 2 1 4**
Y Y Y Y M M D D

Office

DATE TO **2 0 2 0 0 2 1 5**
Y Y Y Y M M D D

ALLOCATION

RESPONSIBILITY **2 3 1 3** OBJECTIVE **0 1 0 0 2 6**

DESCRIPTION (Persal function # 5.3.11)

DESCRIPTION	PERSAL CODE	AMOUNT		
		R	C	C
S & T Allowance daily tariff - amount does not exceed limit set by SARS (No receipts)	0 4 3 6			
S & T Allowance daily tariff - amount does exceed limit set by SARS (No receipts)	0 4 4 3			
S& T Actual Expenditure (Meals)	0 5 8 8			
S&T Actual Expenditure (Accommodation)	0 4 6 2			
S & T General Public Transport Exp.	0 4 6 3			
S & T: Parking exp.	0 4 6 4			
S & T: Toll fees	0 4 6 5			
Telephone calls: official calls only (itemized bill)	0 4 6 6			
Travel allowance: >8000 km's/pa (use of private vehicle)	0 4 6 9			
Travel allowance: <8000 km's/pa (use of private vehicle)	0 4 7 0			
S & T Overseas: daily tariff amount dc does exceeds amount set by SARS (No receipts)	0 4 4 4			
S & T Overseas: amount does ex not exceeds limit set by SARS (No receipts)	0 4 7 3			
S&T Actual Foreign Expenditure (Accommodation)	0 4 7 6			
S&T Actual foreign Exp (Meals)	0 5 8 9			
S & T: Petrol Allowance	0 5 1 5			
S&T: Accommodation (Members)	0 5 0 5			
S&T: Motorfin (SMS Members)	0 0 9 3			

LESS Advance: S & T (full amount received) **0 0 4 3**

* Due to/by you

(For record purposes only) Receipt number Date Amount

DETAILED CLAIM INFORMATION

Description	Date From	Date To	Time From	Time To	Number of		Rate	Amount
					Days	Hours		
LOK SIMPOSIUM	/2/2020	2/15/2020						
Privaatmotorvervoer (Z43 aangeheg)								
Total Amount of Claim								
Less Total Amount of Advance								Nil
Nett Amount of Claim								*

CERTIFICATE

I certify that I was actually and necessarily employed traveling or detained on public service during the period(s)) stated above, that the charges are in accordance with the authorized rate and that the incidental expenses have been actually and necessarily disbursed.

APPLICANT		CERTIFIED CORRECT		APPROVED IN ACCORDANCE WITH PTI 8.3.6.3 & 8.3.6.6	
Signature Applicant	Rank	Signature: Checking Officer	DCES Rank	Signature:	CES Rank
Surname & Initials	2/15/2020	BANDA, C.J		SCHREUDER, GR	
Surname & Initials	Date	Surname & Initials	Date	Surname & initials (Block letters)	Date

SELFOONNUMMER:

EIS TEN OPSIGTE VAN REISE MET PRIVAATVERVOER OP AMPTELIKE DIENS
CLAIM IN RESPECT OF OFFICIAL JOURNEYS UNDERTAKEN BY PRIVATELY OWNED MOTOR TRANSPORT

Claimed by (<i>in block letters</i>) Geis deur (<i>in blokletters</i>)	Departement van Department of WKOD
Rank Rang	
Address (to which warrant voucher must be sent) Adres (waarheen skatkisorder gestuur moet word)	Month Maand FEBRUARIE
Headquarters Hoofkwartier /	Vir Rekenmeester / for Accountant Eis / Claim No.

BESKRYWING VAN VOERTUIG • DESCRIPTION OF VEHICLE

Fabrikaat van motor Make and model	Jaar van vervaardiging Year of manufacture	Tipe (motor, motorfiets, bromponie, ens) Type (motor-car, motor cycle, scooter.)	Registrasie- nommer Registration number	Enjinslag, volumegroep in cm ³ Engine swept volume group in cm ³

OPSOMMING VAN REISE AFGELÊ EN EIS OM TOELAES
SUMMARY OF JOURNEYS UNDERTAKEN AND CLAIM FOR ALLOWANCES

(Vir besonderhede sien anderkant • For details see reverse)

			Vir Rekenmeester For Accountant			
	Kilometers gereis Kilometers traveled (kol.9 – Col.9)	Tarief per kilometer Tariff per kilometer	Bedrag Amount R C		Toewysing Allocation	Kode Code
Kilometertoelae Kilometre allowance						
Passasierstoelae Passenger allowance						
Stalling en parking Garaging and parking						
Nie van toepassing op motorfietse en bromponies nie Not applicable in the case of motor cycles and scooters.		Totaal Total				

Ek sertifiseer dat dit vir my nodig was om ampshalwe die reise te onderneem ten opsigte waarvan ek 'n eis indien en dat die toelae wat ek eis in ooreenstemming is met die gemagtigde tariewe ten opsigte van my motorcar/motorfiets/bromponie en dat die passasiers werklik en noodsaaklik op amptelike diens vervoer is.

Handtekening van eiser
Signature of claimant

Datum:
Date: **15 / 02 / 2020**

KORREK VERKLAAR • CERTIFIED CORRECT CJ Banda <i>Hoof van afdeling/kantoor • Head of Branch/Office</i> Datum Date	GOEDGEKEUR • APPROVED GR SCHREUDER <i>Departementshoof • Head of Department</i> Datum Date
Ontvang van die rekenpligtige amptenaar die bedrag van Received from the accounting officer the amount of Rand sent cent Handtekening • Signature Datum • Date	Betaal per s/o No. Paid by W.V. No Datum Date

