



Enquiries: Dr. SM Thwala

Tel: 013 766 5572

e-mail: s.thwala@mpuedu.gov.za

CIRCULAR No. 23 OF 2023

**TO : DEPUTY DIRECTOR- GENERALS
CHIEF DIRECTORS/ DIRECTORS
DISTRICT DIRECTORS
CIRCUIT MANAGERS
ALL DEPARTMENTAL OFFICIALS**

**FROM : Mrs. LH MOYANE
HEAD: EDUCATION**

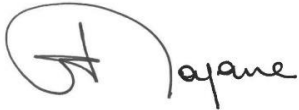
**SUBJECT : MANAGEMENT OF SCHEME B TRAVEL: 2023/24 FINANCIAL
YEAR**

The above subject bears reference to the following:

1. Department has authorized the listed officials to utilize their own vehicles for official purposes until 31st March 2024. This authorization is based on the provisions of both the Government Motor Transport Handbooks and Departmental policy on subsidized motor transport,
2. All officials granted the aforementioned authorization are required to comply with the following conditions:
 - Travel not in excess of 21 000 kilometers per annum (i.e. 1 750 monthly). Only the Accounting Officer may approve additional kilometers upon receipt of written requests.
 - Obtain pre-approval from the supervisors for the trip(s). post-trip approvals are not allowed.
 - Attach detailed spreadsheets (records) of the trips to their claim forms.
 - Third party confirmations to be attached to the claim forms (e.g. workshop/ meeting's attendance register).

SUBJECT : MANAGEMENT OF SCHEME B TRAVEL: 2023/24 FINANCIAL YEAR.

3. Transport officials have the responsibility of enforcing compliance with the above involuntary requirements. In case of non-adherence, a recommendation for the withdrawal of the vehicle(s) must be submitted to the Accounting Officer for consideration.
4. Responsibility Managers are hereby exhorted to monitor that the utilisation of privately-owned vehicles for official duties is in accordance supports education programmes as envisaged.

A handwritten signature in black ink, appearing to read 'LH Moyane', is written over a horizontal line.

Mrs. LH MOYANE

HEAD: EDUCATION

DATE: 05 JUNE 2023