



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

TO ALL: ACCOUNTING OFFICERS OF DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS

ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES LISTED IN SCHEDULE 2 AND 3 TO THE PFMA

HEAD OFFICIALS OF PROVINCIAL TREASURIES

NATIONAL TREASURY SCM INSTRUCTION NO 1A OF 2016/2017

REPEAL OF THE NATIONAL TRAVEL POLICY FRAMEWORK

1. PURPOSE

The purpose of this National Treasury SCM Instruction is to **repeal** *National Treasury SCM Instruction No 1 of 2016/2017* that addressed the implementation date of the National Travel Policy Framework for departments, constitutional institutions and public entities listed in Schedule 3A and 3C to the Public Finance Management Act 1 of 1991 (PFMA).

2. BACKGROUND

- 2.1. The National Treasury, in consultation with pertinent stakeholders, developed a National Travel Policy Framework to provide guidance to departments, constitutional institutions and public entities listed in Schedule 3A and 3C of the PFMA with regard to management of travel related services for government.
- 2.2. National Treasury SCM Instruction No 1 of 2016/2017 was issued on 15 April 2016 to give effect to the implementation of the National Travel Policy Framework. This instruction required departments, constitutional institutions and public entities listed in schedule 3A and 3C to adapt their institutional instructions, policies and standard operating procedures to the National Travel Policy Framework and implement it by 1 July 2016.
- 2.3. After National Treasury SCM Instruction No 1 of 2016/2017 was issued, many departments requested extension of the implementation date to provide them more time to peruse the National Travel Policy Framework. Many departments also voiced concerns regarding certain aspects in the National Travel Policy Framework which needed to be revised.
- 2.4. Some departments already implemented the National Travel Policy Framework and aligned their Institutional instructions, policies and standard operating procedures accordingly.

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- 2.5. National Treasury saw the need for wider consultation in order to review the National Travel Policy Framework before issuing it again.
- 3. DISCUSSION**
- 3.1. National Treasury SCM Instruction 1 of 2016/2017 is, therefore, repealed in order for National Treasury to consult further on it and also to allow institutions ample time to align their policies with the content of the revised travel policy.
- 3.2. Departments, constitutional institutions and public entities that have already implemented the National Travel Policy Framework are instructed to continue with their adapted Institutional policy until such time that a new National Treasury Instruction is issued.
- 3.3. Departments, constitutional institutions and public entities who have not yet adapted the National Travel Policy Framework must continue using their current Institutional Travel Policy until such time that a new National Treasury Instruction is issued.
- 3.4. National Treasury Circular 9 of 2016/17 (Request for Comment on National Travel Policy Framework) will be issued to provide departments, constitutional institutions and public entities with the dates for comments, dates for workshops to be held to facilitate discussions on the National Travel Policy Framework and extension of the implementation date.
- 4. APPLICABILITY**
- This Treasury Instruction applies to all departments, constitutional institutions and public entities listed in Schedule 2 and 3 to the PFMA.
- 5. EFFECTIVE DATE**
- This National Treasury SCM Instruction takes effect from date of issue.
- 6. DISSEMINATION OF INFORMATION CONTAINED IN THIS INSTRUCTION**
- 6.1. Accounting officers of departments and, constitutional institutions are requested to bring the contents of this National Treasury SCM Instruction to the attention of:
- (a) Chief financial officers; and
 - (b) supply chain management officials of their respective institutions.
- 6.2. Head Officials of provincial treasuries are requested to bring the contents of this National Treasury SCM Instruction to the attention of all accounting officers and supply chain management officials of departments in their respective provinces;
- 6.3. Accounting Authorities of public entities listed in Schedule 2 and 3 to the PFMA are requested to bring the contents of this Treasury Instruction to the attention of:
- (a) chief financial officers; and
 - (b) supply chain management officials of their respective entities.

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7. REPEAL OF NATIONAL TREASURY SCM INSTRUCTION

This National Treasury SCM Instruction repeals the *National Treasury SCM Instruction No. 1 of 2016/2017* dated 15 April 2016.

8. NOTIFICATION TO THE AUDITOR-GENERAL

The Auditor-General will be notified of the contents of this *National Treasury SCM Instruction*.

9. CONTACT INFORMATION

9.1. Enquiries related to this Instruction may be directed to:

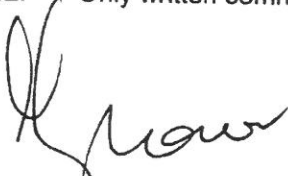
Potso Makgatho
Deputy Director: Strategic Procurement
Telephone: 012 315 5351

Or

Graham Louw
Director: Strategic Procurement,
Telephone: 012 315 5073

Email: travelpolicyqueries@treasury.gov.za

9.2. Only written communication will be considered and responded to.



KENNETH BROWN
CHIEF PROCUREMENT OFFICER

DATE: 20/9/2016.