

ANNEXURE A1:

MAXIMUM ALLOWABLE RATES FOR THE DOMESTIC ACCOMMODATION AND MEALS

1. GRADING AS A REQUIREMENT IN GOVERNMENT TO ONLY STAY IN GRADED ACCOMMODATION ESTABLISHMENTS

- 1.1 South African Tourism, through its Tourism Grading Council component, is mandated to provide quality assurance of tourism products and facilities through amongst others the grading of establishments such as hotels, bed & breakfasts, guest houses and conference venues in South Africa.
- 1.2 In order to promote the use of graded establishments throughout the country, Cabinet approved that government institutions should, with effect from January 2005, procure accommodation only from graded establishments and that, in instances where graded accommodation is not available, the use of establishments which are not graded by the Tourism Grading Council may be permitted.

2. MAXIMUM ALLOWABLE RATES FOR DOMESTIC ACCOMMODATION

- 2.1 Table 1 indicates the maximum allowable rates per accommodation type and per star grading of the establishment that may be booked for Travelers on Official Business.
 - 2.1.1 BAND 1: This band is for a Room only and the price is inclusive of VAT and the Tourism Levy. This Band is to be booked where a traveler only requires lodging and will be taking his/her meals elsewhere. Expenses for meals can be claimed within the maximum daily amount as indicated below.
 - 2.1.2 BAND 2: This band is for a room and includes breakfast as part of the rate. The price is inclusive of VAT and the Tourism Levy. This Band is to be booked where a traveler requires lodging and will be taking his/her breakfast at the establishment. Only expenses for lunch and dinner can be claimed up to the maximum as indicated below.
 - 2.1.3 BAND 3: This band is for a room and includes breakfast and dinner as part of the rate. The price is inclusive of VAT, the Tourism Levy and two (2) soft drinks. This Band is to be booked where a traveler requires lodging and will be taking his/her breakfast and dinner at the establishment. Only expenses for lunch can be claimed.

TABLE 1:

Vouchers Include	Band 1	Band 2	Band 3
	Room Only Tourism Levy VAT	Room & Breakfast Tourism Levy VAT	Room, Breakfast & Dinner Tourism Levy VAT 2x non-alcoholic beverages at Dinner
Graded Hotel or Boutique Hotel			
1 Star	R750	R930	R1 190
2 Star	R1 170	R1 330	R1 610
3 Star	R1 420	R1 560	R1 830
4 Star	R1 620	R1 750	R2 030
5 Star	R2 720	R2 870	R3 270
Graded Bed & Breakfast, Country House or Guest House			
1 Star	R420	R630	R890
2 Star	R650	R850	R1 100
3 Star	R1 170	R1 370	R1 610
4 Star	R1 300	R1 500	R1 750
5 Star	R1 550	R2 870	R2 010
Graded Self-Catering			
	Band 1	Band 2	Band 3
1 Star	R750		
2 Star	R1 170		
3 Star	R1 420		
4 Star	R1 620		
5 Star	R1 880		
Maximum for Meals			
Breakfast	R 140		
Lunch	R 190		
Dinner	R 210		
Maximum	R 540		

Note: Expenses for parking are **NOT** included in Bands 1, 2 and 3 and may be claimed separately by travelers.

3. MAXIMUM ALLOWABLE RATES FOR MEAL EXPENSES

- 3.1 Institutions to only reimburse officials for meal expenses within the limits as set out in Table 2. Receipts of actual expenditure to be provided with the claim in all cases.
- 3.2 Provincial Treasury will set these maximum allowable amounts (for adoption by Accounting Authorities and Accounting Officers) and review them periodically.

TABLE 2:

Claims for Meal Expenditure			
Description	What does it imply if the expense type is selected?	Maximum Amount	
Breakfast and Lunch provided	- May claim for actual expenditure for Dinner expenses within the limits of the maximum amount.	R 210.00	= R540 -if no breakfast, lunch and dinner is provided.
Breakfast and Dinner provided	- May claim for actual expenditure for Lunch expenses within the limits of the maximum amount.	R 190.00	
Lunch and Dinner provided	- May claim for actual expenditure for Breakfast expenses within the limits of the maximum amount.	R 140.00	
Breakfast provided	- May claim for actual expenditure for lunch and dinner within the limits of the maximum amount.	R 400.00	=R190 + R210
Lunch provided	- May claim for actual expenditure for breakfast and dinner within the limits of the maximum amount.	R 350.00	=R140 + R210
Dinner provided	- May claim for actual expenditure for breakfast and lunch within the limits of the maximum amount.	R 330.00	=R140 + R190

3.3 Domestic Trips Longer than 24 Hours

- a) Expenditure on Meals and non-alcoholic liquid refreshments can be claimed in the following circumstances:

Breakfast

- If it is not included in the Accommodation arrangements; and, or,
- If the Traveler leaves his or her residence or Place of Work before 06h00.
- Up to the maximum as set out in Table 2.

Lunch

- Lunch may only be claimed if it is not provided by the host.
- Up to the maximum as set out in Table 2.

Dinner

- If it is not included in the Accommodation arrangements; and, or,
 - If the Traveler returns to his or her residence or Place of Work after 20h00.
 - Up to the maximum as set out in Table 2.
- b) Officials cannot claim expenses for meals if the rate of the Accommodation establishment already includes dinner and, or, breakfast or if the host provides lunch, or if the conference fee includes lunch and, or, dinner.
- c) When a Traveler stays in an accommodation establishment that does not provide for meals, or does not cater for special dietary requirements such as Halaal or Kosher, he or she may claim reasonable actual expenditure for meal expenses within the maximum daily amount set out in Table 2 . Supporting evidence is required as proof of actual expenditure.

2.1 Domestic Trips Less than 24 Hours

- a) When an Official Business trip is less than 24 hours, the official may claim expenses for meals and non-alcoholic liquid refreshments where meals are not provided by the host. Supporting evidence is required as proof of actual expenditure. Meal expenses may be claimed under the following conditions:
- i. Three (3) meals where the Official leaves his or her Place of Work or residence before 06h00 and only returns to his or her Place of Work or residence after 20h00, provided that the total cost of all three meals does not exceed the maximum daily amount as set out in Table 2 above;
 - ii. Any two (2) meals if the total duration of the trip is more than 8 hours but less than 14 hours, provided that the total cost of the two meals does not exceed the maximum amount as set out in Table 2 above.
 - iii. Any one meal if the total duration of the trip is more than 4 hours but less than 8 hours, provided that the total cost of the meal does not exceed the maximum daily amount as set out in Table 2 above.