

ANNEXURE A:
MAXIMUM ALLOWABLE RATES FOR CATERING SERVICES ARRANGED BY INSTITUTIONS

1. Procuring institutions are directed to procure the provision of catering services within the limits set out in the Table 1 below:

Table 1: Maximum Allowable Rate for Provision of Catering Services

Catering Services	Maximum Allowable Rate
Breakfast	R150.00
Lunch	R200.00
Dinner	R200.00

2. Procuring institutions must take note that the above rates are **not** prices for catering services (but are maximum allowable rates), therefore, institutions must ensure that procurement processes are followed to achieve value for money.
3. Catering services must be provided **ONLY** for meeting with external stakeholders, including district personnel. This provision will only apply to meetings that take longer than five (5) hours. Conference packages excluded.
4. Procuring institutions may not incur catering expenses for internal meetings, unless approved otherwise by the relevant accounting officer or accounting authority.
5. Notwithstanding the provisions of paragraph 4 above, Procuring institutions may incur catering expenses for official engagements that last for five (5) continuous hours or more, including –
 - (a) the hosting of conferences, workshops, indabas, forums, recruitment, interviews, training sessions or hearings.
 - (b) meetings related to commissions or committees of inquiry, or
 - (c) meetings hosted by the accounting officer or accounting authority, including governance committee meetings that include external stakeholders.

ANNEXURE B:

MAXIMUM ALLOWABLE RATES FOR MEALS EXPENSES INCURRED BY OFFICIALS

Limpopo Provincial Treasury has set the maximum allowable amounts and reviews them periodically. Institutions are only to reimburse officials for meal expenses within the limits as set out in Table 2 hereunder and receipts of actual expenditure to be provided with the claim in all cases:

Table 2: Maximum Allowable Rate for meals

Meals Expenses	Maximum Allowable Rate	Expenditure on meals and non-alcoholic liquid refreshments can be claimed in the following circumstances if the domestic trip is longer than 24 Hours.	Circumstances under which Officials cannot claim expenses for meals
Breakfast	R150.00	<ul style="list-style-type: none">• If it is not included in the Accommodation arrangements.• If the Traveller leaves his or her residence or Place of Work before 06h00.• If the establishment does not cater for special dietary requirements such as Halaal or Kosher.	<ul style="list-style-type: none">• If the rate of the accommodation establishment already includes breakfast.
Lunch	R200.00	<ul style="list-style-type: none">• If lunch is not provided by the host.• If the establishment does not cater for special dietary requirements such as Halaal or Kosher.	<ul style="list-style-type: none">• If the conference fee includes lunch.• If the host provides lunch.
Dinner	R250.00	<ul style="list-style-type: none">• If it is not included in the Accommodation arrangements.• If the Traveller returns to his or her residence or Place of Work after 20h00.• If the establishment does not cater for special dietary requirements such as Halaal or Kosher.	<ul style="list-style-type: none">• If the rate of the Accommodation establishment already includes dinner.• If the conference fee includes lunch.

The number of meal expenses may be claimed under the following conditions:

Number of Meals	Circumstances for claiming the number of meals
Three (3) meals	If 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.
Two (2) meals (Any)	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.
One (1) meal (Any)	If the total duration of the trip is more than 4 hours but less than eight (8) hours, provided that the total cost of the meal does not exceed the maximum daily amount as set out in Table 2 above.

ANNEXURE C:

MAXIMUM ALLOWABLE RATES FOR DOMESTIC ACCOMMODATION

Grading as a requirement in government to only stay in graded accommodation establishments

South African Tourism, through its Tourism Grading Council component, is mandated to provide quality assurance for tourism products and facilities, including the grading of establishments such as hotels, bed & breakfasts, guesthouses, and conference venues in South Africa. To promote graded establishments throughout the country, the Cabinet approved that government institutions should, effective January 2005, procure accommodation only from graded establishments. In instances where graded accommodation is unavailable, the use of establishments not graded by the Grading Council may be permitted.

Maximum allowable rates for domestic accommodation per band and grading

BAND 1: This band is for room-only accommodations, and the price includes VAT and the Tourism Levy. This band should be booked when a traveler requires lodging and plans to take his/her meals elsewhere. Meal expenses can be claimed within the maximum daily amount as indicated below.

BAND 2: This band is for a room and includes breakfast as part of the rate. The price includes VAT and the Tourism Levy. This band should be booked when a traveler requires lodging and will take his/her breakfast at the establishment. Only expenses for lunch and dinner can be claimed up to the maximum amount indicated below.

BAND 3: This band is for a room and includes both breakfast and dinner as part of the rate. The price includes VAT, the Tourism Levy, and two (2) soft drinks. This band should be booked when a traveler requires lodging and will take his/her breakfast and dinner at the establishment. Only expenses for lunch can be claimed if not provided by the host of event.

Table 3 hereunder indicates the maximum allowable rates per accommodation type and per star grading of the establishment that may be booked for travellers on official business.

Table 3: Maximum allowable rates for domestic accommodation

Vouchers includes	Band 1	Band 2	Band 3
	Room Only	Room & Breakfast	Room, Breakfast & Dinner
	Tourism Levy	Tourism Levy	Tourism Levy
	Vat	Vat	2x non-alcoholic beverages at dinner Vat
Graded Hotel or Boutique Hotel			
Grading	Band 1	Band 2	Band 3
1 Star	R750.00	R900.00	R1,200.00
2 Star	R1,150.00	R1,300.00	R1,600.00
3 Star	R1,400.00	R1,550.00	R1,800.00
4 Star	R1,600.00	R1,700.00	R2,000.00
5 Star	R2,650.00	R2,800.00	R3,200.00
Graded Bed & Breakfast, Country House or Guest House			
Grading	Band 1	Band 2	Band 3
1 Star	R450.00	R650.00	R900.00
2 Star	R650.00	R850.00	R1,100.00
3 Star	R1,150.00	R1,350.00	R1,600.00
4 Star	R1,300.00	R1,450.00	R1,700.00
5 Star	R1,500.00	R1,750.00	R1,950.00
Graded Self-Catering			
Grading	Band 1	Band 2	Band 3
1 Star	R750.00	-	-
2 Star	R1,150.00	-	-
3 Star	R1,400.00	-	-
4 Star	R1,600.00	-	-
5 Star	R1,850.00	-	-