

		APPLICATION TO UNDERTAKE AN OFFICIAL JOURNEY (DFI 8.4.10.8)		Annexure H (VA 26)	
PARTICULARS OF EMPLOYEE AND TRIP DETAILS					
Surname:	Masinga	AUTHORITY NO.:	SCC-		
Full Name (As per ID Document)	Bongani	Cellular No:			
ID Number:	8308265638089	Contact No:			
Rank:		Directorate / Office:	STATE CAPTURE COMM		
PERSAL No:		Voyager No:			
Purpose and period of official journey and place/s to be visited:		Date From:	01 April 2019	Date To:	02 April 2019
USAGE OF PRIVATE VEHICLE (DFI: Par. 8.4.10.10) *Own Transport - 3999030					
Registration No.:		Model:			
Engine Capacity:		Make:			
Destination:					
AIR TRANSPORT (DFI: Par. 8.4.10.11) *Domestic - 3989030, Foreign - 3977030					
AUTHORISED CLASS: ECONOMY / BUSINESS :					
Port of Departure:		Destination:			
Date of Departure:		Preferred time of Departure:			
Date of Return:		Preferred time of Return:			
FLIGHT DETAILS					
Departure:		Time:			
Return:		Time:			
Travel Co-ordinator:		Tel Number:			
HOTEL ACCOMMODATION (DFI: Par. 8.4.10.12) *Domestic - 3377030, Foreign - 3371030, Food & Beverages -3375030 (D) - 3367030 (F)					
Hotel / Guest House:	Tsogo Sun Hotel				
Date In:	01/04/19	Date Out:	02/04/19		
Smoking Room:	Yes	No	Indicate Star Rating: e.g 4 Star		
Parking	Yes	No	Indicate Band: e.g Band 3		
VEHICLE RENTAL (DFI: Par. 8.4.10.10) *Rental - 3997030 (D) 3985030 (F), Road Transport - 3993030 (D) 3981030 (F)					
Port of Collection:		Date & Time:			
Port of Return:		Date & Time:			
Special Vehicle Required:		Vehicle Category:	e.g. EDMR/CDMR		
Additional/Co Driver	Yes/No	Name/Surname			
SHUTTLE SERVICE (DFI: Par. 8.4.10.10) *Hire Road Transport & Busses - 3993030 (D) 3981030 (F) / Public Events - 2179030					
Indicate Category: Select Luxury or Economy Sedan					
Pick-up time: Departure:		Pick-up time: Return:			
Address:		Address:			
Pick-up time: Departure:		Pick-up time: Return:			
Address:		Address:			
CONFERENCE (DFI: Par. 24.3) *(Refreshments / Meals as Quated by Supplier / Venues & Facilities - 823030)					
Conference Venue:		Parking Required:	Yes / No		
From Date:		To Date:			
FINANCIAL DETAIL					
Region:	NATIONAL OFFICE		Office:	NATIONAL	
Directorate / Office:	JUDICIAL COMMISSION		Sub-Directorate:	DOJ&CD	
Responsibility (Codes):	31158684		Objective (Code):	30003684	
Responsibility (e.g. Lc Pretoria):	STATE CAPTURE COMMISSION		Objective (e.g. State Attorney):		
Travel Rands (When available) YES / NO:					
ESTIMATE OF EXPENDITURE					
Subsistence Expenditure (Incl. Accommodation, Meals, Incidentals, Allowance)					
Conference (Including Refreshments, Meals)					
TOTAL					
**No travel documentation will be issued if Responsibility and Objective Descriptions are not completed and authorization number not indicated					
AUTHORISED BY DELEGATED OFFICIAL					
Masinga Bongani					
Signature of Applicant	Print Name	Rank	Date		
The journey(s) is/are necessary and in the interest of the administration of justice					
Signature of Authorizer	Print Name	Rank	Date		

*Subject to Chapter 8 of the DFI