

 the doj & cd Department of Justice and Constitutional Development REPUBLIC OF SOUTH AFRICA		APPLICATION TO UNDERTAKE AN OFFICIAL JOURNEY (DFI 8.4.10.8)		Annexure H (VA 26)	
PARTICULARS OF EMPLOYEE AND TRIP DETAILS					
Surname:		Tshepo		AUTHORITY NO.:	
Full Name (As per ID Document)		Moleko		Cellular No:	
ID Number:		8306255278080		Contact No:	
Rank:				Directorate / Office:	
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, Foreignn - 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, Foreignn - 3371030, Food & Beverages -3375030 (D) - 3367030 (F)					
Hotel / Guest House:		Tsogo Sun Hotel			
Date In:		01/04/19		Date Out:	
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:	
From Date:				To Date:	
				Yes / No	
FINANCIAL DETAIL					
Region:		NATIONAL OFFICE		Office:	
Directorate / Office:		JUDICIAL COMMISSION		Sub-Directorate:	
Responsibility (Codes):		31158684		Objective (Code):	
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					
Moleko Tshepo					
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	