



**DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION
REPUBLIC OF SOUTH AFRICA**

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TO HEADS OF ALL NATIONAL AND PROVINCIAL DEPARTMENTS

**OFFICIAL TRAVELLING AND TRANSPORT: AWARDING OF FREE
RETURN FLIGHTS**

1. The Minister for Public Service and Administration has directed that circular E1/2/8/1 dated 30 August 1999 be withdrawn and further that the use of frequent flying credits for personal purposes be dealt with in terms of departmental policy. In this regard, Part XI of the Annexure to PSCBC Resolution 3 of 1999 compels executing authorities to establish a written policy on official travel.
2. Departments are requested to establish the necessary control measures to prevent employees from making unnecessary trips to build up free miles.
3. Care should also be taken that one particular airline is not favoured at the expense of cost-effectiveness. To this end, consideration could be given to entering into agreements with service providers to ensure that the department will also benefit from frequent flying credits.


DIRECTOR-GENERAL