

C2/16/3b



CONSTITUTIONAL ASSEMBLY
MEMORANDUM

TO: ALL MEMBERS OF CONSTITUTIONAL COMMITTEE AND SUB-COMMITTEE
FROM: EXECUTIVE DIRECTOR
DATE: 19 SEPTEMBER 1995

RE: TRAVEL AND ACCOMMODATION ARRANGEMENTS FOR MEETINGS DURING RECESS - ~~28 SEPTEMBER, 9-10 OCTOBER AND 19-20 OCTOBER 1995~~ 09 - 10 NOVEMBER 1995

Dear Members

Please be advised of the following procedures for your travel and accommodation arrangements for the meetings of the Constitutional Committee and Sub-committee listed above:

1. AIR TRAVEL

The CA travel agent will be supplied with a list of member's names for each of the meetings. Members who wish to utilise air travel should therefore contact *Shakeela Cairns at Rennie's at Tel. No 021- 418 5626* and make the relevant bookings. Members should utilise the airport bus or other means to travel from Cape Town airport to the meeting or their hotel/place of accommodation and submit claims for reimbursement.

2. OTHER TRANSPORT

2.1 A member is also compensated for one return journey by private motor vehicle and/or airport bus between his or her home and the airport nearest to his or her home.

2.2 If a member travels by motor vehicle to attend such meeting, he or she is compensated according to a fixed tariff. If such a journey could have been undertaken more cheaply by air, he or she is compensated for -

- i one return journey between his or her home and his or her nearest airport and one return journey between the airport closest to the venue of the meeting and the venue itself according to the prescribed tariff; and

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- ii the cost of a single or return journey, whichever is applicable, by air between the airport nearest his or her home and the airport closest to the venue of the meeting.

3. ACCOMMODATION

- 3.1 Members who require hotel accommodation in Cape Town are also advised to contact ***Shakeela Cairns at Rennies at Tel. No. 021 - 418 5626*** to make such bookings.
- 3.2 You are reminded however that the CA will, according to Parliamentary Regulations, only be prepared to pay R230 per night (for bed and breakfast only). An additional allowance of R60 is provided per day for meals. Rennies will be advised of the costs for the CA account and will, in turn, advise hotels accordingly. Hotels will be advised to charge members directly for any additional expenses.
- 3.3 Members who do *not* make use of hotel accommodation, are entitled to an amount of R130,00 per day in respect of accommodation.
- 3.4 Members who are able to reside at their homes while attending these meetings, may claim expenses for meals and travelling costs only.

4. OTHER ALLOWANCES

Members are also entitled to:

- 4.1 A daily allowance of R24 per day; and
- 4.2 R170,00 for motorcar hire.

**HASSEN EBRAHIM
EXECUTIVE DIRECTOR**
