Enq : Mr Teddy Ndlazi

Tel : 013 766 5217

**TO : Mr SW Mnisi**

 **ACTING HEAD OF DEPARTMENT**

**FROM : Mr Teddy Ndlazi**

 **Assistant Director of Communication**

**DATE : 23 January 2015**

**SUBJECT : REQUEST TO INCUR EXPENDITURE FOR ACCOMMODATION**

 **FOR MR TEDDY NDLAZI WHO WILL BE WORKING AT LOSKOP MARATHON**

 **PLENARY MEETING AND MUNIMEC**

1. **Purpose**

To seek approval to incur expenditure for accommodation for Mr Teddy Ndlazi on

 29 January 2015

1. **Discussion**

The official has been delegated to attend a plenary meeting for the 2015 Loskop Marathon in Hatfield on January 29 and the following day he will be working at the MUNIMEC in Delmas. The Loskop Marathon meeting will come up with new strategies of rolling out the race. At MUNIMEC, the official will be required to brand and provide communication services such as taking pictures among others.

1. **Financial Implications**

**F Voted Funds**

**O Communication Service**

**A Non-related Assets**

**P Non-Proj**

**R Communication**

**R MP: Whole Province**

**I T & S Dom Accommodation**

**I T & S Dom Food and beverages**

**I Travel agency fee**

**4. RECOMMENDATIONS**

It is recommended that the Mr SW Mnisi, Acting Head of Department, grants approval to incur expenditure of **R 1456.00 on** accommodation for Mr Teddy Ndlazi.

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**Mr Teddy Ndlazi**

**Assistant Director of Communication**

 **/ /2015**

**SUPPORTED/ NOT SUPPORTED/COMMENTS**

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**Ms Sibongile Nkosi**

**Director of Communication**

 **/ /2015**

**RECOMMENDED/ NOT RECOMMENDED/COMMENTS**

**MR T NKOJOANA**

**CFO**

 **/ /2015**

**APPROVED/ NOT APPROVED/ COMMENTS**

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**MR SW MNISI**

**ACTING HEAD OF DEPRTMENT**

 **/ /2015**

**SUBJECT : REQUEST TO INCUR EXPENDITURE FOR ACCOMMODATION**

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