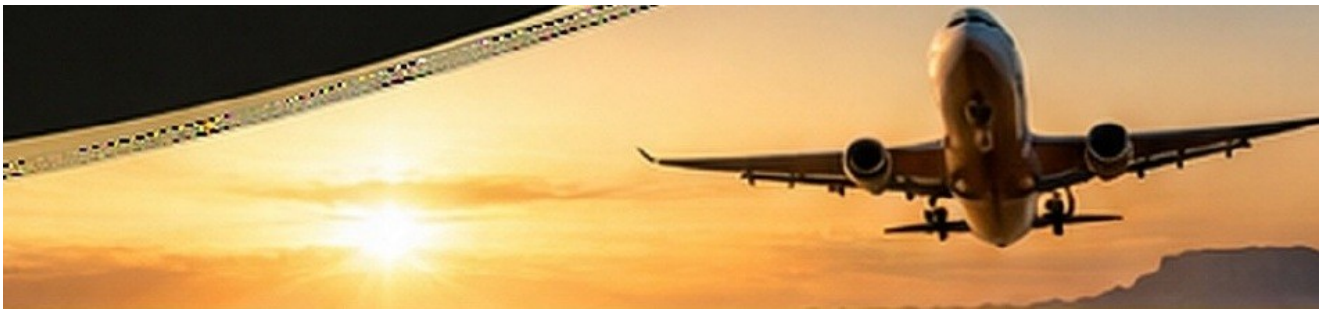
ALGAMATED LEBONE TRAVEL SERVICES AND PROJECTS

SOUTH AFRICAN TRAVEL MANAGEMENT

Company profile

Travel management for public institutions and business



ESTABLISHED 2013 | POLOKWANE | SOUTH AFRICA

B-BBEE LEVEL 1 CONTRIBUTOR

Algamated Lebone Travel Services and Projects

Flights • Accommodation • Car hire • Transfers
Group travel • Conferences • Account reporting

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November 2026

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PROFILE GUIDE

Inside the profile

Lebone Travel coordinates organisational travel through a named account team, documented client approvals and a clear booking record. This profile introduces our company, service approach, reporting capability and selected municipal experience.

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The service scope, response targets, commercial terms and reporting requirements are agreed for each client account.

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01 COMPANY

Our company

Algamated Lebone Travel Services and Projects, known as Lebone Travel, is a South African travel-management business established on 13 August 2013 and based in Polokwane, Limpopo. We coordinate travel arrangements for organisations that need clear approvals, dependable communication and an accountable service.

Company identity

Our company registration number is 2013/140296/07 and our Central Supplier Database supplier number is MAAA0013062. Our business address is Egoli No. 14, Bendor, Polokwane, Limpopo, 0700. Thabo Jacob Kabini is the sole director and 100% shareholder, with shareholding commencing on the date of incorporation. Our B-BBEE status is Level 1 contributor.

Our purpose

We help organisations arrange the travel their people need while retaining control over decisions, costs and supporting documents. Our services cover flights, accommodation, car hire, transfers and group travel. Our documented public-sector portfolio includes municipal appointments for travel panels, accommodation and related travel services.

We bring the traveller, the organisation’s approver, the supplier and the finance team into one coordinated booking process. A consultant manages the request, presents suitable options and communicates the confirmed arrangements. The quotation, approval, booking and invoice remain linked so that the client can follow both the service and its cost.

The way we work

Our service principles are practical: understand the request before sourcing, explain the relevant terms, record the client’s decision and take ownership of outstanding actions. We aim to build lasting client relationships through accurate work, straightforward communication and fair handling of changes. The client should know who is responsible for a booking and what happens next.

Company records: CIPC disclosure issued 19 January 2023; shareholding record commencing 13 August 2013; beneficial ownership mandate dated 17 December 2024; CSD report dated 11 February 2024. Ownership reaffirmed by the director in November 2026. B-BBEE Level 1 status confirmed by the director in November 2026.

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02 CLIENTS

Travel for organisations

Organisational travel involves more than selecting a flight or hotel. The traveller, requesting department, approver, procurement team and finance office each need a different part of the same information. We coordinate those requirements through a clear account process.

Public sector travel

For government and municipal requirements, the request and approval process is agreed against the institution's travel policy and procurement arrangements. Quotations identify the proposed services, relevant restrictions and the information needed for approval. Purchase-order references, departmental allocations and cost centres are carried through to the booking and billing documents where required.

Corporate and institutional accounts

For corporate and institutional clients, the account workflow can accommodate departmental budgets, travel classes, preferred suppliers and internal approval limits. We agree how requests are received, who may authorise expenditure, how changes are approved and what management needs to see in its reports. The service can support individual trips as well as coordinated movements for meetings and events.

Clear responsibilities

A defined service arrangement identifies the account lead, primary consultant, backup cover, escalation contact and finance contact. This gives the client a clear route for ordinary requests, urgent travel issues and billing queries. The proposed account structure in this profile shows how operational work and management oversight are connected.

We work with the client's nominated contacts to resolve missing information before it delays a trip. If a request is urgent or the preferred option is unavailable, the consultant explains the alternatives and identifies the decision required. Changes affecting cost or policy are referred to the authorised approver, with the revised arrangement recorded against the original trip.

This approach allows the client to retain its approval authority while the consultant coordinates the travel work and keeps the relevant parties informed.

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03 SERVICES

Flights and accommodation

We source travel options around the purpose of the journey, the approved budget and the traveller's practical needs. The comparison considers the complete itinerary and its conditions so that the client can make an informed decision.

Air travel

We source domestic and international flight options against the approved route, dates and travel class. The comparison considers baggage, connection times, change conditions and any additional transport required by the itinerary. A lower displayed fare can carry restrictions that do not suit the traveller's schedule, so the relevant conditions are explained before approval.

Before ticketing, the consultant checks traveller names, travel dates, the selected option and the recorded approval. Once confirmed, the traveller receives the electronic ticket and itinerary information. Amendments, cancellations and unused tickets remain linked to the trip so that additional charges, credit opportunities and refund queries can be followed through.

Accommodation

We source hotels, lodges and guesthouses according to the location of the traveller's work, the required standard and the approved budget. The comparison considers room type, meal inclusions, check-in and check-out arrangements, transport implications and cancellation terms. For a longer stay, the quotation can identify the applicable booking period and conditions for an extension or early departure.

The confirmation identifies what has been approved and what the traveller must settle separately. This helps avoid uncertainty around meals, parking, incidentals and other extras. If a stay is extended or shortened, we confirm the revised arrangement with the supplier and record its effect on the booking cost.

Travel documents

The traveller receives the relevant ticket, accommodation voucher and supplier information. The approval, supplier confirmation and invoice remain in the trip record. Updated documents are issued when approved changes alter the itinerary, so that the traveller and the client are working from the same arrangement.

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04 SERVICES

Ground transport and group travel

Ground transport, accommodation and event timing must work together. We coordinate these services around the approved itinerary and explain the conditions that affect collection, arrival, changes and the final cost.

Car rental

Car-hire sourcing considers the approved vehicle category, rental period, collection and return locations, and the traveller's requirements. Relevant mileage, fuel, excess and supplier conditions are checked before confirmation. The consultant explains the documents and any security-hold requirements the traveller must meet at collection, as provided by the supplier.

Extensions, early returns and other changes are referred for approval where they affect cost. The revised reservation remains linked to the original booking. Supplier invoices and any subsequent adjustments are checked against the confirmed rental period and the supporting records.

Transfers and coordinated movements

Transfers are arranged around passenger numbers, luggage requirements, collection points and the required arrival time. The confirmation sets out the agreed movement and supplier contact details. For several travellers, we coordinate the itinerary and passenger information so that each movement can be checked against the wider travel plan.

Groups and conferences

We can coordinate venue sourcing, accommodation blocks and related travel for meetings, workshops and delegations. Quotations consider the location, delegate requirements, room configuration, meal arrangements, transport and the relevant deposit or cancellation conditions. Rooming lists and traveller information are updated as the client confirms attendance.

For group arrangements, release dates and decision deadlines are especially important. We record these dates and identify the approvals needed to retain the requested services. Changes are communicated to the affected suppliers and reflected in the travel documents. After the programme, the services actually used are reconciled to the approved arrangements and supporting invoices.

The final scope, supplier selection and commercial terms are agreed for each assignment, allowing the service to reflect the size and purpose of the group.

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05 PROVIDERS

Airline service providers

We source airline options according to the approved route, travel dates, budget and fare conditions. The selection below covers South African carriers available for current booking requirements.

South African Airways	FlySafair
LIFT	Airlink
CemAir	

Historical airline bookings

Comair Limited

Comair is shown as part of our historical airline booking experience. It ceased operations in 2022 and is not offered as a current booking option.

For each booking, we compare the relevant schedule, baggage allowance, change rules and total itinerary cost. Ticketing follows the client's approval and the applicable airline and ticketing-partner arrangements.

Logos identify airline brands. Their display does not imply an exclusive partnership or endorsement. Comair status: liquidators' notice dated 30 June 2022 and the official ticket-holder portal.

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06 PROVIDERS

Hotel and car rental providers

Our accommodation and vehicle sourcing includes the brands below. The selected property or rental supplier is matched to the client's travel policy, destination, approved budget and availability.

Accommodation

Southern Sun	Premier Hotels
City Lodge Hotels	Protea Hotels by Marriott

Car rental

Hertz	Avis	Europcar
SANI SIXT RENT A CAR	BLUU Car Rental	

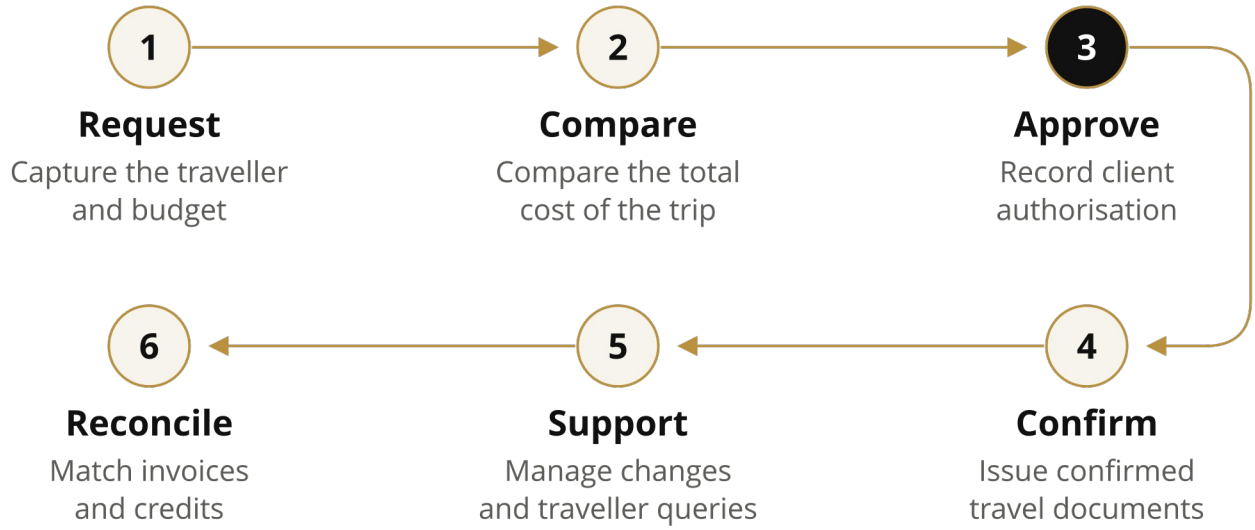
Supplier logos are used for identification. Bookings remain subject to availability, supplier terms and client approval. Trademarks belong to their respective owners.

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07 DELIVERY

How we manage a booking

A consistent booking reference connects the request, quotation, approval, confirmation and financial record. The consultant manages the operational work while the client retains authority over expenditure and policy decisions.



Before confirmation

The request captures the traveller, route or destination, dates, required services, budget, cost centre and decision deadline. The consultant requests missing details, compares suitable options and explains restrictions, inclusions and quotation validity. Written approval and a purchase order, where required, are linked to the selected option before booking.

During and after travel

The traveller receives the confirmed itinerary and relevant tickets or vouchers. The consultant records changes and keeps affected suppliers and client contacts informed. At reconciliation, the approved quotation, booking confirmation and supplier invoice are matched, with discrepancies, credits and refunds followed through to resolution.

A booking that changes remains part of the same record. This preserves the reason for the amendment, the client's approval and the resulting financial adjustment, helping the operations and finance teams understand the complete trip.

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08 CONTROLS

Travel policy and cost control

Cost control begins before a reservation is confirmed. We compare options against the client's policy, required service and complete journey cost, and record the decisions that lead to the final booking.

Compare the complete trip

A useful comparison includes relevant extras and conditions as well as the displayed price. Flight baggage and change rules, accommodation inclusions, local transport and supplier fees may affect the overall cost. Approved or negotiated rates are considered where available. The quotation identifies the relevant terms so that approval is based on the expected travel arrangement.

Record the approval

The booking process records who requested the service, who authorised it and which quotation was accepted. Where required, the purchase order and cost centre are linked to the approved booking. Material changes in price, itinerary or policy compliance are referred to the appropriate approver rather than treated as an automatic extension of the original instruction.

Manage change costs

Cancellation deadlines, deposit conditions and fare restrictions are considered during sourcing. For accommodation and groups, important release dates are recorded. For car hire, the comparison includes the relevant mileage, fuel and excess terms. These details help the client assess the consequences of a change before committing to the revised arrangement.

Close the financial record

After travel, approved services are matched to confirmations and supplier invoices. Differences are identified for resolution, and credits or refunds remain open actions until their status and account treatment are confirmed. Supplier costs and agency fees are presented in accordance with the agreed fee model.

Where savings are reported, the comparison basis is stated. An agreed benchmark, a quoted alternative and a negotiated rate measure different things. Clear definitions allow management to assess the result and compare reporting periods consistently.

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09 SUPPORT

Traveller support

Travel plans can change before departure or while the traveller is away. Our account arrangements establish how requests for assistance are received, who takes ownership and when an issue moves to the account lead or Managing Director.

Routine amendments

The consultant checks the change requested, the original booking conditions and the available alternatives. The client receives the relevant cost and policy implications before an amended service is confirmed. Updated tickets, vouchers and itinerary details are then issued to the affected traveller and client contacts.

Urgent travel issues

For an urgent disruption, the first step is to understand the traveller's location, immediate needs and remaining itinerary. The consultant checks practical alternatives, coordinates with the relevant suppliers and identifies any approval needed. The traveller is kept informed of the confirmed arrangement and the next update.

The duty channel and support arrangements are agreed for the account. The confirmation documents identify the applicable contact route, while the escalation process gives the client a route for unresolved or material service issues. Support expectations are aligned to the agreed service scope and available supplier response.

Handover and continuity

A named backup and a clear handover help maintain continuity when the primary consultant is unavailable. The handover record identifies the booking, its latest status, outstanding decisions, relevant contacts and the next action. This allows another team member to continue the work with the supporting information available.

Follow the issue to closure

Resolving the immediate travel problem may still leave an unused ticket, supplier credit or invoice adjustment to complete. These items remain linked to the booking and are included in the account's action or reporting process. The account lead can review recurring issues with the client and agree practical changes to the workflow.

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10 REPORTING

Reporting and account reviews

A useful travel report explains what was booked, what it cost and what still needs attention. We agree the reporting period, required fields, submission deadline and supporting schedules when the account is established.

Monthly travel reporting

A monthly report can summarise travel activity by service category, department or cost centre, supported by a booking schedule. Supplier charges, agency fees, posted credits and the resulting client cost are shown distinctly where required by the agreed commercial model. This makes the total easier to follow through to the supporting invoices.

The report can record performance against the agreed service measures, including approvals, confirmation timing, amendments, cancellations and outstanding queries. A short commentary explains significant changes and identifies actions for the next period. Measures and reporting definitions are agreed so that results are interpreted consistently.

Progress reporting

A progress report provides the position at a specific date. It is useful for upcoming group movements, active travel programmes or contract reviews where the client needs to know what has been completed and what remains open. The report can show confirmed and pending arrangements, approaching travel dates, forecast expenditure and decisions required.

Each open action has an owner and an expected completion or update date. This gives the client information it can act on while the travel work is still in progress, rather than waiting until the end of the reporting month.

Account reviews

The account review connects operational performance with the client’s priorities. Repeated amendments, unavailable preferred suppliers, invoice queries and unused travel credits can identify areas requiring attention. Agreed actions are recorded and reviewed at the next meeting. Monthly and progress-report formats can be demonstrated and adapted to the contract before service starts.

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11 FINANCE

Lodge card reconciliation

Where a client requires a travel lodge card arrangement, we can agree a reconciliation process around the card provider's statements, authorised travel transactions and the client's financial controls. The mandate and settlement responsibilities are established before the arrangement begins.

Match every transaction

Each supplier debit is matched to its booking reference and supporting documents. Credits are linked to the cancelled or amended service so that the original charge and adjustment can be followed together. Payments and the opening balance are included when reconciling to the statement's closing balance.

The transaction schedule can show the statement date, supplier, booking reference, traveller or authorised identifier, service description, debit, credit and matching status. The supporting references allow the client's finance team to locate the relevant approval, confirmation and invoice without reconstructing the trip.

Resolve exceptions

Where a statement entry does not yet match the available records, it is recorded as an exception. The schedule identifies an owner, the information required and the next action. Missing invoices, unmatched credits, disputed charges and timing differences are therefore visible until resolved.

Separate fees and settlement

Agency service fees are presented according to the agreed fee model. If they are invoiced separately from supplier transactions on the card, the report keeps those amounts distinct while showing how they contribute to the client's total travel cost. The reconciliation also records payments separately from charges and credits.

Provide a clear submission

The completed submission can include a reconciliation summary, transaction schedule, supporting invoice references and an exception or action log. A reconciled statement explains the balance; it does not by itself mean that the balance has been paid. Recording settlement status separately gives the client a clear view of both the travel activity and its remaining financial obligations.

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12 EXPERIENCE

Selected public sector experience

Our documented portfolio includes municipal travel panels and appointments for travel, accommodation and related services. The selection below identifies the supported scope and the associated record. Joint venture appointments are identified expressly.

Client	Documented scope	Contract and record
Mkhondo Local Municipality	Travel agency panel for 24 months. The client reference confirms accommodation services.	MKHO15/2025/26 Appointed 2 February 2026 Reference 16 October 2026
Makhado Local Municipality	Three-year appointment for air travel and accommodation.	Tender 95 of 2023 Appointed 15 February 2024
Greater Letaba Municipality	Travel agency panel for air travel and accommodation over 36 months.	GLM006/2025 Appointed 14 January 2025 Reference 28 March 2025
Greater Giyani Municipality	Travel, accommodation, meals, flights, car hire and foreign exchange over 36 months.	G/G/M/6113/003/2024 Letter 19 February 2024 Reference 31 March 2025
Vhembe District Municipality	Full-time travel solution services over 36 months, with a subsequent completion reference.	VDM/FIN/29/06/2022/01 Appointed 6 October 2022 Reference 27 November 2025
Ramotshere Moiloa Local Municipality	Joint venture offer with Ookame for travel, transport and accommodation arrangements over 36 months.	RMLM SCM2023/24-02B Offer 24 January 2024
Capricorn District Municipality	Travel, accommodation and venue facilities over 36 months.	FIN-SCM16/2024/2025 Appointed 20 November 2024 Reference 20 October 2026
Msukaligwa Local Municipality	Travel agency panel and related booking administration over 36 months.	8/3-44/2022 Appointed 25 April 2023 Reference 19 October 2026

This portfolio describes documented experience across different contract periods. Relevant appointment letters and client references can be provided for procurement evaluation, with the applicable scope, appointed entity and record dates identified.

Portfolio records: Mkhondo B1; Greater Giyani B2; Greater Letaba B3; Capricorn B5; Msukaligwa B8; Vhembe B9; Ramotshere Moiloa F4; Makhado F5.

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13 CLIENTS

Municipal client portfolio

Our municipal portfolio spans travel panels, appointments and related travel services across different contract periods. The logos identify organisations represented in our appointment and client-reference records.

Mkhondo Local Municipality	**Makhado Local Municipality**	**Greater Letaba Municipality**	**Greater Giyani Municipality**
Vhembe District Municipality	**Capricorn District Municipality**	**Msukaligwa Local Municipality**	**Mopani District Municipality**
Sekhukhune District Municipality	**Maruleng Local Municipality**	**Ba-Phalaborwa Local Municipality**	**Molemole Local Municipality**
Ramotshere Moiloa Local Municipality Joint venture with Ookame		**Bushbuckridge Local Municipality** Le Lux and Lebone joint venture	

The portfolio includes direct engagements and the joint ventures identified above. Appointment letters and relevant client references support the scope and period of each engagement.

Client records: B1–B11 and F1–F5 in Lebone's appointment and reference collection. Logos identify the client organisations and do not imply an endorsement or that every contract remains active.

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14 CLIENTS

Departments and public institutions

Our wider public-sector experience includes departmental accommodation, institutional travel and conference-related procurement. The selection below is supported by purchase orders or client-reference records.

Gauteng Department of Health
Sebokeng Hospital
Accommodation procurement
PO 4251194849 · 16 August 2024

Nkangala TVET College
Accommodation for officials
PO 39589 · 11 September 2026

National Consumer Commission
Historical travel coordination
Client reference · 29 October 2026

Limpopo Department of Economic Development, Environment and Tourism
Conference and venue procurement
PO OR-021841 · 27 September 2024

Service records for procurement

Supporting records identify the procuring institution, the service ordered and the relevant dates. These records can be selected for a client's onboarding or tender requirements alongside the company's wider municipal experience.

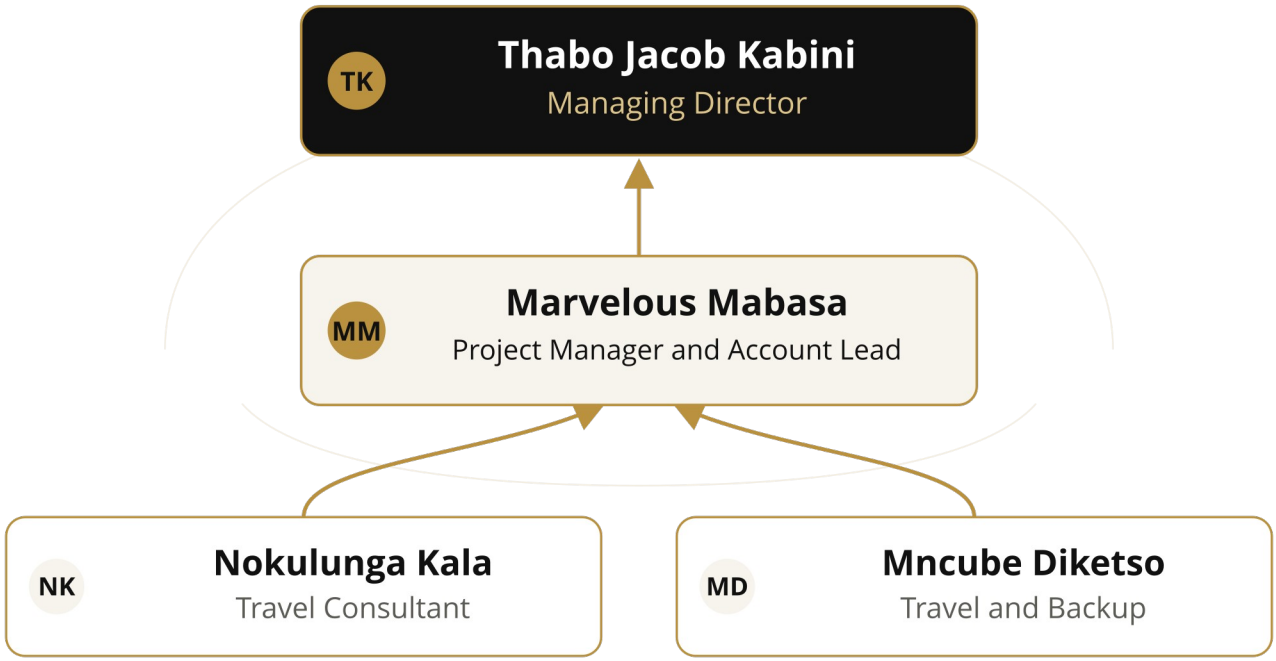
The logos identify documented client and procurement relationships across different periods. Their inclusion does not imply an endorsement or an ongoing contract with every organisation.

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15 PEOPLE

Leadership and account team

Our proposed account delivery structure places management oversight above the account lead and booking team. The final assignment and availability of personnel are confirmed for each contract, together with duty cover and the finance-review responsibility.



Proposed personnel	Qualification
Thabo Jacob Kabini	National N Diploma in Business Management
Marvelous Mabasa	BCom in Tourism Management
Nokulunga Kala	National Diploma in Tourism Management
Mncube Diketso	Certificate in Travel Management

The Managing Director oversees staffing, account delivery, escalations and quality. The Account Lead allocates booking work, coordinates reporting and manages service recovery. Consultants compare options, coordinate suppliers and support itinerary changes.

The account lead maintains the duty roster and backup cover. The Managing Director designates the finance reviewer before service starts. Supporting CVs and qualification records accompany proposals where required.

Team approved by Thabo Kabini on 14 November 2026. Qualifications follow the supplied personnel schedule.

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16 CREDENTIALS

Membership and company records

Clear company and industry records support client onboarding and procurement evaluation. We identify the document relevant to the requirement and provide the applicable evidence alongside the commercial or technical submission.

Empowerment status

Lebone Travel is a B-BBEE Level 1 contributor, as confirmed by the director. The applicable sworn affidavit or certificate forms part of the procurement documentation required for each submission.

ASATA membership

Lebone Travel is an ASATA Travel Member, member number ALG201, with membership recorded from 12 November 2018. The current certificate covers 1 April 2026 to 31 March 2027. Membership evidence can be included with the client's onboarding or tender documents.

Airline ticketing arrangement

Our ticketing documentation includes an agreement with Hansoty Travels dated 21 March 2023. The arrangement provides for ticketing access through the accredited partner. The IATA number associated with Hansoty Travels is 77251145; the accreditation belongs to the partner. The appropriate agreement and partner evidence are supplied for the client's stated requirements.

Procurement documentation

A client's required document pack may include company registration and authority records, ownership evidence, a Central Supplier Database report, tax compliance evidence and the relevant B-BBEE sworn affidavit or certificate. The applicable document format, date and validity are checked against the specific procurement or onboarding requirement.

Where requested, the pack also includes business-premises tenure evidence, a municipal account, directors' address evidence and the specified financial or bank documentation. These records are prepared for the intended recipient and purpose. Sensitive personal and financial information is handled through the appropriate document process rather than included in a general company profile.

Contract requirements

The profile introduces the business and its service approach. The final client agreement defines the service scope, personnel, response expectations, reporting requirements, pricing and supporting documents applicable to the assignment.

Industry records: ASATA membership certificate ALG201 for 1 April 2026 to 31 March 2027; Hansoty Travels ticketing agreement dated 21 March 2023. B-BBEE status: director confirmation, November 2026.

ASATA ASSOCIATION OF SOUTHERN AFRICAN TRAVEL ADVISORS

IATA TICKETING ACCESS via Hansoty Travels IATA 77251145

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17 MOBILISATION

Starting a new account

We begin by agreeing how the client's travel programme will operate. The setup brings the travel policy, authorised contacts, booking process, billing requirements and reporting expectations into one practical service arrangement.

Agree the account requirements

The initial discussion confirms the service scope, travel policy, authorised requesters, approvers, expenditure limits and information required with each request. We identify the client contacts responsible for operational decisions, policy exceptions and financial queries, and agree how these matters will be referred.

Confirm people and standards

The account setup identifies the primary consultant, backup arrangements, escalation route and finance contact. Response expectations are agreed for the types of travel required. Complex international itineraries, group accommodation and urgent changes may need different handling from a straightforward domestic booking. The service arrangement specifies the applicable targets and update expectations.

Set up billing and reporting

Billing requirements are confirmed before the first booking. These include purchase-order references, cost-centre allocation, supporting documents, invoice submission routes and the treatment of credits and refunds. Report fields and review dates are agreed. If a lodge card arrangement is included, reconciliation and settlement responsibilities are documented separately.

Test the process

Before full service begins, a test booking can check the request, approval, confirmation and invoice process. The same exercise can establish how an amendment is authorised and communicated. Any gaps are addressed with the client's nominated representatives, and relevant users receive the confirmed contacts and request instructions.

Review the first period

The first account review checks whether the arrangement works in practice. Feedback from travellers, approvers and finance staff is considered alongside the booking and reporting records. Agreed adjustments are assigned to an owner and reviewed at the next meeting, giving the account a clear route for continued improvement.

18 CONTACT

Contact Lebone Travel

Tell us what your organisation needs to move, where your people need to be and how your travel programme is managed. We will work with your nominated team to define the service scope, approval process, reporting format and commercial arrangement.



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Algamated Lebone Travel Services and Projects

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