

CLAIM FOR SUBSISTENCE, TRAVELLING AND INCIDENTAL EXPENSES

Sutherland visits: R100 per night with an en-route meal allowance of R150 in each direction, no vouchers required. Other visits in SA: Breakfast-R120, Lunch-R178, Dinner-R250, meal vouchers **must** be provided.

1. Name _____ Staff no.

Address:

Purpose of trip (full details) _____


Dates of trip _____

2. SUBSISTENCE (Meals) / INCIDENTAL / AD HOC EXPENSES

NB - ATTACH SUPPORTING VOUCHERS

Date	Place	Nature of expenditure	Account number	Cost Centre	Amount	
					R	c
Subtotal :Subsistence						

3. TRANSPORT CLAIM: PRIVATE VEHICLE : R4.84 PER KM (Travel policy section 11.4 copy of google maps to be provided)

Date	Departure/Destination	Nature of Duty	Distance	Account number	Cost Centre	Amount		
						R	c	
Total km:				Subtotal: Transport claim				
					TOTAL OF CLAIM:			
					LESS ADVANCE:			
					 BALANCE:			

4. DECLARATION BY CLAIMANT: I declare that the above expenses were necessarily incurred in the course of my official duty

CLAIMANT _____ 2024/	Grant Holder approval _____ 2024
DoA Approval _____ 2024/	CHECKED BY _____ 2024/