

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-R170, Dinner-R190, meal vouchers **must** be provided.

1. Name VA McBride Staff no. 3204071

Address: 35 Royal Avenue, Hout Bay

Purpose of trip (full details) Hard disks x2 as data backup for Vanessa & Gideon de Beer


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
22-07-2023		2x Transcend 1 TB hard drives		R M C B	2598	00
Subtotal :Subsistence					2598	00

3. TRANSPORT CLAIM: PRIVATE VEHICLE : R4.64 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:		2598	00

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

CLAIMANT <u>VA McBride</u> 2023	Grant Holder approval _____ 2023
DoA Approval <u>SBPatto</u> 26 July 2023 2023	CHECKED BY _____ 2023