

CLAIM FOR SUBSISTENCE, TRAVELLING AND INCIDENTAL EXPENSES

NB: No subsistence allowance is permitted. Actual expenditure for meals will be reimbursed - **slips must be provided.** The ceiling amounts are R110 for Breakfast; R340 for Lunch and Supper.(Travel policy section 13.11)
Gratuities/tips including tips for porters are for the account of the traveller.(Travel policy section 9.2)


1. Name Daniel Cunnama	Staff no.3204066
Address: 11 Newark Road Kenilworth	
Purpose of trip (full details) New Keyboard and Mouse	
Dates of trip	

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

NB - ATTACH SUPPORTING VO

Date	Place	Nature of expenditure	Account number	Cost Centre	Amount
					R
22/04/2025		Keyboard and Mouse	2 6 3 2 0	S E N G	745.00
Subtotal :Subsistence					745.00

3. TRANSPORT CLAIM: PRIVATE VEHICLE : R3.61 PER KM (Travel policy section 11.4)

Date	Departure/Destination	Nature of Duty	Distance	Account number	Cost Centre	Amount
						R
Total km:				Subtotal: Transport claim		
				TOTAL OF CLAIM:		745.00
				LESS ADVANCE:		
				 BALANCE:		745.00

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

CLAIMANT	22/04/2025	Grant Holder approval	2025
DoA Approval	22/04/2025	CHECKED BY	2025