

## 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) Podcast Stickers	
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
16/05/2025		Podcast Stickers		S E N G	1,494.31
Subtotal :Subsistence					1,494.31

### 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:	1,494.31
	LESS ADVANCE:	
	 BALANCE:	1,494.31

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

CLAIMANT	 16/05/2025	Grant Holder approval	2025 
DoA Approval	 16-5-2025 2025	CHECKED BY	2025