

**POLOKWANE MUNICIPALITY**  
**CLAIM FORM: SUBSISTENCE AND TRAVEL COSTS**  
**EFFECTIVE 1<sup>ST</sup> JULY 2018**

CLAIMED BY:		PERS NO.	
DESIGNATION:			

Contact Details: Internal Phone Extension: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

DESTINATION:	
PURPOSE OF VISIT*:	

\*ATTACH ALL RELEVANT DOCUMENTS

VEHICLE DETAILS				
Cm <sup>3</sup>	PETROL / DIESEL	MAKE / MODEL, CATEGORY & DETAILS	YEAR OF MANUFACTURE & PURCHASE PRICE	
DEPARTURE FROM HQ		ARRIVAL AT HQ		AMOUNT
DATE	TIME	DATE	TIME	
				(                    )
EXPENDITURE DESCRIPTION:		RATE:	QUANTITY:	
Day away		R128.00		
Day abroad (PAYE-GEN-01-G03-A02 -)		<i>(Applicable to the relevant country)</i> .....		
*Breakfast		R120.00		
*Lunch		R120.00		
*Dinner		R150.00		
* The above rates are applicable only where accommodation is arranged by Council but meals are not provided for in the package.				
Overnight Allowance: Own booking (D,B&B incl)		R679.00		
KM DISTANCE:				
In all instances amounts exceeding the above must be supported by proof of actual payments/documentations or else ONLY the amounts reflected will be paid.				
PARKING:		(Will be paid on submitting proof of payment)		
TOLL FEE:		(Will be paid on submitting proof of payment)		
SUB TOTAL				
(LESS ADVANCES):				
<b>TOTAL:</b>				
COST CODE:				
UNIQUE KEY:				
COUNCIL RESOLUTION				
SIGNATURE OF APPLICANT			DATE	

**APPROVAL TO UNDERTAKE OFFICIAL VISITS & AUTHORISATION OF PAYMENT**

APPROVED BY SBU MANAGER		DATE	
FOR ALL STAFF = APPROVED BY DIRECTOR		DATE	
FOR DIRECTOR = APPROVED BY MUN MANAGER		DATE	
FOR MM & COUNCILLORS = APPROVED BY EXEC MAYOR		DATE	

S&T Policy as per CR 19/06/2008 [CR\70\06\08]

Please attach (a) prior principle approval for trip, (b) agenda / purpose of trip and (c) attendance register(s)

# 544761- V1 dated 28/02/2018