POLOKWANE MUNICIPALITY
CLAIM FORM: SUBSISTENCE AND TRAVEL COSTS
EFFECTIVE 1ST JULY 2018

CLAIMED BY:  
PERS NO.

DESIGNATION:

Contact Details: Internal Phone Extension:  Mobile Number:

DESTINATION:
PURPOSE OF VISIT*:

*ATTACH ALL RELEVANT DOCUMENTS

VEHICLE DETAILS

<table>
<thead>
<tr>
<th>Cm³</th>
<th>PETROL / DIESEL</th>
<th>MAKE / MODEL, CATEGORY &amp; DETAILS</th>
<th>YEAR OF MANUFACTURE &amp; PURCHASE PRICE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEPARTURE FROM HQ</th>
<th>ARRIVAL AT HQ</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>TIME</td>
<td>DATE</td>
</tr>
</tbody>
</table>

EXPENDITURE DESCRIPTION:  RATE:  QUANTITY:
Day away  R128.00

Day abroad (PAYE-GEN-01-G03-A02 -)  (Applicable to the relevant country)

*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):

TOTAL:

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