



Province of the  
**EASTERN CAPE**  
SOCIAL DEVELOPMENT

# **SUBSISTENCE AND TRAVEL ALLOWANCE POLICY**

**POLICY REGISTRATION NO: 2015 - 11**



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## DEFINITIONS AND TERMS

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

<b>i. ACCOUNTING OFFICER</b>	The Head of the Department of Social Development.
<b>ii. CFO</b>	Chief Financial Officer referred to in Chapter 2 of the National Treasury Regulations
<b>iii. DELEGATED OFFICIAL</b>	An official who has been delegated powers or instructed to perform duties assigned by the Accounting Officer;
<b>iv. SPECIAL DAILY ALLOWANCE</b>	An allowance payable to compensate for incidental expenses where actual expenses are claimed.
<b>v. FIXED DAILY ALLOWANCE</b>	An allowance payable in circumstances where actual expenses are not claimed.
<b>vi. INCIDENTAL EXPENSES</b>	The expenditure in respect of tips for tables, reading matter, private telephone calls and refreshments which do not form part of meals;
<b>vii. HEADQUARTERS</b>	The city, town or place where the principal duties an official has to perform or which may be indicated as his/her location on his/her job description;
<b>viii. OFFICIAL DUTY</b>	Official absence from headquarters on official business as authorised by his/her department;

<b>ix. HOME</b>	Refers to a place where an official resides daily.  This will include: rented accommodation; boarding; residence that is registered in an official's name, whether single, with his/her spouse or life partner and where an official resides daily; and residence that is not registered in the official's name but where he/she resides daily with his/her parents, family or friends.
<b>x. ADVANCE</b>	A payment received prior to actual expenditure incurred and is only applicable to official visits abroad.

## ACRONYMS

<b>i. MEC</b>	The Member of the Executive Council
<b>ii. COO</b>	Chief Operations Officer
<b>iii. GM</b>	General Manager
<b>iv. DPSA</b>	The Department of Public Service and Administration
<b>v. EFT</b>	An Electronic Funds Transfer
<b>vi. SCM</b>	Supply Chain Management
<b>vii. BAS</b>	Basic Accounting system
<b>viii. S&amp;T</b>	Subsistence and Travel

## LEGISLATIVE FRAMEWORK

**The following are pieces of legislation underpinning this policy:**

- i. Public Finance Management Act, 1999 (Act no. 1 of 1999) Section 38(1)(a)(b)(c); 45(a)(b)(c)(d)
- ii. Treasury Regulations, 2005 as amended, Part 4 Chapter 8; Part 7 chapter 17.1.1
- iii. Public Service Act 3 of 1994
- iv. Public Service Regulations, Chapter 1/Part V
- v. PSCBC Resolution 3 of 1999, 7 of 2000 Part XI and Part XI
- vi. Financial Manual (Revised Annually by DPSA)
- vii. Ministerial Handbook, Chapter 3
- viii. Guidelines issued by the Department of Public Service Administration
- ix. Instruction Notes issued by the Provincial Treasury

## 1. PREAMBLE

1.1 The department of Social Development is required by legislation and regulation to provide measures for management of travel and subsistence allowance for employees. In an effort to combat the inconsistency in the management of claims, authorization, validation, verification and processing within the department, which duly create negative impact both on the official concerned as well as the department as there is a risk of over/underpayment which cannot be recovered or refunded within the relevant or specific period. With due consideration to fairness and reasonableness, as well as practicality, subsistence allowance must be cost efficient and economically justifiable.

1.2 The policy seeks to provide clear guidelines and framework on travelling and subsistence allowance which will therefore bridge the gap and curb these inconsistencies, as supervisors and/or line managers will be required to follow the guidelines and processes as stipulated in this policy. Therefore the policy will ensure that there are no unnecessary delays regarding the reimbursement of expenses incurred by the relevant official who in terms of their operations are required to perform duties away from their normal place of work.

## 2. PURPOSE

- a) The purpose of this policy is to provide procedures, rules, regulations and guidelines with regards to the reasonable expenditure that may be claimed by an employee when he/she is away from headquarters on official business and to ensure ongoing improvement of operational practices.
- b) Compliance with Section 45(b) and (c) of the Public Finance Management Act which places onus on each employee within the Department to take responsibility for effective, efficient, economical and transparent use of financial and other resources within the employee's area of responsibility.

## 3. SCOPE OF APPLICABILITY

- a) This policy is applicable to all employees of the Department of Social Development that are employed in terms of the Public Service Act of 1994 as amended who are required to perform official duties away from their normal place of work locally and/or abroad.
- b) The policy also applies to non-employees of the department who have been invited to attend interviews in the Department of Social Development

## 4. PRINCIPLES AND VALUES

- a) The employer may meet reasonable costs incurred by an employee whilst on official duty away from his/her headquarters according to the applicable rates as prescribed by the Department of Public Service and Administration and regulated by this policy.
- b) If an employee takes an official journey that violates this policy, the department may compensate the employee none or part of the cost.
- c) The department shall seek to find the most cost effective way of meeting its obligation within reasonable measures at all times.
- d) All stakeholders should be accountable in the implementation of this policy.
- e) Any claims found to have been fraudulently made shall be investigated further and any amounts will be recovered in full directly from the official concerned.

## 5. POLICY STATEMENT

The Department of Social Development commits to maintain proper, efficient, effective subsistence and travelling management controls through the policy directives contained herein. The subsistence and travel allowance is intended to reimburse an employee for actual and/or reasonable living and travelling expenses necessarily incurred by him or her whilst performing official duties away from headquarters. It is not intended to entertain, compensate an official for any discomfort and/or enriching an employee.

### 5.1 GENERAL REQUIREMENTS

- a) Where an official has undertaken official trip away from headquarters as stipulated above, he/she must submit his/her claim within two (2) months of incurring expenditure.
- b) Claims that are older than two (2) months shall be considered based on the approval from the Head of Department with clear motivation and recommendations by the relevant Responsibility Manager and Programme Manager as per Section 38(1) (a) of the Public Finance Management Act, 1 of 1999.

## 5.2 COMPENSATION FOR EMPLOYEES AWAY FROM HEADQUARTERS FOR A PERIOD LESS THAN 24HRS

- a) Actual expenditure may be claimed in respect of meals provided that it is reasonable and supported by actual expenditure receipts. Maximum amounts payable in respect of meals (Breakfast, Lunch and Dinner) shall be determined according to the applicable rates as approved by the Head of Department.
- b) An employee may claim for breakfast provided that he/she has left his/her home or headquarters before 6:00 am. This excludes officials whom the department has made arrangement for accommodation which includes breakfast.
- c) An official who is away from his/her headquarters for official purposes between 12:00 and 17:00 and has travelled more than 60 km being a single trip shall be entitled to claim for lunch according to the maximum applicable rates. Where an official is attending a course or workshop or planning session where lunch is provided, she/he shall not be entitled to claim actual expenditure.
- d) An official may claim for dinner on submission of proof of actual expenses incurred whilst away from his/her headquarters for official purposes provided that he/she has returned to his/her home after 20:00.
- e) An official whose accommodation includes breakfast, lunch and dinner as arranged by the department, may not claim actual expenses incurred on meals.
- f) An official may not claim expenses of more than two (2) tea/beverages per meal or expenses incurred in respect of tea/beverages for a relative or a friend.
- g) An official may not claim for more than three (3) meals per day or expenses incurred in respect of meals for a relative or a friend and all three meals are limited maximum applicable rates.
- h) An official may also be reimbursed for the out of pocket expenses e.g. parking fees, toll fees and bus fares and must be accompanied by the appropriate receipts, otherwise reimbursement of such expenses cannot be made.

- i) Copies of the receipts must be attached to the claim form together with the original receipts for auditing purposes so as to verify the authenticity of the claim as original receipts fade after a while.
- j) In cases where there are no receipts issued e.g. remote areas or where an official buys prepared food from a street vendor, reimbursement shall be based at half the applicable maximum amount.

### 5.3 COMPENSATION FOR EMPLOYEES WHO ARE AWAY FROM HEADQUARTERS OVERNIGHT AND FOR A PERIOD LONGER THAN 24HRS

- a) An official that is away from his/her headquarters whilst performing official duties but residing at his/her home cannot claim special daily allowance or fixed daily subsistence allowance.
- b) Officials using private accommodation instead of hotels or other types of accommodation through the SCM procurement processes when away on official duties shall be reimbursed at the **fixed daily subsistence allowance** rate payable in circumstances where actual expenses are not claimed as prescribed by the DPSA provided that a sworn affidavit is attached with the claim.
- c) For officials where accommodation has been provided by the department, the **special daily allowance** to compensate for incidental expenses may be claimed but is limited to a maximum allowance as determined by DPSA. Allowance payable in these circumstances is revised by DPSA with effect from 01 April annually.
- d) An additional meal, beverages, newspapers, magazines, private telephone calls, alcoholic beverages, tips, etc. shall be at the expense of the official and not the department.
- e) Expenses in respect of laundry excluding dry cleaning may be claimed where the trip is more than three (3) continuous days and the amount claimed must be supported by substantiating documentation with stamp.
- f) In cases of emergencies where normal procurement processes are not feasible and/or where an official cannot arrange their own private accommodation, actual expenditure may be reimbursed for accommodation expenses provided that there is written approval from the Head of Department with a copy of the receipt/ invoice attached to the claim.

## 5.4 ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC OF SOUTH AFRICA

5.4.1 An official, who is required to travel abroad on official purposes on approval by the Premier and/or Director-General, may apply for an advance before the trip is undertaken according to the maximum rates as stipulated in the Financial Manual. Any deviation with valid reasons from the calculated amount will only be approved by the Head of Department

5.4.2 When expenditure on accommodation is solely met from public funds an official is compensated on the following basis:

- a) In the case of official visits to the countries listed in the Financial Manual
  - (i) The reasonable actual expenses in respect of accommodation, dry cleaning and laundering, and
  - (ii) A special daily allowance to compensate for the employee's three meals (breakfast, lunch and dinner) and incidental expenses (e.g. reading matter, private telephone calls, soft drinks which do not form part of meals, etc.)
- b) In the case of official visits to the countries not listed in the Financial Manual
  - i. The reasonable actual expenses in respect of accommodation, dry cleaning and laundering
  - ii. The reasonable actual costs of three meals; and
  - iii. A special daily allowance, equal to the special daily allowance for local visits when actual expenses are claimed, to defray incidental expenses (reading matter, private telephone calls, soft drinks which do not form part of meals, etc.).
  - iv. The amounts set out in Annexure A of the financial manual shall be maximum amounts that are applicable to employees travelling abroad. Therefore when accommodation expenditure and related expenses are solely or partially sponsored by a donor or sponsor, or where part of the meals (e.g. breakfast, included in hotel accommodation expenses) is paid by the Employer, the payment of a reduced special daily allowance shall be calculated as follows:

- 1) Incidental Expenses (15%)
  - 2) Breakfast (20%)
  - 3) Lunch (20%)
  - 4) Dinner (45%)
- v. On return from the trip, an official must within 7 days, submit a subsistence claim to salaries section with the original receipts and/or invoices in support of the expenditure incurred during the official visit abroad in order for the advance payment to be reconciled and settled within 30 days in terms of the PFMA.
- vi. Where an advance payment is less than the expenses incurred, an official must provide valid reasons which may only be considered and approved by the Head of Department before he/she can be reimbursed.
- vii. Where an advance payment is more than the actual expenses claimed, the difference must be paid back immediately with the claim. In the event that the difference is not settled, the amount shall be deducted in accordance with the Departmental Debt Management Policy.
- viii. When a claim is presented for settlement, only original receipts shall be accepted. Where an invoice or receipt is lost, a new invoice/receipt must be requested from the creditor/supplier stating that it is a copy. No faxes or copies are allowed. No affidavits shall be accepted.

## **5.5 ACCOMMODATION ON OFFICIAL JOURNEYS OUTSIDE THE REPUBLIC OF SOUTH AFRICA FOR EXECUTIVE AUTHORITIES**

Travel of the Executing Authority shall be dealt with in terms of the Ministerial Handbook.

## **5.6 INTERVIEW EXPENSES**

- a) A candidate shortlisted and invited for an interview in the department who is not an employee of the department shall be compensated for accommodation expenses if his/her travelling cannot be for one day provided that prior arrangement has been made through the relevant HR office.

- b) Where private accommodation was used, a maximum amount as determined by the DPSA may be reimbursed provided that prior arrangement has been made through the relevant HR office.
- c) Travelling expenses may be reimbursed according to the engine capacity of the motor vehicle as determined by the Department of transport for kilometers travelled in cases where private vehicle was utilized.
- d) Where public transport was used e.g. bus, taxi or any other form of public transport taking into consideration the most cost effective means of travel, original receipts must be attached and/or confirmation from the relevant taxi association where receipts are not available in case of mini bus taxi.
- e) Where there is no proof of expenditure incurred in the form of receipts and/or tickets e.g hitch hiking, the department will not be liable to reimburse a candidate.
- f) The chairperson must obtain written approval from the relevant Senior Manager and/ or Program Manager before a candidate may be reimbursed for interview expenses.

## **5.7 USE OF OWN PRIVATE VEHICLE**

- a) If an official is required to perform official duties and no “Government Vehicle” is available, prior approval must be obtained by the official from the Head of Department indicating that no government vehicle was available at the time.
- b) Where an official is a member of the Middle Management Service and has structured for his/her car allowance, prior -approval from the Head of Department shall not be required.
- c) Where an official has to continuously utilize his/her privately owned vehicle and has not structured for his/her car allowance due to reasons beyond an official's control, prior approval by the Head of Department must be obtained.
- d) Total official kilometers travelled shall be reimbursed based on the engine capacity of the vehicle used according to the rates as determined by the Department of Transport. The rates applicable shall be reviewed monthly and may be obtained from the department's website: [www.transport.gov.za](http://www.transport.gov.za)

- e) An employee shall generally take responsibility for costs of commuting to work.
- f) Where an employee proceeds on an official journey directly from home or returns directly to his/her home, the official mileage should be calculated by reference to the lesser of:
  - 1) the distance from home to the destination;
  - 2) and the distance from headquarters to the destination
- g) Any costs incurred in the form of fines, e.g. traffic fines and parking tickets for transgressing the traffic regulations, will be borne by the affected official.
- h) All Programme Managers shall be responsible for managing and monitoring the travelling by officials in their respective components to ensure efficiency in the utilization of budget allocated.
- i) All members of the Senior Management Service shall be required in terms of the SMS Handbook to use their privately owned vehicle for all official trips.

## **6. AUTHORITY TO APPROVE**

The Head of Department and the Member of the Executive Council have the responsibility to approve this policy.

## **7. ADMINISTRATION OF THE POLICY**

Expenditure Management Directorate and Finance officials at District offices shall be responsible for the administration and enforcement of the policy.

## **8. ACCOUNTABILITIES AND RESPONSIBILITIES**

**The following are roles and responsibilities of the following stakeholders:**

### **8.1 Applicant**

- a) Ensure that all the relevant fields are completed and all relevant supporting documents are attached.

- b) Ensure that the claim is submitted according to the prescribed time frames.

## **8.2 Line Managers**

- a) To ensure that the claim is valid and supported by verifiable supporting documents
- b) To provide confirmation that the trips were undertaken by the applicant
- c) Certify the claim (z43) for employees from level 1-10

## **8.3 Responsibility Managers**

- a) To approve the subsistence and travel allowance as per Supply Chain Management Delegations.
- b) To ensure that the official kilometers travelled are not inflated
- c) To ensure that the funds are available for the payment of the claim
- d) Approve the claim (z43) for employees from level 1-10 and certify the claim for all level 11-12

## **8.4 General Managers**

- a) Approve the claim (z43) for all level 11-12 and Annexure C for level 13.
- b) To ensure that the official kilometers travelled are not inflated

## **8.5 Programme Manager**

- a) To approve the subsistence and travel allowance as per Supply Chain Management Delegations.
- b) To ensure that the funds are available for the payment of the claims

## **8.6 Head of Department**

- a) To approve the subsistence and travel allowance as per Supply Chain Management Delegations.

- b) Approve the claims (Annexure C) for All General Managers, Chief Financial Officer, and Chief Operating Officer.
- c) To approve the use of privately owned vehicle by an employee between salary level 1-10 and all MMS members who have not structured for car allowance.
- d) To approve any deviation from the provisions of this policy.

### **8.7 Member of the Executive Council**

- a) To approve the official journeys outside the Republic of South Africa when the invitation and/or authority has been granted by the Director General.
- b) To approve the petrol claim for Head Of Department

### **8.8 Salary Administration and Finance at District Office**

- a) To ensure effective implementation of this policy
- b) To verify the accuracy of calculations and to process the payment upon approval recommendation by pre-Audit.

### **8.9 Pre-Audit Unit**

To check accuracy, completeness validity of the claim before recommending for processing.

## **9. EFFECTIVE DATE OF THE POLICY**

This policy will be effective from the date of its approval.

## **10. PROCEDURES FOR IMPLEMENTATION**

- a) Salary administration unit receives the completed subsistence and travel allowance claim with supporting documents from the relevant official and record it in the incoming register and verifies the calculations and attachments necessary for the processing of the claim and sends to Pre-Audit for further verification.
- b) When the claim is recommended by the Pre-Audit unit for processing, it is captured by

capturer, approved by the reviser and authorized by the authorizer on the persal system within three (3) days.

- c) There are two supplementary runs per month, the first supplementary run is processed on the first Wednesday of the month and the second supplementary run is processed on the third Wednesday of the month. Claims are to be submitted no later than two days before each supplementary run is processed. The processed claim on each supplementary run will be paid not later than five (5) days.
- d) The employee applying for the S&T allowance must complete the Persal Subsistence & Travelling Claim. For the re-imbusement of official kilometers, MMS and SMS members must complete the (Z43) form and Annexure C respectively.
- e) An employee must, within two(2) months of incurring expenditure submit a claim to the relevant salaries office and following supporting documents must be attached with each claim submitted:
  - i. Signed Weekly Plan/ Itinerary where applicable
  - ii. Memorandum and/or Invitation
  - iii. Copy of the order with quotation and hotel bill (not applicable to petrol claim)
  - iv. Attendance register
  - v. Confirmation letter signed by the relevant supervisor (**Non SMS Members**)
  - vi. Original receipts where applicable/Sworn Affidavit
  - vii. Prior approval from Head of Department for the use of privately owned vehicle
  - viii. Proof of available funds (Bas expenditure report)
  - ix. Applicable fuel tariffs as provided by the Department of Transport
  - x. Proof of engine capacity in the case of petrol claim

## 11. MONITORING MECHANISMS

- a. The Head of Department shall be responsible for the continuous administration and monitoring of this policy and any inputs or amendments to this policy documents can be directed to him/her (HOD) in writing.

- b. Salary Administration unit shall before each supplementary run ensure that all claims submitted conform to the provisions of this policy.
- c. Compliance to the policy shall be monitored through quarterly visits to the districts.

## 12. REVIEW OF THE POLICY

This policy will be reviewed when the need arises e.g. change in legislation or national mandate has been given or after three (3) years from the date of its approval.

## 13. POLICY RECOMMENDATIONS AND APPROVAL

Recommended/Not Recommended	
	
Head of Department: Dept. of Social Development & Special Programmes	
Approved/Not Approved	
	
Member of the Executive Council Dept. of Social Development & Special Programmes	
	<u>2015/01/30</u> Date
	<u>1/02/2015</u> Date

# APPENDICES

## Annexure A: S&T Claim Form

PERSAL																			
SUBSISTENCE & TRAVELING CLAIM																			
DEPARTMENT <b>S O C I A L D E V E L O P M E N T</b>										Date Stamp									
Claim No: <input type="text"/>					Captured by: <input type="text"/>														
ADVANCE TAKEN <input type="checkbox"/> YES <input type="checkbox"/> NO					Date Captured: <input type="text"/>														
															Authorised by: <input type="text"/>				
AMOUNT R <input type="text"/>					Date Authorised: <input type="text"/>														
Office From: <input type="text"/>																			
CLAIMED BY:																			
Surname & initials <input type="text"/>																			
PERSAL No: <input type="text"/>																			
CLAIM DESCRIPTION:																			
Description: <input type="text"/>																			
Period from <input type="text"/>					Period to: <input type="text"/>														
Reference No: <input type="text"/>																			
ALLOCATION:																			
MARK WITH: X	PERSAL CODE	DESCRIPTION (Persal function #5.3.11)	DESCRIPTION (Persal function #5.3.1)	SARS CODE	AMOUNT														
<input type="checkbox"/>	0 4 3 6	S & T Allowance not exceeding amount set by SARS		3 7 0 5	<input type="text"/>														
<input type="checkbox"/>	0 4 4 3	S & T Allowance exceeding amount set by SARS		3 7 0 4	<input type="text"/>														
<input type="checkbox"/>	0 4 4 4	S & T Overseas: Exceeds amount set by SARS		3 7 0 4	<input type="text"/>														
<input type="checkbox"/>	0 4 6 2	S & T Actual expenditure (Accommodation & meals)		n/a	<input type="text"/>														
<input type="checkbox"/>	0 4 6 3	S & T General Public Transport Expenditure		n/a	<input type="text"/>														
<input type="checkbox"/>	0 4 6 4	S & T Parking Expenditure		n/a	<input type="text"/>														
<input type="checkbox"/>	0 4 6 5	S & T Toll fees		n/a	<input type="text"/>														
<input type="checkbox"/>	0 4 6 6	S & T Telephone costs		n/a	<input type="text"/>														
<input type="checkbox"/>	0 4 6 9	Travel allowance >8000km's		3 7 0 2	<input type="text"/>														
<input type="checkbox"/>	0 4 7 0	Travel allowance <8000km's		3 7 0 3	<input type="text"/>														
<input type="checkbox"/>	0 4 7 3	S & T Overseas: Not exceeds amount set by SARS		3 7 0 5	<input type="text"/>														
<input type="checkbox"/>	0 4 7 6	S & T Actual Foreign expenditure (Accommodation & meals)		n/a	<input type="text"/>														
<input type="checkbox"/>	0 4 4 6	Resettlement		n/a	<input type="text"/>														
<input type="checkbox"/>	0 0 4 3	S & T Allowance exceeding amount set by SARS		n/a	<input type="text"/>														
		ADVANCE: S & T		n/a	<input type="text"/>														
CERTIFICATE																			
I hereby certify that I was actually and necessarily employed travelling or detained on public service during the period(s) stated above, that the charges are in accordance with the authorised rate and that the incidental expenses have been actually and necessarily reimbursed.																			
Total Claim: R <input type="text"/>					PERSAL TRANSACTION: <input type="text"/>														
APPLICANT			APPROVED IN ACCORDANCE WITH TREASURY REGULATIONS (SCM Delegations)				PRE-AUDIT APPROVAL												
Signature: Applicant		Rank	Signature: Programme Manager		Rank														
Surname & Initials (Block letters)		Date	Surname & Initials (Block letters)		Date														



**Annexure B: Z43 Claim Form**

		Province of the <b>EASTERN CAPE</b> SOCIAL DEVELOPMENT & SPECIAL PROGRAMMES			81/11522 (Z 43)	
<b>CLAIM IN RESPECT OF OFFICIAL JOURNEYS UNDERTAKEN BY PRIVATELY OWNED MOTOR TRANSPORT</b>						
Claimed by (in block letters)			Department of			
Rank			Persal Number			
Address (to which warrant voucher must be sent)			Month			
Headquarters			for Accountant			
			Claim No.			
DESCRIPTION OF VEHICLE						
Make and model	Year of manufacture	Type (motor-car, motor cycle, scooter, etc)	Registration number	Engine swept volume group in cm <sup>3</sup> Fuel type		
SUMMARY OF JOURNEYS UNDERTAKEN AND CLAIM FOR ALLOWANCE (For details see reverse)						
						For Accountant
	Kilometres travelled (Col.9)	Taffiff per kilometre	Amount		Allocation	Code
			R	c		
Kilometre allowance						
*Passenger allowance						
*Garaging and parking						
*Not applicalbe in the case of motor cycles and scooters		<b>Total</b>				
I certify that I was required to perform the travelling claimed for on official duty and that the allowances claimed are in accordance with the rates authorised in respect of my motor-car/motor cycle/scooter and that the passengers were actually and necessarily conveyed on official business.						
Signature of claimant			Date			
CERTIFIED CORRECT			APPROVED			
Surname & Initials			Surname & Initials			
Rank			Rank			
Head of Branch/Office			Head of Department			
Date			Date			
<b>PRE-AUDIT APPROVAL</b>			Calculations verified by: Salaries			
			Signature			
			Name			
			Rank			
			Date			



# ANNEXURE C: SMS CLAIM FORM

## CLAIM IN TERMS OF PSCC D.1/4.4.6

- A. **DETAILS OF CLAIM** :
- 1. **Name** :
- 2. **PERSAL/Salary No.** :
- 3. **Make and Model of Vehicle** :
- 1. **Vehicle Registration Number** :
- 4. **Engine Capacity/Fuel Type** :
- 5. **Official Kilometres covered during period:** \_\_\_\_\_
- 6. **Month** \_\_\_\_\_ **Tariff:** \_\_\_\_\_
- 7. **Amount of Claim (Km x Tariff):** R \_\_\_\_\_

(Sections B and C Below must be completed)

### B. **DECLARATION**

I certify that the above details are correct.

-----

**SIGNATURE OF CLAIMANT  
RANK:**

-----

**DATE**

**PRE-AUDIT APPROVAL**



