



**NDLAMBE MUNICIPALITY**

**CLAIM FOR TRAVELLING & SUBSISTENCE EXPENSES**

NAME OF CLAIMANT : \_\_\_\_\_

ATTENDING : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VOTE : \_\_\_\_\_ FUNDS AVAILABLE : Y / N

AUTHORITY : Council Minute No. \_\_\_\_\_ Date : \_\_\_\_\_

\*MODE OF TRAVEL : 

Bus	Own Car	Air	Municipal Transport
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 \*(MARK APPLICABLE)

	R	c
Officials driving subsidised vehicles and Councillors receiving a travelling allowance; <u>Kilometres</u> : _____ @ _____ cents per kilometres =	.....	.....
All other officials using private vehicles; <u>Kilometres</u> : _____ @ _____ cents per kilometres =	.....	.....
<u>Airfare</u> : Single = R _____ Return = R _____ =	.....	.....
<u>Taxi Fare</u> : To _____ from _____ =	.....	.....
<u>Bus Fare</u> : To _____ from _____ =	.....	.....
<u>Date Left</u> : _____ <u>Time Left</u> : _____		
<u>Date Returned</u> : _____ <u>Time Returned</u> : _____		
<u>Number of days away</u> : _____ days @ R _____ per day =	.....	.....
<u>Car Hire</u> : (Quotations attached)	.....	.....
<u>OTHER</u> : _____	.....	.....
<b>TOTAL CLAIMED</b> : .....R		

CERTIFIED CORRECT

\_\_\_\_\_  
 COUNCILLOR/OFFICIAL      BUDGET OFFICE      MUNICIPAL MANAGER  
 OR DELEGATED OFFICIAL