

UNIVERSITY OF STELLENBOSCH

APPLICATION FOR COMPENSATION OF TRAVELING COSTS

Send application to Transport Services, Room 101 for approval and then to Financial Dept. Reimbursement of private transport claims must be done within three (3) months of the actual trip and will be strictly enforced from 1 January 2016 (see policy).

Applicant Prof/Dr/Mr/Mrs/Ms/Miss		Personnel- or Student Nr.		Department / Division	
Type of Vehicle e.g. Volkswagen (VW)		Engine capacity e.g.. 1600		Year e.g.2000	Model e.g.Jetta

DATE	DESCRIPTION OF TRIP: depart to destination (E.g. Stb – Airport – Stb)	PURPOSE OF TRIP	KILOMETERS						
/ /20....			km						
/ /20....			km						
/ /20....			km						
<p align="center">TARRIFFS:</p> <p>In terms of the tax laws an employee who does not receive a monthly transport/travel allowance permitted to claim at most R3.61 per km since 1 March 2018, up to a maximum of 8 000 km per year, tax free. Claims amounting to more than R3.61 per km mean that the total claim becomes taxable and not only the portion above R3.61 per km. Claims from employees who do receive a transport/travel allowance, including those amounting to less than R3.61 per km, are fully taxable. In view of this, it would in most cases not be advisable to claim more than R3.61 per km. For more tariffs see: www0.sun.ac.za/voertuigvloot/travellingclaims</p>			TOTAL: KILOMETERS TRAVELLED						
Engine volume	Sedan	Pick Up	Bus	M/cycles	DEFRAY	Cost Centre:		Tariff per km	
Tot 1250	2.50	2.21	3.37	1.20		Account:		Total: Compensation in R	
1251-1550	3.12	2.82	3.37	1.71		Project:			
1551-1750	3.42	2.90	3.64						

APPROVED BY YOUR DEPARTMENT:

APPROVED BY TRANSPORT SERVICES:

Signature:.....(Applicant)

Signature:.....

Signature:.....(Head of Dept/Division/Hostell)

Date: