

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 by Finance dept. 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
/ /20....			km
/ /20....			km
/ /20....			km
/ /20....			km
/ /20....			km
		TOTAL: KILOMETERS TRAVELLED	
TARRIFFS: For more tariffs see: www0.sun.ac.za/voertuigvloot/travellingclaims		Cost Centre:	
		Account:	
		Project:	
		Tariff per km	
		Total: Compensation in R	

APPROVED BY YOUR DEPARTMENT / DIVISION / HOSTELL:

Signature:.....(Applicant)

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

APPROVED ONLY BY TRANSPORT SERVICES:

Signature:.....

Date: