



# CENTRAL GAUTENG LIONS CRICKET UMPIRES ASSOCIATION NPC

Reg No: 2015 / 358866 / 08

## EXPENSE / REIMBURSEMENT CLAIM FORM

### Personal Details:

Name: Hein Otto  
Contact No / Email address: heino@cglcusa.co.za

### Claim Details:

Total Amount Claimed: R599.00

Expense / Reimbursement Pre-Approved by: \_\_\_\_\_  
\_\_\_\_\_

### Type of Claim:

- |                          |                        |                                     |                     |
|--------------------------|------------------------|-------------------------------------|---------------------|
| <input type="checkbox"/> | Cellphone Expenses     | <input type="checkbox"/>            | Reimbursement       |
| <input type="checkbox"/> | Entertainment Expenses | <input checked="" type="checkbox"/> | Training            |
| <input type="checkbox"/> | Meeting Expenses       | <input checked="" type="checkbox"/> | Travelling Expenses |
|                          |                        | <input type="checkbox"/>            | Other               |

### Note:

Pre-season PC training course.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete page 2 of this form and add any other documentation and calculations if required.  
(See Appendix A for a list of minimum requirements.)**

Signature:   
Date of Claim: 25/10/2022

This claim form is to be submitted to the finance department. Either by hand, e-mail to heino@cglcusa.co.za or via WhatsApp to 0824432236.

Final approval by: Name: \_\_\_\_\_ Signature \_\_\_\_\_  
Title: \_\_\_\_\_ Date \_\_\_\_\_

Final approval by: Name: \_\_\_\_\_ Signature \_\_\_\_\_  
Title: \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use:

Date paid:  / / 20

## CLAIM DETAILS AND CALCULATIONS

**Training or Other Services provided:**

Date(s)	Person providing training or other service	Training course description or details of other services provided	Amount
15/10/2022	Hein Otto	Pre-season course (Aug 2022)	500.00
		2hrs x R 250/h	
<b>Total claimed:</b>			<b>500.00</b>

**Travelling Details:**

Date	Locations	Reason for Travelling	Total Km's
15/10/2022	Wanderers Stadium	Training	30
<b>Total Km's:</b>			<b>30</b>
3.30			x R 3.30 per Km:
<b>Total Travelling expenses:</b>			<b>99.00</b>

**Cellphone Details:**

Date / Time	Person / Entity phoned	Reason for Call	Call Duration (min)
<b>Total Time:</b>			
1.00			x R 1.00 per minute:
<b>Total Cellphone expenses:</b>			

**Other expenses / claims**

Full Description	Amount

**TOTAL CLAIM:** **599.00**