



CENTRAL GAUTENG LIONS CRICKET UMPIRES ASSOCIATION NPC

Reg No: 2015 / 358866 / 08

EXPENSE / REIMBURSEMENT CLAIM FORM

Personal Details:

Name: _____

Contact No / Email address: _____

Claim Details:

Total Amount Claimed: _____

Expense / Reimbursement Pre-Approved by: _____

Type of Claim:

Cellphone Expenses

Reimbursement

Entertainment Expenses

Training

Meeting Expenses

Travelling Expenses

Note:

Other

**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: _____

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
Total claimed:			

Travelling Details:

Date	Locations	Reason for Travelling	Total Km's
Total Km's:			
3.30	x R 3.30 per Km:		
Total Travelling expenses:			

Cellphone Details:

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

Other expenses / claims

Full Description	Amount

TOTAL CLAIM:

Appendix A

Details to be attached to expense claim form

Training or other services provided

- > Course description or details of other services provided.
- > Person providing services
- > Date or dates when training or other services were provided.

Cellphone expenses

- > A Detail list of all CGLCUA related phone calls and the relevant cost per call,
or
- > if that is not available, at the very least a list of
 - Who was phoned, and
 - Number of phone calls made

Travelling Expenses

A breakdown of all trip showing:

- > Date of Travel
- > Reason for travelling
- > Beginning and End location
- > Total km's travelled
- > Amount claimed per trip

Re-Imbursement

- > Suppliers invoice / slip, or
- > Proof of payment of the expense to be reimbursed

Entertainment Expenses

- > Date of expense, and
- > Reason for entertainment, and
- > Person(s) / Entity entertained, and
- > Suppliers invoice / slip, or Proof of Payment

Meeting Expenses

- > Date of meeting(s), and
- > Description of meeting(s)
- > Reason for attending meeting(s)
- > Amount claimed per meeting

Other

Please supply as much detail and supporting documentation as possible and attached these to a summary sheet if needed.