

UNIVERSITY OF PRETORIA  
**APPLICATION FOR ADVANCE**

TRANSACTION NO.:

- PLEASE NOTE:**
1. Complete the front and the reverse side in full, where applicable.
  2. Full bank details must be provided. **At present payments cannot be made into credit card accounts.**
  3. No payments will be processed more than **four weeks** in advance (unless motivated in writing and approved). Travel allowance can only be processed from the month proceeding the trip.
  4. A **comprehensive composition** of the advance requested (e.g. take in account the number of people, calculation of daily allowance, transport etc) must be included
  5. No advances will be paid for payments to official suppliers.
  6. Incomplete forms will be returned.
  7. **NB:** Processing of advances requires **3 to 4 working days** from receipt, by the **claims division**, of a fully completed application form which meets all the requirements as per advance policy ([A09/10](#))

Is the applicant a UP staff member

**YES**

**NO**

Employee ID.:

Payee

UP Contact (if non UP Staff)

Department (UP contact)

Work tel. no.

Cell no.

**Purpose of advance (Please include dates where applicable, country if travelling abroad and if for a function the event or person's name and).**

Send remittance advice to the following e-mail address

**Payment methods: Mark appropriate method**

<b>UP Staff member</b>	<input type="checkbox"/>	Payment will be made electronically in the staff members' bank account as on the Salary system
<b>Non-UP staff</b>	<input type="checkbox"/>	<p>Bank <input type="text"/> Branch <input type="text"/> Branch Code <input type="text"/></p> <p>Account no. <input type="text"/> Account Type (<b>credit cards not allowed</b>) <input type="text"/></p> <p>Please supply proof of banking details by means of a cancelled cheque OR written confirmation of account details from the bank concerned</p>
<b>Cheque (motivation required)</b>	<input type="checkbox"/>	<p><b>Must be collected in person.</b></p> <p>Motivation for cheque: .....</p>

**SECTION A : Details of application (complete please)**

APPLY ADVANCE TO (Cost Centre number and name) : \_\_\_\_\_

**1. ESTIMATED DAILY ALLOWANCE (see policy A38/98)**

In the calculation of the day allowance the duration of the journey is counted from the date of arrival in the foreign destination to the date of departure.

R – amount will be adjusted on date of payment

Destination				Country 1:				
Departure		Return		Duration of absence	Tariff per day	Currency	Amount	R (converted)
Date	Time	Date	Time					
Destination				Country 2:				
Departure		Return		Duration of absence	Tariff per day	Currency	Amount	R (converted)
Date	Time	Date	Time					
<b>1. SUBTOTAL: ESTIMATED DAILY ALLOWANCES</b>								

<b>2. OTHER BUDGETED EXPENSES* (please include worksheet with calculations where necessary)</b>	<b>R</b>	<b>C</b>	<b>Office use</b>
2.1			
2.2			
2.3			
2.4			
<b>2. SUBTOTAL: ESTIMATED BUDGETED EXPENSES</b>			

1. Subtotal: Estimated Daily allowance			
2. Subtotal: Other Budget Expenses			
<b>GRAND TOTAL = 1 : Daily subsistence + 2: Other Budgeted expenses</b>			

**I hereby confirm that:**

1. The above advance has not yet been paid to me;
2. The above advance has not been paid directly to the provider by the University; and
3. The application for the advance is in accordance with the relevant regulations, policy and procedures and official tariff structure.

Signature (Applicant) : \_\_\_\_\_

Name (please print) : \_\_\_\_\_

Date : \_\_\_\_\_

Approved: \_\_\_\_\_  
(Dean / Director / Head of Department)

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

**NB: SECTION B MUST BE COMPLETED!!**

**SECTION B : UP Personnel**

<b>I, (name)</b>	<b>Personnel number</b> _____ <b>Email address</b> _____
<p><i>Permit the University of Pretoria to recover the amount from my salary if the necessary acceptable documentation of expenses to settle the advance are not sent to the Finance Department before the settlement.</i></p> <p><i>In the event that the claim is for a non-UP personnel, I declare that I approve the above advance. I further undertake to institute all the necessary steps to obtain the required documentation in the event that it is not submitted by the applicant to the Finance Department on or before the required date.</i></p>	
<b>SIGNATURE</b>	<b>DATE</b> _____

**SECTION C : Student (Complete if applicant is a student)**

<b>I, (name)</b>	<b>Student number</b> _____ <b>Email address</b> _____
<p><i>I Permit the University of Pretoria to suspend my access to all results and records, should the required documentation not be submitted to Department of Finance on or before the required date</i></p>	
<b>SIGNATURE</b>	<b>DATE</b> _____

Please submit this form to your Faculty or Support Service's [Accountant](#) in the Department of Finance

<b>FOR OFFICE USE</b>			
Cost Centre / Account number _____ / 8056		Last settlement date:	
<b>APPROVED BY ACCOUNTANT</b>		<b>CHECKED BY BUDGET CONTROL</b>	
SIGNATURE	DATE	SIGNATURE	DATE

**\*\* For official use only**