

UNIVERSITY OF PRETORIA
SETTLEMENT OF ADVANCE

TRANSACTION NUMBER

- PLEASE NOTE:**
1. Original documentation must be attached.
 2. The form must be approved by the Dean/Director/Department
 3. Air travel: Attach boarding passes and copies of the air ticket. A copy of passport entries may be requested.
 4. In calculating the daily allowance the duration of the journey is counted from the date of arrival in the foreign country to the date of departure.
 5. Incomplete forms will be returned to the advance holder.

NAME OF ADVANCE HOLDER: _____ **Personnel number** _____

Type of Travel	Departure Date	Return Date	Number of days	Official use

EXPENSES* (please include worksheet with calculations where necessary)	R	C	Cost Centre	Account no.	Project no.	Office use
Daily subsistence allowance						
Travel expenses (Km claimed)						
Travel expenses other						
Other (specify)						
Total of Expenses						

Settlement of Advance:

TOTAL ADVANCE			Original amount granted	
Less Expenses			As above	
Receipt number (_____) (if there is a shortfall)			Cost Centre	Acc no. 5660
Due by (+) or to (-) Advance Holder			If money is due to an Advance holder a separate claim form A50/01 must be submitted for this amount by holder with the settlement of Advance form.	

I hereby confirm that:

1. Expenses that I have claimed here, have not previously been paid to me;
2. Expenses that I have claimed here, have not been paid directly by the University to supplier/provider;
3. Expenses were incurred and were unavoidable;
4. The amounts claimed are in proportion with the official tariff structure;
5. Prior approval was obtained from my line manager for the above business travel; and
6. The claim was drawn up in accordance with the relevant regulations, policy and procedures.

Signature (advance holder): _____

Name (please print): _____

Date: _____

Approved: _____
(Dean / Director / Head of Department)

Name (please print): _____

Date: _____

FOR OFFICE USE

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

Remarks:

FACULTY ACCOUNTANT: SIGNATURE DATE BUDGET CONTROL: SIGNATURE DATE