



UNIVERSITY SPORT SOUTH AFRICA CLAIM FORM 2018

Claimant (Person submitting claim): _____	
Position in USSA: _____	
Member institution: _____	
Beneficiary (Account name): _____	
Bank (Name): _____	Branch code: _____
Account type: _____	Account number: _____
Date(s) of expenses: _____	E-mail: _____
Reasons for expenses: _____	
DETAILS OF CLAIM (Please add all verifying documents and/or receipts)	AMOUNT
1. Travel expenses (Refer to policy / Attach summary for multiple trips) <ul style="list-style-type: none"> 1.1 Own vehicle _____ km @ <u>R3.55</u> p/km 1.2 Car hire 1.3 Petrol and toll fees 1.4 Parking 1.5 Air ticket(s) 1.6 Other public transport 	_____ _____ _____ _____ _____
Sub-total:	_____
2. Accommodation (Refer to policy / Submit necessary invoices and vouchers) <ul style="list-style-type: none"> 2.1 Actual accommodation costs (maximum of <u>R1,415</u> per person per day) 2.2 Meals and incidental costs (maximum of <u>R397.00</u> per day) or 2.3 Subsistence allowance _____ days @ <u>R122</u> per day* <p>(* Where accommodation and meals are provided by host)</p>	_____ _____ _____
Sub-total:	_____
3. Other proven expenditure (Refer to policy / Attach summary and vouchers) <ul style="list-style-type: none"> 3.1 _____ 3.2 _____ 3.3 _____ 	_____ _____ _____
Sub-total:	_____
GRAND TOTAL:	_____
Signature of Claimant: _____	Date: _____

Payment approved by:

SECRETARY GENERAL

DATE

PRESIDENT / CHAIR / CFMO

ALLOWANCES 2018

All claims submitted to USSA must be accompanied by the necessary verifying documents and/or receipts

1. TRAVEL COSTS

1.1 Own vehicle

Executive Committee Members/Employees required to use their own vehicles for approved USSA business/duties/events/meetings, may within budget and with the approval of the Executive Committee be reimbursed at the official USSA tariff. An individual/employee may in terms of the South African Revenue Service (SARS) Guide for Employers (2017 Tax Year) be reimbursed with up to R3.55 per km to a maximum of 8,000km per annum on a tax free basis, provided that no other allowance or reimbursement is received by the individual in respect of the vehicle. The above-mentioned rate is annually adjusted by SARS. For long distance travel (i.e. more than 1,000km), only the cost equivalent to a standard economy class air ticket will be reimbursed. A private vehicle used for official journeys must carry the necessary insurance endorsements. Responsibility for ensuring that this requirement has been met, rests entirely with the person using the private vehicle for official purposes.

1.2 Car hire

Persons shall only be reimbursed at tariffs for Group A vehicles (i.e. 1300cm³) as negotiated annually by the Purchasing Consortium South Africa (PURCO).

1.3 Other travel

Deviations from standard tariffs must be motivated and approved by the Executive Committee. All claims, whether submitted on prescribed forms or in a letter, must be accompanied by receipts and signed by claimants.

2. STAYING OVERNIGHT

2.1 National

Should funds permit, Executive Committee members are entitled to stay overnight for approved USSA business/events/meetings at the official USSA tariff set out below. Such expense is to be incurred with discretion and within the approved budget.

Subsistence allowance for meals and incidentals:	R 397 per night
Subsistence allowance where accommodation is paid by USSA:	R 122 per night
Accommodation (hotel/guest house costs) – maximum guideline:	R1,415 per night

2.2 International (outside the monetary area of Southern Africa)

Subsistence allowance not staying in hotel/official accommodation:	US\$120 per night
Subsistence allowance where accommodation is paid by USSA/host:	US\$ 60 per night
Subsistence allowance for multi-coded events (costs paid by USSA):	
a) Athletes (subject to grant agreements and availability of funds)	R 100 per day
b) Team managers and coaches (subject to grant agreements)	R 250 per day
c) Technical officials (referees, umpires and judges)	R 650 per day
d) General Delegation Management and physiotherapists	R1,000 per day
e) Medical doctor	R1,500 per day

All of the above are subject to USSA NEC approval, the availability of funds and within the approved project budget.