

## Payment Advice

### SUBSIDISED TRANSPORT ADVICE FOR PAYMENT OF FUEL ALLOWANCE

#### A. PERSONAL INFORMATION

1.	Employee		
2.	I.D. Number		
3.	PERSAL Number		
4.	Vehicle Make and Model		
5.	Registration Number	DIESEL	

#### B. INFORMATION OF CLAIM FOR MONTH:

1.	Engine Capacity		cc
2.	Tariff		Cent per kilometer
3.	Official Kilometers completed		Km
4.	Private Kilometers completed		Km
5.	Amount of Claim		Rand
6.	Allowance Code		Item
7.	Bas Allocation		Responsibility
8.	Bas Allocation		Objective

#### C. MAINTENANCE COSTS

1.	Tyres		Rand
2.	Repairs		Rand
3.	Extras		Rand

NOTE : For paragraph C1-3 attach invoices and receipts.

#### D. DECLARATION BY CLAIMANT

I declare the information as correct		
Signature of Claimant	Designation	Date

#### E. DECLARATION BY CLAIMANT

Logsheet attached as proof of official trips.
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#### F. AUTHORISATION BY SUPERVISOR / MANAGER

Payment of claim is : Authorised / Not Authorised / As changed		
Signature	Designation	Date