

INTERNATIONAL SUBSISTENCE TRAVEL CLAIM

This form must accompany all international subsistence travel claims/ advance requests. International travel subsistence claims will be **calculated** by the Research Office staff only. Thereafter, the relevant offices and Finance Section may **process** the claim.

Indicate the following:

Name: **Persal No:**

Country visiting (Attach flight ticket itinerary):

Leaving Date: Time:

Returning Date: Time:

Yes No

1. Is the cost of breakfast included in your hotel booking?

If not, attach confirming documentation.

Comment:

2. Is cost of lunches included in your conference registration payment?

If not, attach confirming documentation.

Comment:

3. Is the cost for supper/dinner covered in any of your invoices?

If not, attach confirming documentation.

Comment:

FOR OFFICIAL USE ONLY - CALCULATION OF CLAIM/ADVANCE

Rate per day is divided into 4 (Breakfast, Lunch, Dinner, Subsistence)

Total number of days of the trip: Rate per day (SARS):

Number of breakfasts, lunches and dinners paid for:

Calculated Amount Payable:

Name: **Signature:** **Date:**

For International Subsistence Travel Claims:

Please note that the University of Limpopo uses the Schedule for the “DETERMINATION OF THE DAILY AMOUNT IN RESPECT OF MEALS AND INCIDENTAL COSTS FOR THE PURPOSES OF SECTION 8(1) OF THE INCOME TAX ACT, 1962 (ACT NO. 58 OF 1962)”, published annually by SOUTH AFRICAN REVENUE SERVICE (SARS).

The Schedule states:

“The following amounts will be deemed to have been actually expended by a recipient to whom an allowance or advance has been granted or paid—

where the accommodation, to which that allowance or advance relates, is outside the Republic and that allowance or advance is paid or granted to defray the cost of meals and incidental costs, an amount per day determined in accordance with the following table for the country in which that accommodation is located...”