

ANNEXURE D
TRAVEL AND SUBSISTENCE POLICY

LEPHALALE LOCAL MUNICIPALITY
LOGSHEET FOR CLAIMING AD HOC TRAVELLING ALLOWANCE

LOGSHEET FOR (NAME) : _____ **EMP NO** _____ **MONTH**
: _____

DESCRIPTION OF VEHICLE : Make : _____ **Engine capacity :** _____ **Registration no :**

Day	Start Reading	End Reading	Total	Official (Inside Mun. boundary)	Official (Outside Mun. boundary)	Private	Description/Purpose of official trips
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

SIGNATURE : EMPLOYEE : _____

SIGNATURE : EXECITIVE MANAGER : _____