

MOTIVATION FOR ADVANCE PAYMENTS / ACCOMMODATION ONLY

MOTIVERING VIR VOORSKOTBETALINGS /AKKOMMODASIE ALLEENLIK

Departement / Department		
Naam Verantw Pers / Name Responsible person		
Kontakbesonderhede / Contact details		
Terugdieningsdatum / Settlement date		
Lys asb name van alle personeel / studente vir wie verblyf bespreek is / List all names of personnel / students for whom accommodation is booked.	Name / Names	Personeel / Studentenrs /Personnel / Student numbers
TOTAAL VIR AKKOMMODASIE/ TOTAL FOR ACCOMMODATION		R

Verantwoordelike persoon is verplig om faktuur vir verblyf vanaf betrokke verblyf instansie te verkry en aan aanvrer te oorhandig nadat verblyf plaasgevind het. Debietsaldo's ten opsigte van hierdie voorskot wat nie binne 3 maande afgehandel is nie sal van die verantwoordelike persoon se salaris verhaal word en dië persoon stem hiermee toe tot sodanige verhaling soos bedoel in artikel 34(1) van die Wet op Basiese Diensvoorwaardes nr 75 van 1997 soos gewysig.

Responsible person is obligated to collect accommodation invoice from accommodation institution and to hand it over to the initiator on return. Any debit balance in respect of this requisition that is not settled within 3 months will be deducted From salary of the responsible person, who hereby agrees to such deduction in terms of section 34(1)a of the Basic Conditions of Employment Act, no 75 of 1997 as amended.

HANDTEKENING EN BESONDERHEDE VAN VERANTWOORDELIKE PERSOON / SIGNATURE AND DETAILS OF RESPONSIBLE PERSON .

NAAM IN DRUKSKRIF : _____ Personeelnommer / Staff number: _____

NAME IN PRINT: _____

SIGNATURE / HANDTEKENING: _____