



RON422

FREE STATE PROVINCIAL GOVERNMENT
PROVINSIALE REGERING VAN DIE VRYSTAAT
MMUSO WA POROFENSI YA FOREISETATA

MEMO

APPLICATION: USE OF PRIVATE MOTOR VEHICLE TRANSPORT FOR OFFICIAL PURPOSES

In terms of the provisions of the Public Service Personnel Code DIV/VI/I(2) application is made for the use of private motor vehicle transport for official purposes. (This form must be completed and approved before the official trip take place)

SECTION A (Please print)

1. PARTICULARS OF THE OFFICIAL SUBMITTING THE APPLICATION

1.1 Surname and initials _____

1.2 Rank _____

1.3 Location / District Office _____

1.4 Purpose of official trip _____

2. DATE, TIME AND DISTANCE OF USE OF PRIVATE VEHICLE

2.1 Date required : From ____/____/20____ to ____/____/20____

2.2 Route : From _____

2.3 Distance (single trip) : _____

3. TYPE OF PRIVATE VEHICLE TO BE USED

3.1 Type (e.g. sedan estate car) _____

3.2 Engine Stroke volume (cm³) _____

3.3 Vehicle registration number _____

**SECTION B REASONS FRO THE USE OF PRIVATE VEHICLE
TRANSPORT FOR OFFICIAL PURPOSES**

1. Detailed motivation for trip by private vehicle _____

2. Reasons why public transport cannot be used _____

3. Reasons why GG-Transport cannot be used _____

SIGNATURE OF APPLICANT

DATE

SECTION C

The information supplied above is certified correct and the application is approved / not approved.

**SIGNATURE OF
RESPONSIBILITY MANAGER**

DATE

EIS TEN OPSIGTE VAN REISE MET PRIVATE MOTORVERVOER OP AMPTELIKE DIENS
CLAIM IN RESPECT OF OFFICIAL JOURNEYS UNDERTAKEN BY PRIVATELY OWNED MOTOR TRANSPORT

Geels deur (<i>in blokletter</i>) Claimed by (<i>in block letters</i>)	Department van Department of
Rang Rank	
Adres (<i>waarheen skatkisorder gestuur moet word</i>) Address (<i>to which warrant voucher must be sent</i>)	Maand
	Vir Rekenmeester / for Accountant
Hoofkwartie Headquaters	Eis Claim No

BESKRYWING VAN VOERTUIG * DESCRIPTION OF VEHICLE

Fabrikaat in model Make and model	Jaar van vervaardiging Year of Manufacture	Tipe (motor, motorfiets) bromponie, ens) Type, motor-car, motor cycle, scooter, etc	Registrasie nommer Registration number	Enjin slag, volume groep in cm Engine swept volume group in cm

OPSOMING VAN REISE AFGELE EN EIS OM TOELAES
SUMMARY OF JOURNEY UNDERTAKEN AND CLAIM FOR ALLOWANCES

(Vir besonderhede sien anderkant * For details see reserve)

					Vir Rekenmeester For Accountant
	Kilometer gereis Kilometres traveled (Kol 9 – Col 9)	Tarief per kilometer Tarrif per kilometer	Bedrag Amount		
			R	C	
Kilometertoelae Kilometer allowance					
Passasierstoelae Passanger allowance					
Stalling en parkering Garaging and parking					
Nie van toepassing op motorfiets en bromponies nie Not applicable in the case of motor cycle and scooters		Totaal Total			

Ek sertifiseer dat dit vir my nodig was om amshalwe die reise te onderneem ten opsigte waarvan ek 'n eis indien en dat die toelae wat ek I certify that I was required to perform the travelling claimed for on official duty and the allowances claimed are in accordance with the

ern in ooreenstemming is met die remagtigde tariewe ten opsigte van my motorkar, motorfiets, bromponie end at die passasiers werklik en rates authorized in respect of my motor-car, motor cycle, scooter and that the passengers were actually and necessarily conveyed on official needsaaklik op amptelike diens Vervoer is. business.

Handtekening van eiser:
Signature of claimant:

Datum :
Date :

KORREK VERKLAAR / CERTIFIED CORRECT

GOEDKEUR / APPROVED

.....
Hoof van Afdeling Kantoor * Head of Branch Office

.....
Departmentshoof * Head of Department

Datum * Date:

Datum * Date:

Ontvang van die rekenpligtige amptenaar die bedrag van
Received from the accounting officer the amount of

.....Rand.....sent/cent

Betaal per s/o No.
Paid by W.V. No.....

.....
Handtekening * Signature

.....
Datum * Date

Datum
Date

Details journey (print to)* Besonderhede van reis (van plek tot plek)								Kilometer distance Kilometerafstand		Passenger Passasiers
1. Date Datum	2. Reasons Rede	4. Departed from Vertrek Van	4. Time Tyd	5. Arrived at Aangekom By	6. Time Tyd	7. Speedometer Reading at Commencement of Journey Kilometerstand by Aanvang van reis	8. Speedometer reading at each point mentioned in column 5 and at end of journey Kilometerstand op elke plek onder kolom	9. Kilometer distance between each conse- cutive point mentioned in columns 3&5 and at end Kilometerafstand Tussen elke opeenvolgen	10. Kilometer distance traveled by official passenger(s) Kilometerafstand deur amptelike passasier(s) Afgele	11. Name, rank department Naam, rang department

Note. - * Point means the place where the official journey is commenced and terminated and all places *en route* where the journey is broken whether for official or private reasons
Let Wel - * Plek beteken die waar die reis begin en eindig ansook alle plekke onderweg waar die reis on amtelike of private redes onderbreek word.