

# PVE Personal Expense Claim / Event Budget

Indicate if this is an expense claim or an event budget

Claim / Budget Period	
From:	
To:	

Purpose: \_\_\_\_\_  
 Your Ref #: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_



PVE Department: \_\_\_\_\_  
 PVE Event: \_\_\_\_\_

Expense DATE or Projected Expense Date	DESCRIPTION	Preferred Payment Method	Required for							TOTAL
			Transport	Lodging	Kilometres Traveled*	Phone	Meals & Refreshm	Entertain ment	Other	
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
EFT amount										
Cheque amount										
SUBTOTAL										R -
ADVANCES										
TOTAL REIMBURSEMENT CLAIMED / BUDGETED										R -

\*Note: Mileage reimbursement for personal car = R2.90/km (Include Return trip) CLAIM VALUE --->

TOTAL REIMBURSEMENT CLAIMED / BUDGETED

(Don't forget to attach available receipts)

Itemized Expenses/Advances or Description for "Other"

DATE	DESCRIPTION	Amount

Bank: \_\_\_\_\_  
 Branch #: \_\_\_\_\_  
 Acct #: \_\_\_\_\_

PVE FAX: 086 697 2640  
 PVE e-mail: [pve@zmail.co.za](mailto:pve@zmail.co.za)

Signed: Claimant/Budgeter	Date
OFFICE USE	
Signed : Treasurer _____	
Signed Chair _____	
Date Reimbursed: _____	