

Universiteit/University Stellenbosch

Privaatsak/Private Bag X1

Matieland

7602

Datum/Date: ……………………………..

**Departement/Department:** ………………………………….…………………………………..

**ONTHAALUITGAWES/ENTERTAINMENT EXPENSES**

**Rede vir onthaaluitgawes/Reason for the entertainment expense:**

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**Persone aanwesig (Gee ŉ aanduiding of die persoon ŉ US personeellid is )/People attending ( Give an indication if a person is a US staff member):**

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**Personeellid wat uitgawe eis/Personnel member claiming the expense**

**...............................................................................**

**Handtekening/Signature**

**.........................................................**

**Datum/Date**

**NB: U moenie hierdie vorm voltooi vir etes wat ŉ personeellid neem tydens ŉ reis nie. Hierdie uitgawes is deel van sy reis- en verblyfkoste en word in rekening 1145 aangeteken.**

**NB: You must not use this form for expenses for meals of a staff member when he/she is travelling. This expenses form part of his/hers travel and subsistence expenses and must recorded against account 1145.**