Template Name (If Applicable)	MG-DCTRL-INDEX	Date of Revision	07-Feb-25
Document Name	MG-FIN-FRM-ECF 202502.03	Date of Next Revision	07-Feb-26
Previous Name, if changed	MG-FIN-FRM-ECF 202502.02	Author	CHARLENE VAN ONSELEN
Description	MG FINANCE EXPENSE CLAIM FORM	Approver	ELTON CHETTIAR
Revision No	03		



EXPENSE CLAIM FOR

Employee Full Name		Macrocomm Company	
Date of Claim		Business Unit	
Claim Currency/ies (Delete those which do not apply)	ZAR □ EUR □ USD □ GBP □	Other	
(= 11111 11111 1111 111 111 111 111 111			

NOTE: All expenses must be accompanied by originals of documentary evidences of all expenses (e.g. till slips) except bank statements. Kindly attach all these to this expense claim when submitting it

1- TRAVEL EXPENS	SES									
Depa	arture	Ret	urn	City and Route		Transport				
Date	Hour	Date	Hour	(+ parking lot, highway, miscellaneous)	Travel Purpose	used	Rate	Km's	Amou	ınt
									R	-
									R	-
									R	-
									R	-
									R	-
									R	-
									R	-
									R	-
									R	-
		•				-	Total	Travel Expenses	R	-

2- GENERAL (Including Client Enterta	inment)		
Date	Nature of Claim (provide a description of the claim)	Amoun	t
		R	-
		R	-
		R	-
		R	-
		R	-
		R	-
		R	-
		R	-
		R	-
		R	-
		R	-
	Total General Expenses	R	-

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Dep	arture	Ret	urn	Accomodation	Amount	Meals	Amount	Total
Date	Hour	Date	Hour	(Hotel + City)	Amount	(Hotel + City)	Amount	Amoun
								R
								R ·
								R ·
								R
								R ·
								R
								R
								R ·
								R
								R
								R ·
			TOTAL ACCON	MODATION - MEALS EXPENSES	R -		R -	R
AVEL REASONS	DESCRIPTION GEN	ERAL COMMENTS				Total Travel + General + Accomi	modation + Meals	i R
RAVEL REASONS	DESCRIPTION GEN	ERAL COMMENTS				Total Travel + General + Accomm	modation + Meals	s R
RAVEL REASONS	DESCRIPTION GEN	ERAL COMMENTS		AMOUNT DUE TO THE		Total Travel + General + Accomm	modation + Meals	R
		ERAL COMMENTS			E EMPLOYEE APPROVED	Total Travel + General + Accomm	modation + Meals	R
anager Full Name		ERAL COMMENTS			E EMPLOYEE APPROVED Macrocomm Company	Total Travel + General + Accomm	modation + Meals	R
lanager Full Name esignation		ERAL COMMENTS			E EMPLOYEE APPROVED Macrocomm Company Business Unit	Total Travel + General + Accomm	modation + Meals	R
anager Full Name esignation pproved Date		ERAL COMMENTS			E EMPLOYEE APPROVED Macrocomm Company Business Unit Signature		modation + Meals	R
anager Full Name esignation oproved Date		ERAL COMMENTS			E EMPLOYEE APPROVED Macrocomm Company Business Unit		modation + Meals	R
anager Full Name esignation pproved Date		ERAL COMMENTS			E EMPLOYEE APPROVED Macrocomm Company Business Unit Signature		modation + Meals	R
Manager Full Name designation pproved Date mount Approved	3	ERAL COMMENTS			E EMPLOYEE APPROVED Macrocomm Company Business Unit Signature Amounts(s) Not Approved & Reasons - note be			R

EXPENSE CLAIM FORM

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