

Business Travel Claim Report



Date:	19 November 2011
Company Name:	Sample Company
Department:	Sales
Date period:	1 August 2011 to 16 November 2011

Employee Name:	John Doe
Employee Number:	12345678
Email Address:	JDoe@SampleCompany.co.za
Cost/Km:	R3.50/km

Business Travel Summary

Date	Distance (km)	Amount
24-08-2011	3.04	10.65
25-08-2011	13.71	47.98
29-08-2011	27.44	96.04
02-09-2011	8.56	29.97
05-09-2011	3.06	10.70
07-09-2011	3.06	10.71
12-09-2011	6.18	21.62
20-09-2011	6.22	21.75
21-09-2011	27.63	96.69
26-09-2011	12.06	42.21
29-09-2011	6.14	21.49
10-10-2011	6.08	21.27
17-10-2011	6.33	22.14
18-10-2011	23.53	82.34
24-10-2011	3.05	10.69
25-10-2011	1.73	6.04
26-10-2011	5.18	18.14
27-10-2011	10.16	35.57
28-10-2011	1.61	5.62
07-11-2011	2.22	7.77
09-11-2011	0.13	0.47
15-11-2011	20.27	70.96

Total	197.379	R690.83
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Business Travel Detail

Start Date	Start Location	End Location	Comment	Duration	Distance (km)	Amount
27-10-2011 07:25:24	Home	Sample Company Office		00:26:26	10.16	35.57
07-11-2011 18:43:17	Sample Company Office	Sample Company Office		00:04:33	2.22	7.77
09-11-2011 11:38:05	Sample Company Office	Sample Company Office		00:02:40	0.13	0.47
02-09-2011 14:29:28	The Baron on Main	Sample Company Office	Return from Company/team building lunch	00:06:29	3.17	11.11
02-09-2011 10:20:04	Regus Offices	Sample Company Office	OPS Meeting	00:22:56	3.19	11.18
05-09-2011 18:10:36	Regus Offices	Sample Company Office	Return from weekly ops meeting	00:22:47	3.06	10.70
18-10-2011 14:07:59	UBank	Sample Company Office	Return back to office from Ubank	00:19:50	11.30	39.54
07-09-2011 12:03:19	FNB and Bryanston Post Office	Sample Company Office	Return from post office	00:16:49	3.06	10.71
26-10-2011 15:24:37	FNB and Bryanston Post Office	Sample Company Office	Return to office	00:07:14	3.01	10.55
15-11-2011 18:30:23	Epson downs shopping centre	Sample Company Office	Collecting Dinner for staff	00:03:08	0.61	2.12
10-10-2011 18:20:27	Engen Garage Bryanston	Sample Company Office	Refuel	00:04:28	0.32	1.13
21-09-2011 18:18:07	Wolves Coffee bar	Sample Company Office	Return to office after meeting with Graphic Designer	00:28:01	12.82	44.88
21-09-2011 10:09:55	Universal Tobacco	Sample Company Office	Meeting with guys from Universal tobacco	00:08:12	1.30	4.55
12-09-2011 17:32:12	Regus Offices	Sample Company Office	Weekly Ops Meeting	00:10:03	3.13	10.96
20-09-2011 10:01:39	Regus Offices	Sample Company Office	Return from ops meeting	00:09:11	3.16	11.07
26-09-2011 11:58:27	Regus Offices	Sample Company Office	Procurement Meeting	00:07:42	3.04	10.66
26-09-2011 16:56:13	Regus Offices	Sample Company Office	Return from Weekly ops meeting	00:07:43	3.03	10.59
29-09-2011 11:03:00	Regus Offices	Sample Company Office	Return from procurement meeting	00:09:44	3.13	10.96
17-10-2011 17:25:14	Regus Offices	Sample Company Office	Return back to Office	00:07:51	3.22	11.28
02-09-2011 12:43:01	Sample Company Office	The Baron on Main	Return from meeting	00:19:11	2.19	7.68
24-08-2011 15:43:17	Sample Company Office	Regus Offices	Ops Meeting	00:21:38	3.04	10.65
12-09-2011 15:24:22	Sample Company Office	Regus Offices	Weekly ops meeting	00:06:38	3.05	10.66
20-09-2011 08:13:18	Sample Company Office	Regus Offices	Weekly operations meeting	00:06:05	3.05	10.69
24-10-2011 15:25:40	Sample Company Office	Regus Offices	Monday Ops meeting	00:06:21	3.05	10.69
26-09-2011 10:49:19	Sample Company Office	Regus Offices	Return from meeting	00:07:10	3.01	10.53
26-09-2011 15:30:47	Sample Company Office	Regus Offices	Weekly ops meeting	00:08:48	2.98	10.43
29-09-2011 07:26:54	Sample Company Office	Regus Offices	Procurement meeting	00:05:25	3.01	10.53

10-10-2011 16:07:19	Sample Company Office	Regus Offices	Weekly ops meeting	00:07:45	3.02	10.57
17-10-2011 15:21:17	Sample Company Office	Regus Offices	Weekly Ops meeting	00:07:08	3.10	10.86
15-11-2011 15:16:35	Sample Company Office	Sandton City	Video conferencs meeting at Regus Sandton	00:14:06	9.71	33.97
29-08-2011 17:24:42	Regus Offices	Sandton City	Meeting Graphic designer for GLB	01:07:47	27.44	96.04
25-08-2011 10:11:12	Sample Company Office	Riverclub Golf Club	Networking with Contract Manufacturer	00:54:49	13.71	47.98
26-10-2011 15:04:47	Sample Company Office	FNB and Bryanston Post Office	Collecting Post	00:03:50	2.17	7.59
15-11-2011 17:44:12	Sandton City	Epson downs shopping centre	Video conferencs meeting at Regus Sandton	00:21:36	9.96	34.87
10-10-2011 18:10:49	Regus Offices	Engen Garage Bryanston	Return from Weekly ops meeting	00:06:23	2.73	9.57
21-09-2011 16:34:58	Sample Company Office	Wolves Coffee bar	Meeting the graphic designer for GLB website design	00:32:08	13.50	47.26
28-10-2011 08:58:05	DJ's Liquor Store	Caltex Garrage Randfontein		00:02:25	1.61	5.62
25-10-2011 12:20:55	FNB and Bryanston Post Office	Sloan Square	Collecting post	00:05:13	1.73	6.04
18-10-2011 12:49:29	Cherry Lane shopping centre	UBank		00:05:27	1.17	4.10
18-10-2011 11:47:29	Sample Company Office	Cherry Lane shopping centre	Preparation before meeting with Ubank	00:25:30	11.06	38.70
Totals				09:21:10	197.38	R690.83