

Should any information be lacking, the claim will not be processed. Use a separate form for each subject.

CLAIMANT INFORMATION

SURNAME _____				STAFF NUMBER: _____																											
FULL NAMES _____				(Please confirm with HR)																											
EMAIL _____																															
ID NUMBER: _____																															
A FULL-TIME STAFF MEMBER				A PART-TIME STAFF MEMBER				NOT A STAFF MEMBER				INCOME TAX NO: _____																			

POSTAL ADDRESS:			POSTAL CODE:	
RESIDENTIAL ADDRESS			POSTAL CODE:	
TELEPHONE:	WORK	HOME	CELL	

BANK DETAIL

BANK: _____	BRANCH: _____			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; padding: 5px;">SAVINGS</td> <td style="width: 33%; text-align: center; padding: 5px;">CHEQUE</td> <td style="width: 33%; text-align: center; padding: 5px;">TRANSMISSION</td> </tr> </table> <div style="text-align: right; margin-top: 5px;">(NO CREDIT CARD ACCOUNTS)</div>		SAVINGS	CHEQUE	TRANSMISSION
SAVINGS	CHEQUE	TRANSMISSION		
TYPE OF ACCOUNT:				
ACCOUNT NUMBER:				
SIGNATURE OF CLAIMANT:				
DATE:				

SUBJECT DETAIL

CAMPUS:	Arcadia	Arts	eMalahleni	Ga-Rankuwa	Nelspruit	Pretoria	Polokwane	Soshanguve
SUBJECT CODE:								
SUBJECT NAME:								
SERVICES RENDERED	EXAMINER		INTERNAL MODERATOR			EXTERNAL MODERATOR		
DATE:		NUMBER OF PROJECTS EXAMINED / MODERATED					NUMBER OF HOURS	
DATE:		NUMBER OF STUDENTS EXAMINED / MODERATED					NUMBER OF HOURS	

I

(name & surname of examiner/moderator), hereby confirm that the number of hours claimed for is correct and that the claim form is completed in full and correct.

CAMPUS: _____ EXT: _____ SIGNATURE: _____ DATE _____

Verification signature : HOD _____ DATE _____

FOR ADMINISTRATION OFFICE USE ONLY!

R RATE PER HOUR: <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table> , <table border="1"> <tr> <td></td><td></td> </tr> </table>									<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	
R AMOUNT <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table> , <table border="1"> <tr> <td></td><td></td> </tr> </table>										
<hr/> Entity Manager (Responsible for Payment)		Pretoria Campus (21-L602)	<hr/> Date							