



## GLOBAL INITIATIVE

### Background

From time to time claims for reimbursement are submitted for instances where consultants / staff have made use of their private vehicles for transport to conferences, to do field research or transfers to and from the airport to name a few. The following determines how these claims must be dealt with.

### How claims must be submitted

A request for reimbursement must be submitted via invoice. Please make sure to read through the information provided on the [Ops Manual](#) related to the information required in order for us to accept the invoice for payment. The invoice must be converted to .pdf format and supporting documentation must be attached as additional pages. We will not accept documents that are not combined into one document.

### How to enter the information on the invoice

The claim for transport must be entered as an individual line item on the invoice.

Make sure that the following information is reflected :

- Purpose of Trip
- Destination
- Date of Trip
- Distance Travelled
- Rate per mile / km
- Total amount claimed

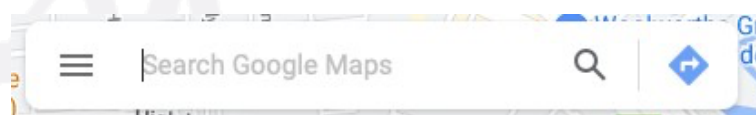
The invoice line should look similar to this :

Transport Reimbursement Stakeholder Meeting – Cape Town Office, 1 January 2022 4.2 km x 2 (Return trip) = 8.4 km @ R 4.18 per k/m	ZAR	R 35.11
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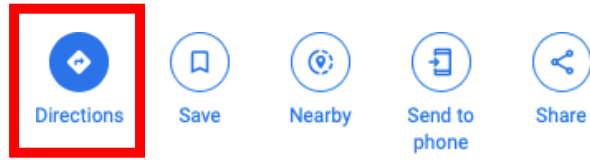
### Supporting Documentation that must be provided

For audit purposes, we need to produce proof to substantiate the claim. In order to do this, the best tool to use is [Google Maps](#).

In the 'Search Google Maps' section, enter the address where you are travelling from.



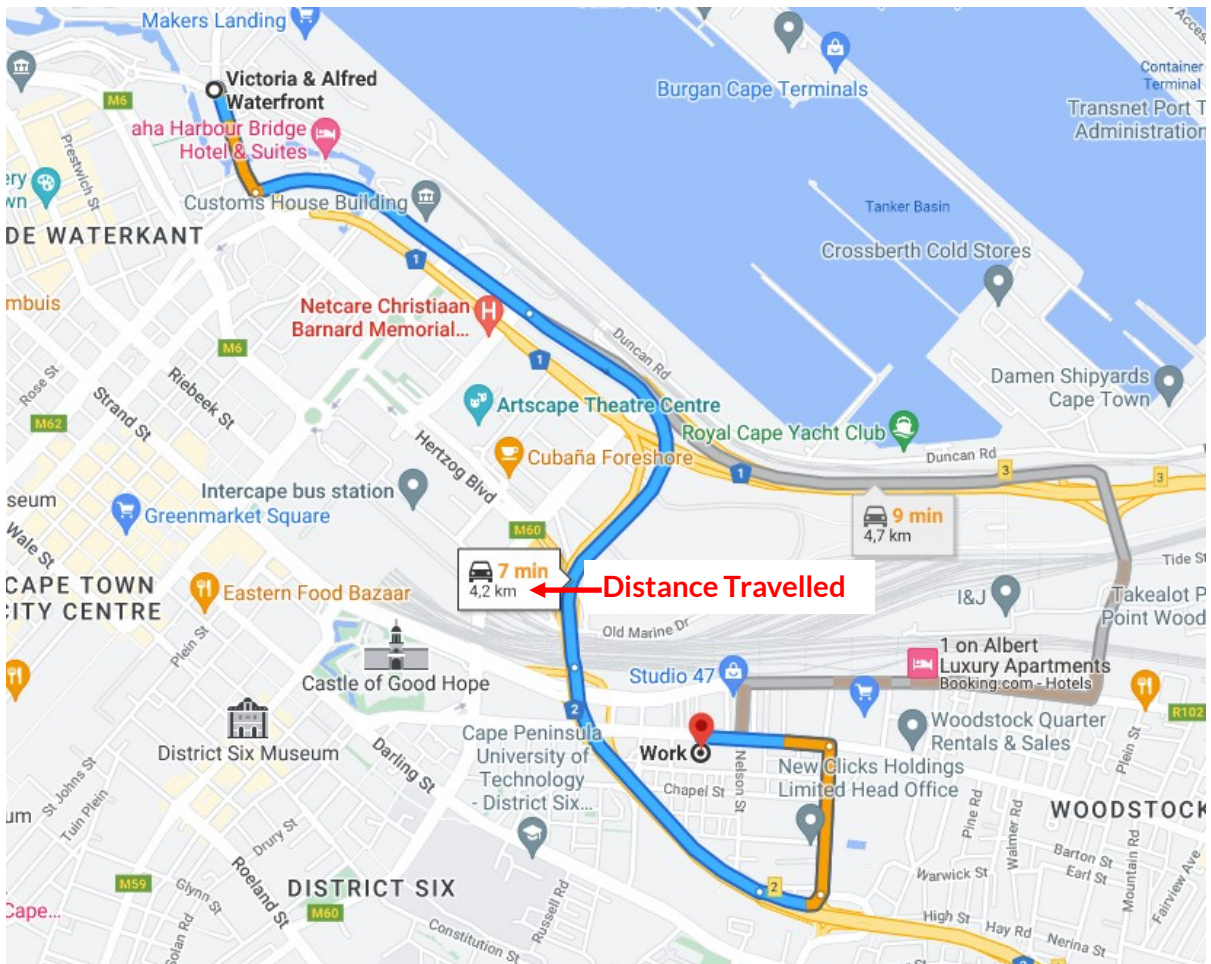
Select the Directions icon and enter the address of your destination.



Google maps will now provide you with the route options to your destination. If you are making multiple stops along the way, you can use the 'Add destination' function to enter your stops.



Your result will look similar to this :



Take a screenshot and add it as supporting document to your claim.

### Calculating the amount due

Reimbursements are calculated by multiplying the distance travelled (indicated in red on the example) with the cost per mile / km.

Mileage reimbursements are regulated by local authorities, so make sure that you are claiming the correct amount to comply with legislation.

Here are a few of the major country regulations as at date of this document.

USA	\$ 0.63 per mile
Austria	€ 0.42 per km
Belgium	€ 0.35 per km
France	€ 0.45 per km
Germany	€ 0.30 per km
UK	£ 0.45 per km
Switzerland	CHF 0.70 per km
South Africa	R 4.18 per km

### We are here to help

The finance team are here to assist with any queries so please do not hesitate to contact us.