**Memo: exceptional reasoning for delay on expense submission**

In line with National Financial Regulations (B4) Travel & Subsistence. All claims should be submitted within one month of the trip or field duties. If this is not possible, they must be submitted within three months at the latest. Claims can only be submitted outside of the three-month timeframe in exceptional circumstances. Where this is the case, **the employee must complete the relevant information as requested below** and submit to their Line Manager outlining the reason for the delay. **The line manager must complete a reason for approving same**. These delays may result in a delay in the payment of the claim. **Also note** valid travel privilege documents must be provided for the period the claim relates to if it is outside the three month timeframe.

**Please complete below sections in full and upload as an attachment to your claim.**

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Personnel Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of expense \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Claim \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Expense Claim submitted for approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for delay in submitting claim for approval (To be completed by employee)

Reason for approving late claim (To be completed by line manager)

Employee signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

Date approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_