

**This is the letter to be provided by the entity when requesting a travel allowance**

ON ENTITY LETTERHEAD

The Manager  
The Standard Bank of South Africa Limited  
----- Branch

Date \_\_\_\_\_

Dear Sir/Madam

Omnibus travel facility

The following employee(s) will be proceeding on (date leaving) \_\_\_\_\_ for a business visit until (date returning) \_\_\_\_\_.

Employee name	ID number or temporary resident permit number	Country/countries to be visited	Purpose of visit	Amount required

In accordance with Exchange Control Regulations we declare:

- a) That the employee(s) mentioned above is/are a properly accredited representative and a member of the staff.
- b) That the journey is solely for business reasons and is genuinely necessary in the interest of the entity.
- c) That the funds now accorded to the entity will not be deposited into any foreign bank account or be used to acquire goods and/or services abroad.
- d) That no commission or other foreign revenue which may accrue to the entity will be placed at the disposal of the abovementioned representative(s).
- e) That all subsequent foreign exchange that may be earned as a result of the visit will be declared to an Authorised Dealer within 30 days of becoming entitled thereto.

The passport(s) and passenger ticket(s) of the employee(s) who will be travelling accompany this letter.

Kindly debit account number (business account number) \_\_\_\_\_ at (name of branch) \_\_\_\_\_ branch for the cost of the foreign currency.

Yours faithfully

\_\_\_\_\_  
Authorised Signatory/Signatories