SOP: Reimbursements from the University of Cape Town (SADaCC)

PURPOSE:
To describe the procedure for obtaining reimbursements from the University of Cape Town (SADaCC)

SCOPE
This procedure applies to members of SPARCO and SADaCC who might incur costs on behalf of SADaCC

GLOSSARY/DEFINITIONS

SADaCC   Sickle Africa Data Coordinating Centre at the University of Cape Town

SOP   Standard Operating Procedure: Detailed written instructions to achieve uniformity of the performance of a specific function.

RESPONSIBILITIES & PROCEDURES

1. **Assess whether service provider cannot be paid directly from SADaCC**
   Before incurring costs, liaze with SADaCC to check if the service provider cannot be paid directly from SADaCC, personal reimbursements will only be made where service providers cannot be paid directly.

2. **Approval from SADaCC**
   Before you incure costs, liaze with the SADaCC coordinating center to get the go ahead

3. **Submitting Documents**
   Keep all receipts for costs incurred. Where possible please make payment using your card so that the transaction reflects in your bank account,
   Submit:
   a) Receipt
   b) Your bank statement showing a transaction that corresponds to the amount on the receipt
   c) A bank certified account details which the transfer will be deposited to (if this is applicable).
   d) For you own information – SADaCC will submit an fm049 form to the University of Cape Town together with your supporting documents.

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					Vicky Nembaware	n/a (first version)