



Summary of Water Meters Read & Bills Delivered for Travel Allowance Reimbursement
For the month of : _____

Name: _____

WSS	Zone	Date	Book	Reading/ Bill Delivery	Book	Reading/ Bill Delivery	Book	Reading/ Bill Delivery	Book	Reading/ Bill Delivery	Total Travel Allow.	WSS %	Total Allow. Per WSS
	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
	11												
	12												
	13												
	14												
	15												
	16												
	17												
	18												
	19												
	20												
TOTAL													

Total Meters Read/ Bills Delivered: _____

Add: Total Kilometer run _____ x P _____ per km.. _____

Total Amount: _____

Prepared by:

Checked by:

Supervising Utilities/CSO

Validated by:

Manager, Billing & Accounts

Approved by:

Manager, Commercial Services Dept.

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