Tshwane University of Technology

2026

Tshwane University of Technology
We empower people

BACKGROUND INFO

1. INTRODUCTION

This document serves as a structured practical training manual for students receiving training in QuickTrav™.

The purpose of this manual is to:

- *Provide structured guidance for system setup (This includes set up of Clients & Suppliers)*
- *Prepare students for the practical assessment*
- *Reinforce correct invoicing and voucher issuance procedures*
- *Highlight common errors*
- *Support independent system usage*

This manual is not merely a reference guide, but a preparation tool for the practical assessment.

2. LEARNING OUTCOMES

By the end of this training session, students must be able to:

1. *Set up themselves as a consultant*
2. *Create Corporate (Debtor) accounts*
3. *Create Leisure accounts*
4. *Create Supplier accounts*
5. *Issue Car and Hotel vouchers*
6. *Retrieve a Voucher into an Invoice, Invoice Air Tickets and Apply service fees*
7. *Identify and correct common processing errors*

<u>Competence will be assessed through a practical examination.</u>

3. OVERVIEW OF SYSTEM PROCESS FLOW

Understanding the process flow is essential before beginning practical tasks.

The workflow in QuickTrav™ is as follows:

Add/Create (YOU) as a consultant

↓

Create Clients (Debtor or Leisure) with details provided

↓

Create Supplier with details provided or from Tax Invoice

↓

Travel Takes Place (Issue a voucher to confirm Travel)

↓

Post Travel – (Issue an Invoice – for travel that has taken place)

↓

Add service Fees

↓

REMEMBER TO SAVE YOUR WORK!!!!!!!

System Navigation Tips

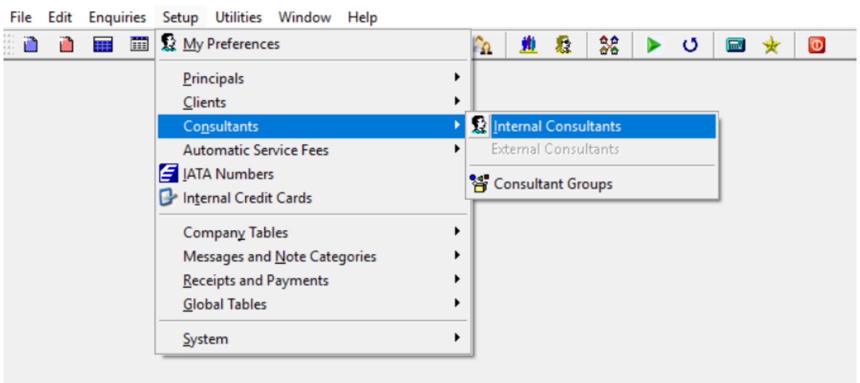
Move between fields using Tab, Enter, or the mouse.
Turquoise shaded fields = Mandatory → *Must be completed.*
White fields = Optional → *Only fill in what you are provided; no need to complete these.*

Part A - CONSULTANT SETUP (LEARNING HOW TO CREATE YOURSELF UP AS A CONSULTANT)

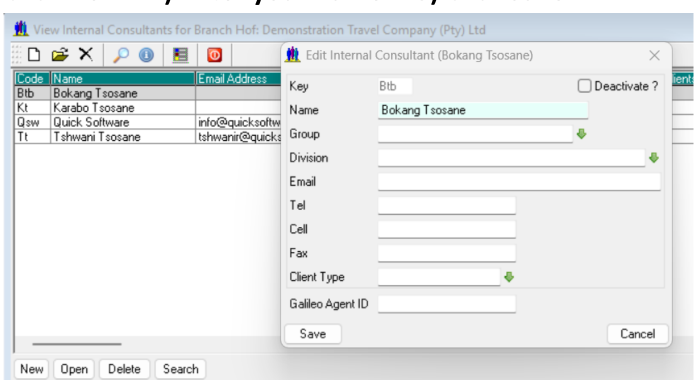
Before issuing any documents, users must set themselves up as a consultant.

STEPS ON HOW TO SET YOURSELF UP AS A CONSULTANT:

A) Open the Invoicing Module – B) Select Setup – C) Click Consultant – D) Select Internal Consultant



E) Click New – F) Enter your name – G) Click Save



This setup is completed once only.

Students must always ensure that their name appears when creating clients, suppliers, or capturing documents.

“Always remember: they want to know who completed the task!”

PART B – LEARNING HOW TO CREATE NEW CLIENTS (LEISURE & CORPORATES)

TYPE OF CLIENTS

1. Debtors / Corporate Accounts

Debtors are corporate clients who hold accounts with the agency
Examples: Coca-Cola, Pick 'n Pay, or any registered company
Account Code Prefix: D (e.g., D00002)

2. Leisures / Walk-in Clients

Leisures are walk-in clients — people traveling for pleasure.
Examples: everyday travellers like you or me.
Account Code Prefix: L (e.g., L00002)

PAYMENT METHODS USED BY CLIENTS TO PAY THE AGENCY

These are how clients pay the agency:

Method	**Description**
Billback	• Client pays the agency. The agency takes a commission and pays the difference to the supplier. This usually occurs when the client has an account with the Travel Agency.
Direct Settlement	• Client pays the supplier directly. The agency claims a commission from the supplier, and the supplier pays the commission to the agency. The client does not have an account with the Travel Agency

BELOW ARE EXAMPLES/LIST OF **CORPORATES** WE WILL USE TO ISSUE INVOICES AND VOUCHERS

Corporates/Debtors are ALWAYS assigned the 'D' prefix and the system will auto-generate the account code.

	Information
Account Name	**PWC**
Physical Address	**4 Lisbon Lane Waterfall City Jukskei View 2090**
Postal Address	**Private Bag X420 Waterfall City 2090**
Tel Number	**011 888 6300**
Vat Reg.No	**3428596630**

Information	
Account Name	**Woolworths**
Physical Address	**125 Innovation Centre Fairlands Gauteng 2195**
Postal Address	**P.O Box 125 Fairlands 2195**
Tel Number	**011 945 6355**
Vat Reg.No	**8254499680**

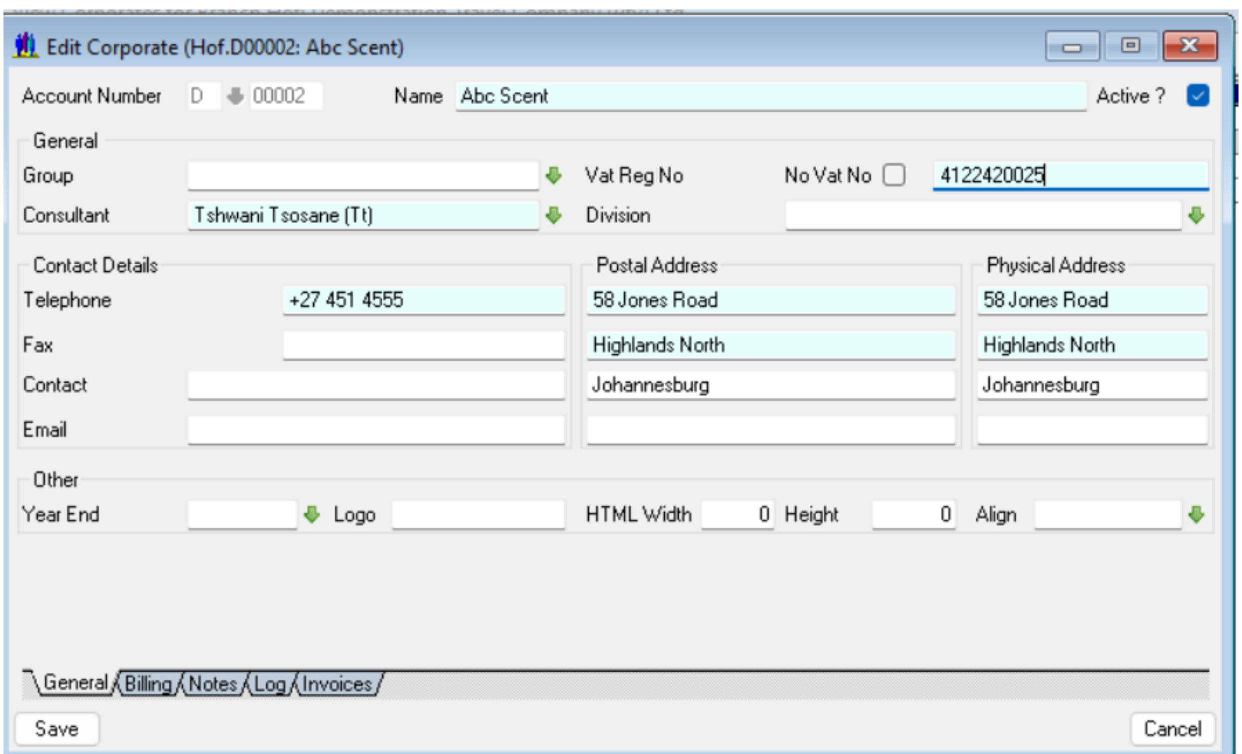
	Information
Account Name	**STANDARD BANK SA**
Physical Address	**5 Simmonds Street Johannesburg 2500**
Postal Address	**Private Bag X500 Johannesburg 2500**
Tel Number	**0860 123 000**
Vat Reg.No	**9458869355**

Information	
Account Name	**PICK N PAY (PTY) LTD**
Physical Address	**36 Kings Avenue** **Bedfordview** **Gauteng** **0600**
Postal Address	**P.O Box 5600** **Kensington** **0600**
Tel Number	**011 333 6300**
Vat Reg.No	**5688960005**

	Information
Account Name	**Jen's Flowers**
Physical Address	**88 Rose Avenue** **Lillypark** **Centurion** **5600**
Postal Address	**Private Bag X660** **Centurion** **5600**
Tel Number	**082 568 6300**
Vat Reg.No	**N/A**

Double-check your setup.

When a Debtor, Corporate, or Leisure client has been set up correctly, it should appear as shown in the image below.



<u>Below are examples/list of leisure travellers that will be used to issue invoices and vouchers.</u>

	Information
Account Name	**Thembi Sithole**
Physical Address	**76 Apartment View** **Sandton** **7600**
Postal Address	**76 Apartment View** **Sandton** **7600**
Tel Number	**083 568 9900**
VAT Reg number	**N/A**
Vat Reg.No	**N/A**

	Information
Account Name	**Maria Stones**
Physical Address	**89 Unisa View** **Sunnyside** **1200**
Postal Address	**89 Unisa View** **Sunnyside** **1200**
Tel Number	**012 569 8900**
Vat Reg.No	**N/A**

	Information
Account Name	**Joseph Hilton Morris**
Physical Address	**145 Jones Street** **Hilton View** **Ballito** **Durban**
Postal Address	**Private Bag x456** **Ballito** **0200**
Tel Number	**060 253 2000**
Vat Reg.No	**N/A**

	Information
Account Name	**Trevor Young**
Physical Address	**65 Just Avenue** **Balwin Prop** **Bedfodview** **8600**
Postal Address	**P.O BOX 65** **Bedfordview** **8600**
Tel Number	**073 569 5600**
Vat Reg.No	**N/A**

PART C – LEARNING HOW TO CREATE SUPPLIERS (PRINCIPALS)

NB – REMINDER YOU CANNOT ISSUE A VOUCHER OR INVOICE WITHOUT CREATING A CLIENT OR SUPPLIER

PAYMENTS USED BY AGENCIES TO PAY SUPPLIERS

These are how the agency pays suppliers:

Method	**Description**	**When Used**
BSP (Billing and Settlement Plan)	It is a central organisation that facilitates payments between the agency and airlines.	Only used by Airlines
COD **(Cash on Delivery)**	Agency pays for travel immediately (before, during, or soon after service).	When the agency does not have an account with the supplier
Month-End	Agency pays for all travel at the end of the month.	When the agency has an account with the supplier

Important: You don't need to set up airlines; QuickTrav has pre-configured these suppliers for you 😊

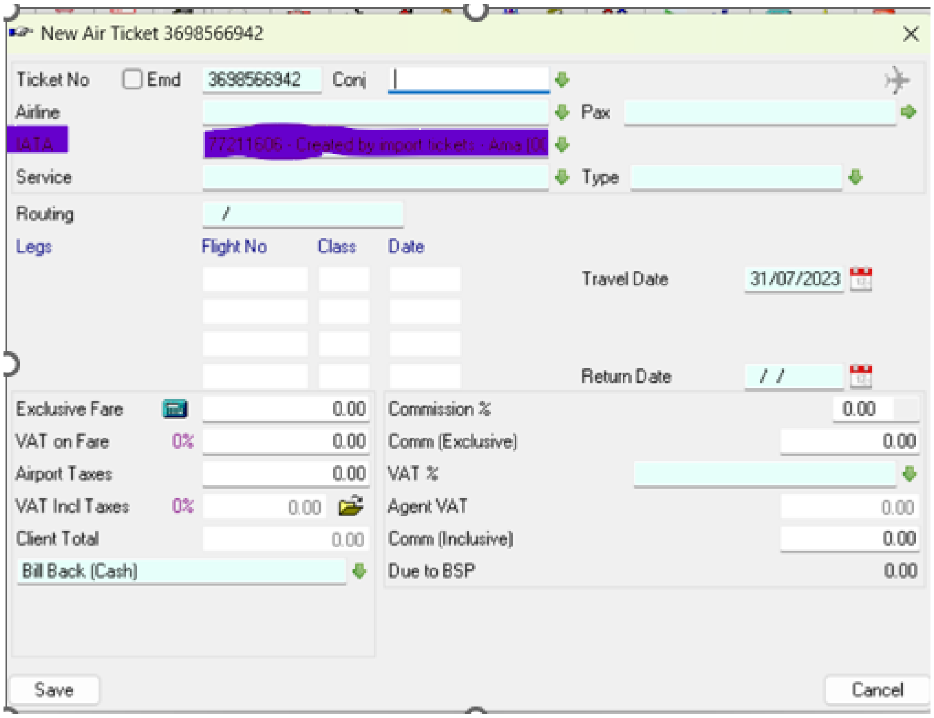
INVOICING AN AIR TICKET

When invoicing a ticket, use the information below to complete the required fields. For the example ticket provided, identify and record the following:

1. **Ticket Number**
2. **Airline – the airline the traveller flew on**
3. **Traveller's Name**
4. **Route Type – confirm whether it is Domestic or International**
5. **Routes Travelled**
6. **Travel Dates**
7. **Exclusive Fare**
8. **Airport Taxes – calculate using the formula:**

***Airport Taxes = Total Fare – Net Fare – VAT* (ZV)**

In QuickTrav, once you have selected the client and the consultant code, you can select New Air Ticket to begin invoicing the flight. Fill out the details below according to the checklist



<u>Air Ticket Invoicing Checklist</u>

Field	Details / Instructions	Completed (✓)
Ticket Number	Record the ticket number from the ticket	☐
Airline	Enter the airline the traveller flew on	☐
Traveller's Name	Enter the full name of the traveller	☐
Route Type	Confirm if the route is Domestic or International	☐
Routes Travelled	List all routes taken on the ticket	☐
Travel Dates	Enter the departure and return dates	☐
Exclusive Fare	Record the exclusive fare amount	☐
Airport Taxes	Calculate using: Airport Taxes = Total Fare – Net Fare – VAT	☐

A service fee of R500.00 (excluding VAT) must be charged per ticket.

```
                        ELECTRONIC TICKET
                   PASSENGER ITINERARY RECEIPT

DEMO TRAVEL                           DATE: 15 MAY 2025
86 VOORTREKKER AVENUE                AGENT: 0509
EDENVALE                              NAME: HLOPHE JULIET MS
JNB
IATA       : 772 1608
TELEPHONE  : 27 11 451 9100

ISSUING AIRLINE                           : SOUTH AFRICAN AIRWAYS
TICKET NUMBER                             : ETKT 083 3428572133

BOOKING REF : AMADEUS: VTNKGT, AIRLINE: SA/VTNKGT

FROM /TO         FLIGHT   CL  DATE  DEP      FARE BASIS    NVB   NVA   BAG  ST

JOHANNESBURG    SA 1101 G  06JUN  0600     GBUSAX                      20K  OK
O.R. TAMBO INTL
TERMINAL:B
KIMBERLEY          SEAT: 07A    ARRIVAL TIME: 0710

KIMBERLEY       SA 8428 V  15JUN  1820     VOW4Z                      20K  OK
JOHANNESBURG       SEAT: 04A    ARRIVAL TIME: 1930
O.R. TAMBO INTL
TERMINAL:B


PAYMENT        : CASH

FARE CALCULATION    :JNB SA KIM180.00SA JNB910.00ZAR1090.00ENDXT
                     173.50ZA163.50ZV41.00UM

AIR FARE            : ZAR     1090.00
TAX                 : ZAR     47.22EV   ZAR     173.50ZA  ZAR     163.50ZV
                      ZAR     41.00UM
AIRLINE SURCHARGES  : ZAR     1324.00YQ
TOTAL               : ZAR     2839.22
```

ELECTRONIC TICKET
PASSENGER ITINERARY RECEIPT

DEMO TRAVEL
86 VOORTREKKER AVENUE
EDENVALE
JNB
IATA : 772 1608
TELEPHONE : 27 11 451 9100

DATE: 19 MAR 2025
AGENT: 0509
NAME: MOOSA / WARREN MR

ISSUING AIRLINE : SOUTH AFRICAN AIRWAYS
TICKET NUMBER : ETKT 083 3536671130

FROM /TO	FLIGHT	CL	DATE	DEP	FARE BASIS	NVB	NVA	BAG	ST
PHALABORWA HENDRIK VAN ECK	SA 8858	Y	10MAY	1700	KOW4Z		14SEP	20K	OK
JOHANNESBURG O.R. TAMBO INTL TERMINAL:B	SEAT: 02A			ARRIVAL TIME: 1820		ARRIVAL DATE: 10MAY			
JOHANNESBURG O.R. TAMBO INTL TERMINAL:B	SA 8857	K	16MAY	1530	KOW4Z		14SEP	20K	OK
PHALABORWA HENDRIK VAN ECK	SEAT: 03A			ARRIVAL TIME: 1640		ARRIVAL DATE: 16MAY			

PAYMENT : CASH

FARE CALCULATION :PHW SA JNB1850.00SA PHW1850.00ZAR3700.00ENDXT
236.75ZA555.00ZV34.00UM

AIR FARE	: ZAR	3700.00				
TAX	: ZAR	47.22EV	ZAR	236.75ZA	ZAR	555.00ZV
	ZAR	34.00UM				
AIRLINE SURCHARGES	: ZAR	2450.00YQ				
TOTAL	: ZAR	7022.97				

```
                    ELECTRONIC TICKET
               PASSENGER ITINERARY RECEIPT

DEMO TRAVEL                            DATE: 05 MAR 2025
86 VOORTREKKER AVENUE                 AGENT: 0509
EDENVALE                               NAME: MOKOENA / JOSHUA MR
JNB
IATA        : 772 1608
TELEPHONE   : 27 11 451 9100

ISSUING  AIRLINE                           : SOUTH AFRICAN AIRWAYS :
TICKET NUMBER                              ETKT 083 3424673531
BOOKING REF : AMADEUS: VLVJ7W, AIRLINE: SA/VLVJ7W

FROM /TO         FLIGHT   CL  DATE  DEP      FARE BASIS    NVB   NVA   BAG  ST

PORT ELIZABE    SA 410  G  05MAR  1300     GFSPOW        05MAR 05MAR 1PC  OK
PORT ELIZABETH
JOHANNESBURG                       ARRIVAL TIME: 1435   ARRIVAL DATE: 05MAR
O.R. TAMBO INTL
TERMINAL:B          LATEST CHECK-IN:1220

PAYMENT       : CASH

FARE CALCULATION   :PLZ SA JNB180.00ZAR180.00ENDXT 86.75ZA27.00ZV22.00UM

AIR FARE            : ZAR     180.00
TAX                 : ZAR     23.61EV   ZAR     86.75ZA   ZAR     27.00ZV
                      ZAR     22.00UM
AIRLINE SURCHARGES  : ZAR     883.00YR
TOTAL               : ZAR     1222.36
```

ELECTRONIC TICKET
PASSENGER ITINERARY RECEIPT

DEMO TRAVEL
86 VOORTREKKER AVENUE
EDENVALE
JNB
IATA : 772 1608
TELEPHONE : 27 11 451 9100

DATE: 04 MAR 2025
AGENT: 0509
NAME: WILSON / STEVEN JOSEPH MR

ISSUING AIRLINE : SOUTH AFRICAN AIRWAYS :
TICKET NUMBER ETKT 083 3424673528
BOOKING REF : AMADEUS: SHEXU6, AIRLINE: SA/SHEXU6

FROM /TO	FLIGHT	CL	DATE	DEP	FARE BASIS	NVB	NVA	BAG	ST
JOHANNESBURG O.R. TAMBO INTL TERMINAL:B	SA 543	L	06APR	0955	LSAOW	06MAR	06APR	1PC	OK
DURBAN KING SHAKA INTL				ARRIVAL TIME: 1100	ARRIVAL DATE: 06APR				

PAYMENT : CASH

FARE CALCULATION :JNB SA DUR490.00ZAR490.00ENDXT 86.75ZA73.50ZV22.00UM

AIR FARE	: ZAR	490.00					
TAX	: ZAR	23.61EV	ZAR	86.75ZA	ZAR	73.50ZV	
	ZAR	22.00UM					
AIRLINE SURCHARGES	: ZAR	869.00YR					
TOTAL	: ZAR	1564.86					

ELECTRONIC TICKET
PASSENGER ITINERARY RECEIPT

DEMO TRAVEL
86 VOORTREKKER AVENUE
EDENVALE
JNB
IATA : 772 1608
TELEPHONE : 27 11 451 9100

DATE: 05 MAR 2025
AGENT: 0509
NAME: TSOTETSI / MOEKETSI MR

ISSUING AIRLINE : SOUTH AFRICAN AIRWAYS
TICKET NUMBER : ETKT 083 3424673535

BOOKING REF : AMADEUS: VW3LZY, AIRLINE: SA/VW3LZY

FROM /TO	FLIGHT	CL	DATE	DEP	FARE BASIS	NVB	NVA	BAG	ST
PORT ELIZABE	SA 1454	Q	05APR	1740	QCFMUNG		31MAY	20K	OK

PORT ELIZABETH
JOHANNESBURG SEAT: 05B ARRIVAL TIME: 1920 ARRIVAL DATE: 05APR
O.R. TAMBO INTL

TERMINAL:B LATEST CHECK-IN:1700

AT CHECK-IN, PLEASE SHOW A PICTURE IDENTIFICATION AND THE DOCUMENT YOU GAVE FOR REFERENCE AT RESERVATION TIME

ENDORSEMENTS : NONEND-/REF
TOUR CODE : ITSMUNG
PAYMENT : CASH

FARE CALCULATION :PLZ SA JNB720.00ZAR720.00ENDXT 86.75ZA108.00ZV22.00UM

AIR FARE : ZAR 720.00
TAX : ZAR 23.61EV ZAR 86.75ZA ZAR 108.00ZV
ZAR 22.00UM
AIRLINE SURCHARGES : ZAR 883.00YQ
TOTAL : ZAR 1843.36

Issuing Vouchers

When issuing vouchers, consultants must use the information reflected on the tax invoice.

Please note: The tax invoice is issued only after completion of the stay or car rental. We therefore use it as a reference for capturing voucher information."Ensure the following details are captured accurately on the voucher

- **Traveller's Name**
- **Supplier Name (place where the client has checked in)**
- **Check-in Date**
- **Check-out Date**
- **Service details (Dinner/Bed & Breakfast)**

Supplier / Principal Names Below

Capital Hotel **Supplier Code (CAP)** **15 on Orange Street, Gardens, Cape Town, 1785** **PO Box 76092, Lynwood** **(27) 21 469 8000** **Payment Method: Month-End** **VAT No: 4580241539**	**Inn Hotel** **Supplier Code – Inn** **Lake Umuzi Waterfront, Secunda, 2302** **Private Bag 64, Secunda, 2302** **(27) 17 568 9999** **Payment Method: COD** **VAT No: 4220229423**
Supplier Name - Lonely Oak Hotel **Supplier Code - (LON)** **C/O Riebeeck & Hooge Street, Mokopane** **PO Box 696, Mokopane, 1000** **(27) 15 491 4560** **Payment Method: COD** **VAT No: 4250256772**	**Supplier Name - AVIS Car Hire** **Supplier Code - AVI** 3 Brabazon Road, Isando, 1600 **P.O Box 221, Isando, 1600** **(27) 11 923 3500** **Payment Method: Month-End** **VAT No: 4850299563**

Supplier Name – FIRST CAR HIRE **Supplier Code – FIR** **13 Monty Naicker Street, Durban, 4001** **PO Box 13, Durban, 4001** **(27) 861 101 1323** **Payment Method: Month-End** **VAT No: 49301855881**	**Supplier Name – City Lodge Hotel** **Supplier Code – CIT** **866 Winter Street, Cape Town, 8001** **PO Box 200, Cape Town, 8001** **(27) 21 479 4200** **Payment Method: COD** **VAT No: 4360101101**
Supplier Name – Warmbaths Forever Resort **Supplier Code – WAR** **1 Chris Hani Drive, Bela Bela, Limpopo** **PO Box 5, Bela Bela, 0480** **(27) 12 423 5600** **Payment Method: COD** **VAT No: 4850242290**	**Supplier Name – STAYEASY RUSTENBURG** **Supplier Code – STR** **4TH Avenue, Waterfall East, Rustenburg, 0300** **P.O Box 4, Rustenburg, 0300** **(27) 14 537 6540** **Payment Method: Month End** **VAT No: 4950199705**

Lake Umuzi Waterfront
Secunda 2302
South Africa

Tel : 017 631 2233
EMAIL : inngreen@lakeumuzi.co.za
CO Reg : 2004/083423/23
VAT# : 42 2022 9423
Web: www.lakeumuzi.co.za

DEMO TRAVEL
86 Voortrekker Avenue,
Edenvale, 1609

Tel: 11 451 9100

Date 2025/04/03 (14:03)
From Constance Sajini
Arrival 3 May 2025
Departure 7 May 2025
No Of Nights 4

Adults >60 = 1, > 12 yrs = 0, 4 to 11 yrs =0
Reservation Number: 071874
Ref. No. :

Guest: Mr Patrick Ramon

Pro-Forma Invoice

QUANTITY	UNIT PRICE	DESCRIPTION	TOTAL
1	R250,00	Dinner - Eish	R250,00
1	R250,00	Dinner - Eish	R250,00
1	R250,00	Dinner - Eish	R250,00
1	R250,00	Dinner - Eish	R250,00
4	R740,00	Corporate Bed & Breakfast	R2 960,00
		TOTAL SALES	**R3 960,00**
		VAT	**R516,52**
		AMOUNT RECEIVED	**R0,00**
		AMOUNT DUE	**R3 960,00**

THE GOOD OAKS PTY LTD t/a
LONELY OAK HOTEL
C/o van Riebeeck & Hooge Streets - P.O. Box 696
Mokopane / Potgietersrus
Tel: 015 491 4560/1/2/3
Email: lonelyoak@telkomsa.net
www.lonelyoakhotel.co.za

INVOICE

Reference : 46745

Monday 03 May 2026

Attention :	DEMO TRAVEL	**Tax No. :**	4570167801
Company :	DEMO Travel	**Voucher No. :**	0014483
Guest :	Mr Stefan Marx		
Group Name :	DEMO TRAVEL	**Mobile :**	072 2 409811
		Tel :	011 450 1477
Address :	PO Box 86 , Edenvale	**Fax :**	
		Email :	
	South Africa 1610		

Arrival :	Monday 03 March 2026	**Nights :**	1	**Adults :**	2
Departure :	Tuesday 06 March 2026	**Rooms :**	1	**Children :**	0

Room Number: 11

Date	Description	Qty	Unit Price (incl.)	VAT @ 15%	Total (incl.)
03/05/2025	House Suite for 1 adult for 1 night1025.00	1	R1 025.00	R133.70	R1 025.00
03/05/2025	House Suite for 1 adult for 1 night1025.00	1	R1 025.00	R133.70	R1 025.00
03/05/2025	House Suite for 1 adult for 1 night1025.00	1	R1 025.00	R133.70	R1 025.00
03/05/2025	Dinner - Oaks Pub & Grill	3	R 250.00	R112.50	R750.00
Total				**R573.75**	**R3825.00**

Terms, Conditions & **Cancellation Policy**

1 Payments strictly before or on arrival.
2 Send proof of payment with Pro Forma number as ref before check-in.
3 Travel agent vouchers and orders to be send before check-in.
4 We do not add commissions.
5 No refunds on meals not taken.
6 In case of cancellation the following penalties shall apply to cover admin, transfer costs and loss of clientele: Cancellation on day of arrival will be 100% fee, within 1 day of arrival a 15% fee.
7 We will not be held responsible for any claims for loss or damages to property, personal injury or any loss of life, howsoever caused, including but not limited to gross negligence.
8 By signing this document, I agree to my personal information being handled in accordance with Lonely Oak Hotels POPIA policy.
9 Smoking in the buildings and public areas are prohibited. A fine of R 500 is applicable.

Print name	ID Number
Signature	Cell Number
Date	Vehicle registration

City Lodge Hotel Victoria and Alfred Waterfront
PO Box 6025, Roggebaai, 8012
Tel: +2721 419 9450 Fax: +2721 419 0460 - clva.acc@citylodgehotels.com

COPY TAX INVOICE 180T0BD25RY/2025

VAT No : 4360101101

DEMO TRAVEL
P O Box 514
Edenvale
Gauteng
South Africa
1610

19/08/2025

Guest	:	Bridgette Morey Oberholster	**Account #**	:	1002129
Arrival	:	18/09/2025			
Departure	:	19/09/2025	**Guest VAT NO #**	:	4570167801
Room #	:	363	**Voucher #**	:	0014345
INVOICE #	:	180BK135F/001			
External Reservation #	:	276302554			

Date	Description	Comments	QTY	ZAR
18/02/25	Bed & Breakfast			2,635.00
19/02/25	Transferred to Debtors			

Total Non-VAT **	0.00	Total (excl. VAT)	2,291.30
Total Accomodation (incl. VAT)	2,376.24	VAT 15.00%	343.70
Tourism Levy	23.76	Total (incl. VAT)	2,635.00
		Balance Due	**2,635.00**

Full Name..

Signature..

Document Processed by Computer / LODGIX

Warmbaths
A FOREVER RESORT

Tax Invoice

VAT No: 4850242290
Tel: +27 (0)14 736 8500
Fax: +27 (0)14 736 8780
Email: warmbaths@foreversa.co.za
Website: www.foreverwarmbaths.co.za

Customer:	DEMO TRAVEL	**Date:**	20 February 2026
		Page:	1
Address:	23 RHODESDRIFT OFFICE PARK BUILDING ONE, BENDOR PARK POLOKWANE 0699	**Tel:**	015 296 0123
		Fax:	
		Document No:	A224033
		Account No:	RAK001
Email:	edgarr@rakoma.co.za	**Order/Voucher No:**	RAKP948
		VAT No:	4750279988

Date	No. Nights	Quantity	Description	Unit Price	Amount
06-07 JUN	1	2	Standard Hotel Room	R 1,400.00	R 2,800.00
	1	2	Second Soft Drink	R 40.00	R 80.00
			GUEST		
			Mr Silas Makau		
				Subtotal	R 2,504.35
				15% VAT	R 375.65
				Total	R 2,880.00
				Payment	R -
				Grand Total	R 2,880.00

Banking Details:

Account name:	Forever Resorts Warmbaths
Bank name:	ABSA Bank
Branch:	Bela Bela
Branch no:	632 - 005
Account number:	405 - 791 - 1666

Please fax/email your proof of payment to **014 736 8677 / warmbaths@foreversa.co.za**

For any queries regarding this invoice: **Janine Harris**

City Lodge Hotel at OR Tambo International Airport
PO Box 1332, OR Tambo International Airport, 1627
Tel: +2711 552 7600 Fax: +2711 552 7650 - clort.acc@clhg.com

INVOICE

VAT No : 4360101101

Thank you for choosing City Lodge Hotel at OR Tambo International Airport for your upcoming stay. Please find below details of your reservation as requested:

Demo Travel & Tours
86 Voortrekker
Avenue,

Edenvale
South Africa

Date: 15/08/2026
Invoice Number: 152BK053B
Account Number: 1085460

Accommodation							
Arrival	**Departure**	**No. of Nights**	**Quantity**	**Description**	**RATE PER DAY**	**VAT**	**Total**
16/08/2025	20/08/2025	4	1 rooms	Accommodation @ avg. 1,669.53 PD	2,903.53		
				SUB TOTAL			
TOTAL (Excl. VAT)							**11614.12 ZAR**
VAT							**1742.12 ZAR**
PAID							**0.00 ZAR**
DUE							**13 356.24ZAR**

Non - VAT items
PD - per day

Kindly note that check-in commences from 2PM on your date of arrival and that we will hold your un-guaranteed reservation until 4PM on that day, following which we may release your reservation and resell the room.

Pre-paying this reservation prior to your arrival will guarantee your reservation. This may be done by depositing the total amount due into the account below within 48 hours of this pro forma invoice.

DEMO TRAVEL
PO Box 86
Edenvale
1610
South Africa

stayeasy | RUSTENBURG

Guest - Mr Chamuka, Edson

COMPUTER GENERATED COPY TAX INVOICE

Rewards Card No	:	1386326	Room No	:	0223
Sun Rands/Rate Code	:	NONE / BARN00	Arrival	:	23/06/26
User ID	:	PATRICIAM	Departure	:	28/06/26
Company Name	:	Bruniquel And Associates (Pty)	Folio No / Inv No	:	204118
A/R Number	:	EAS006	Invoice Closed Date	:	28/06/26
Voucher Number	:	0013028	No. of Guests	:	1
			Page No.	:	1 of 1
Cust. VAT Reg. No.	:	4570167801	Confirmation No.	:	14485757
			VAT Reg. No.	:	4950199705

Date	Text		Charges ZAR	Credits ZAR
23/06/24	Steak Out Grills	78736	179.00	
23/06/24	Accommodation		1,379.00	
23/06/24	Tourism Levy		13.79	
24/06/24	Restaurant Dinner Food	24/06/2024	190.00	
24/06/24	Accommodation		1,379.00	
24/06/24	Tourism Levy		13.79	
25/06/24	Restaurant Dinner Food	25/06/2024	190.00	
25/06/24	Accommodation		1,379.00	
25/06/24	Tourism Levy		13.79	
26/06/24	Steak Out Grills	78790	190.00	
26/06/24	Accommodation		1,379.00	
26/06/24	Tourism Levy		13.79	
27/06/24	Restaurant Dinner Food	H-D	190.00	
27/06/24	Accommodation		1,379.00	
27/06/24	Tourism Levy		13.79	
		Total	7,902.95	0.00

Total Inclusive of VAT	7,902.95	ZAR
Standard VAT	1,030.82	ZAR
Net Amount	6,872.13	ZAR
Balance Due	7,902.95	ZAR

Guest Signature: ____________________

CMH Car Hire (PTY) Ltd
Trading as First Car Rental
Reg. No.: 1999/25201/07
123 MONTY NAICKER STREET
DURBAN
4001

RESERVATIONS: 0861011323
WEB SITE: www.firstcarrental.co.za
CUSTOMER SERVICE: www.firstcarrental.co.za/CustomerService

RA 4622180

Invoice (Rental)

R E N T A L   I N V O I C E

Vat Reg. No.: 4930185881

BRANCH: 101 **R/A NO:** 4622180 **TAX INVOICE:** 10159754 **DATE:** 22/02/2025 **TIME:** 16:03
NAME : OR TAMBO INTERNATIONAL AIRPOR **TELEPHONE:** 011 390 2342

RENT NAME: ROBERT CRAIG MR
SURNAME: DE GROOTH
ACC NO: EASY002G **REFERRAL NO:**
CHARGE TO: DEMO TRAVEL
P.O. BOX 86
EDENVALE

1610 **VAT Reg no:** 4570167801
TEL: ******1477 **CELL:** *******099-
E-MAIL: k***n@e*************************m.co
INFINITY: **RENTER NO:**
VOUCHER: B2923986 **RENTER TYPE:**
ID NO:
TEL: ******4480
CONTACT: GDS-AMADEUS-JNBZA212
TRIP NO:
C/CENTRE: **ALT RES NO:** atsd0a4398
PAY METH: ACCOUNT **RATE ACC:** **23F1UH
TOKEN NO **EXPIRY DATE:**
AUTH AMT: 0.00 **AUTH NO:**
ORDER NO:
RENT FROM: OR TAMBO INTERNATIONAL AIRPORT
RETURN TO: OR TAMBO INTERNATIONAL AIRPORT

	VEHICLE 1	VEHICLE 2	VEHICLE 3
VEHICLE GRP:	C		
RATE GRP:	C		
REG.NO.:	ND394309		
MAKE:	SUZUKI		
MODEL:	CIAZ GL AT		
KMS IN:	31236		
KMS OUT:	31189		
KMS DRIVEN:	47		
TOT KMS:	47		
KMS FREE:	200		
KMS CHARGED:	0		
DATE IN:	20/02/25		
DATE OUT:	19/02/25		
TIME IN:	15:58		
TIME OUT:	08:01		
FUEL USED:	120.35		
CO2 EMISSION:	6157		

COMPANY BANKING DETAILS: FIRST NATIONAL BANK
ACC: 62013379814 **BRANCH:** DURBAN CORPORATE BRANCH

***BREAKDOWN OF EXTRAS		RENTAL DETAILS	EXCL.VAT	VAT	INCL.VAT
Fuel Admin	45.00	2 Days @ 507.00 per Day (440.87-exl)	881.74	R 132.26	R 1014.00
			881.74	R 132.26	R 1014.00
		Contract Fee	104.35	R 15.65	R 120.00
		Extra Charges (*** see breakdown)	39.13	R 5.87	R 45.00
		Refuelling Charges	120.35		R 120.35
		Sub Total	1145.57	R 153.78	R 1299.35
		Sub Total	**1145.57**	**R 153.78**	**R 1299.35**
		TOTAL DUE			R 1299.35

AGENT'S NAME: EASY ACCESS TRAVEL **INVOICE NO.:** 10159754
CLIENT'S NAME: DE GROOTH,M,MR **VOUCHER NO.:** B2923986 **R/A NO.:** 4622180

Calculated on time + km charges: R 1014.00 @ 15.00% COMM.DUE: R 132.26 + R 19.84 = R 152.10

TOTAL DUE **R 1147.25**

CMH Car Hire (PTY) Ltd
Trading as First Car Rental
Reg. No.: 1999/25201/07
123 MONTY NAICKER STREET
DURBAN
4001

RESERVATIONS: 0861011323
WEB SITE: www.firstcarrental.co.za
CUSTOMER SERVICE: www.firstcarrental.co.za/CustomerService

RA 4637675

Invoice (Rental)

R E N T A L   I N V O I C E

Vat Reg. No.: 4930185881

BRANCH: 501 **R/A NO:** 4637675 **TAX INVOICE:** 50113937 **DATE:** 22/02/2025 **TIME:** 14:03
NAME : KING SHAKA INTERNATIONAL APT **TELEPHONE:** 032 436 0100

RENT NAME: MARK
SURNAME: VAN DER LINDE
ACC NO: EASY002G **REFERRAL NO:**
CHARGE TO: DEMO TRAVEL
P.O. BOX 514
EDENVALE

1610 **VAT Reg no:** 4570167801
TEL: ******1477 **CELL:** *******099-
E-MAIL: k***n@e*************************m.co
INFINITY: **RENTER NO**
VOUCHER: B2924020 **RENTER TYPE:**
ID NO: 740818***8087
TEL: ******5036 **DLIC NO:** 8**********S
CONTACT: GDS-AMADEUS-JNBZA212
TRIP NO:
C/CENTRE: **ALT RES NO:** atsd0a537c
PAY METH: ACCOUNT **RATE ACC:** **23F1UH
TOKEN NO **EXPIRY DATE:**
AUTH AMT: 0.00 **AUTH NO:**
ORDER NO:
RENT FROM: KING SHAKA INTERNATIONAL APT
RETURN TO: KING SHAKA INTERNATIONAL APT

	VEHICLE 1	VEHICLE 2	VEHICLE 3
VEHICLE GRP:	B		
RATE GRP:	B		
REG.NO.:	BM98BBZN		
MAKE:	SUZUKI		
MODEL:	DZIRE		
KMS IN:	11717		
KMS OUT:	11102		
KMS DRIVEN:	615		
TOT KMS:	615		
KMS FREE:	300		
KMS CHARGED:	315		
DATE IN:	20/02/25		
DATE OUT:	18/02/25		
TIME IN:	13:50		
TIME OUT:	07:11		
FUEL USED:	631.10		
CO2 EMISSION:	89175		

COMPANY BANKING DETAILS: FIRST NATIONAL BANK
ACC: 62013379814 **BRANCH:** DURBAN CORPORATE BRANCH

***BREAKDOWN OF EXTRAS		RENTAL DETAILS	EXCL.VAT	VAT	INCL.VAT
*Toll gate charges	125.99	3 Days @ 480.00 per Day (417.39-exl)	1252.17	R 187.83	R 1440.00
Toll Admin Fee	50.00				
Fuel Admin	45.00				
		315 Km's @ 2.75 per Km (2.39-exl)	753.26	R 112.99	R 866.25
			2005.43	R 300.82	R 2306.25
		Contract Fee	104.35	R 15.65	R 120.00
		Extra Charges (*** see breakdown)	192.17	R 28.82	R 220.99
		Refuelling Charges	631.10		R 631.10
		Sub Total	2933.05	R 345.29	R 3278.34
		Sub Total	**2933.05**	**R 345.29**	**R 3278.34**
		TOTAL DUE			R 3278.34

AGENT'S NAME: EASY ACCESS TRAVEL **INVOICE NO.:** 50113937
CLIENT'S NAME: VAN DER LINDE,M,MR **VOUCHER NO.:** B2924020 **R/A NO.:** 4637675

Calculated on time + km charges: R 2306.25 @ 15.00% COMM.DUE: R 300.82 + R 45.12 = R 345.94

TOTAL DUE **R 2932.40**

AVIS

Co. Reg. No. 2019/420358/07

ZENITH CAR RENTAL(PTY)LTD
T/A AVIS RENT A CAR
PO BOX 221
ISANDO,1600,RSA
VAT REG: 4850299563
TEL NO: +2711 9233500

3 BRABAZON ROAD, ISANDO
1600, SOUTH AFRICA

TAX INVOICE: E530104713T

Date	05 DEC 2025
Avis Account Number	AV884103790009
Avis Card Number	AV884103790009
Customer VAT Number	4200144642
Voucher Number	V1949956
Voucher Maximum	4 758.01 ZAR

DEMO TRAVEL
PO BOX 86
EDEVNALE
1600 ZA

Rental Information

Renter:	STOLTZ,PETRUS JOHANNES MR
Reservation Number:	31560365ZA4
Rental Agreement:	E530104713T
Rate Code:	F4
Vehicle Group Charged:	B

Rented From:	CAPE TOWN APT	Date:	26NOV2025	Time:	14:17
Returned To:	CAPE TOWN APT	Date:	03DEC2025	Time:	10:30
		Duration:	6 Days 20 hours 13 minutes		

Vehicle(s) Driven: WHI KIA RIO 4 ZA LJ67HPGP Group: B KM Out: 2315 KM In: 2797 Driven: 482KM

Rental Charges

	Rate	Amount	Total	
482 Free Kilometers				
7 Days	575.65	4 029.57		
Time and distance			4 029.57	T
Contract Fee			107.83	T
VAT charge on taxables (T)	15.00 %	4 137.40	620.61	

Total Amount Due		ZAR	4 758.01	

Thank you for renting with Avis

Carbon Dioxide Emissions for rental KIA RIO 1.4 LS MT: 66 kg

Payment & Additional Information

Please Make Payment To	ZENITH CAR RENTAL (PTY) LTD Bank: NEDBANK Account: 1961347539 Branch Code: 198765 Branch: Nedbank Universal Branch Code
Checkout Location	38401202
Status	THIS INVOICE IS NOW DUE

Name: JENNYS TRAVEL CC

PO BOX 76092
LYNNWOOD RIDGE
0040 PRETORIA ZA

Commission Revenue (ZAR)	4 029.57
Commission at 5.00 % (ZAR)	201.48-
Commission VAT at 15.00 %	30.22

E-Toll charges available on www.avis.co.za

E530104713T

Net Amount Due ZAR 4 526.31

AVIS We try harder

AVIS

Co. Reg. No. 2019/420358/07

ZENITH CAR RENTAL(PTY)LTD
T/A AVIS RENT A CAR
PO BOX 221
ISANDO,1600,RSA
VAT REG: 4850299563
TEL NO: +2711 9233500

3 BRABAZON ROAD, ISANDO
1600, SOUTH AFRICA

TAX INVOICE: E530111514T

Date	03 DEC 2025
Avis Account Number	AV884103790009
Avis Card Number	AV884103790009
Customer VAT Number	4200144642
Voucher Number	V1949957
Voucher Maximum	3 218.15 ZAR

DEMO TRAVEL
PO BOX 86
EDENVALE
1600 ZA

Rental Information

Renter:	PICKERING,STEVEN COLIN MR
Reservation Number:	31560099ZA4
Rental Agreement:	E530111514T
Rate Code:	F4
Vehicle Group Charged:	B

Rented From:	CAPE TOWN APT	Date:	27NOV2025	Time:	18:01
Returned To:	CAPE TOWN APT	Date:	01DEC2025	Time:	13:47
		Duration:	3 Days 19 hours 46 minutes		

Vehicle(s) Driven: WHI DZIR E MT 4 ZA KS81FJGP Group: B KM Out: 30589 KM In: 30753 Driven: 164KM

Rental Charges

	Rate	Amount	Total	
164 Free Kilometers				
4 Days	619.13	2 476.52		
Time and distance			2 476.52	T
Refueling Service Fee			39.13	T
8.68 Litres Petrol @ ZAR 23.18			201.15	
Contract Fee			107.83	T
VAT charge on taxables (T)	15.00 %	2 623.48	393.52	

Total Amount Due		ZAR	3 218.15	

Thank you for renting with Avis

Carbon Dioxide Emissions for rental SUZUKI DZIRE 1.2 GA MT: 19 kg

Payment & Additional Information

Please Make Payment To	ZENITH CAR RENTAL (PTY) LTD Bank: NEDBANK Account: 1961347539 Branch Code: 198765 Branch: Nedbank Universal Branch Code
Checkout Location	38401202
Status	THIS INVOICE IS NOW DUE

Name: JENNYS TRAVEL CC

PO BOX 76092
LYNNWOOD RIDGE
0040 PRETORIA ZA

Commission Revenue (ZAR)	2 476.52
Commission at 5.00 % (ZAR)	123.83-
Commission VAT at 15.00 %	18.57

E-Toll charges available on www.avis.co.za

E530111514T

Net Amount Due ZAR 3 075.75