

**UNIVERSITY FOR DEVELOPMENT STUDIES  
REQUEST FOR PER DIEM AND TRAVEL ADVANCE**

**FOR COMPLETION BY CLAIMANT** [Please Complete in Duplicate]

**NAME:** \_\_\_\_\_ **DEPT/FACULTY:** \_\_\_\_\_

<b>I AMA:</b>	<b>Member of Staff</b>	<b>Student</b>	<b>Staff No./Student ID:</b>	<b>TELEPHONE No.</b>

**PURPOSE:** \_\_\_\_\_  
**ITENERY:** \_\_\_\_\_

<b>From:</b>	<u><b>Travel Destination</b></u>	<u><b>Departure Date</b></u>	<u><b>Return Date</b></u>	<b>No of Days</b>
	<b>To:</b>			

**(i) DETAILS OF EXPENDITURE:** [Please Tick Appropriate Boxes]

Description:	Estimated (GH¢)	Actual/Retirement (GH¢)
1 Per Diem (..... Nights @ (GH¢ ) abated by [1/3] / [2/3] / [Not abated]		
2 Driver Per Diem (..... Nights @ (GH¢.....) abated by [1/3] / [2/3] / [Not abated]		
3 Air Ticket		
4 Travel and Transport (T & T)		
5 Fuel		
6 Kilometric Claim [for use of own transport] (..... km @ GH¢.....)		
7 Others (Please Specify)		
8		
9		

**TOTAL EXPENDITURE**

**(iv) LESS: AMOUNT ADVANCED** (if applicable)

**(v) Amount Reimbursable to Claimant/(Amount Payable to University)**

**DECLARATION:** I certify that the expenses I have claimed above are correct and in accordance with the approved scales of payment and Financial Procedures. The expenditure(s) I have stated were in respect of my Official duties. I am also aware that there may be a balance owed to me, or payable by me to the University, when actual expenditure is reconciled to the monies (if any) I may have been advanced.

I also undertake to give full account of the advance given to me within **14 days** on return, failure to which the University is authorized to deduct the amount of advance from my salary without notice.

Have you retired previous advance(s)?	<b>Yes</b>	<b>No</b>	<b>Note taken</b>

**Signature:** ..... **Date:** .....

**CERTIFICATION BY HEAD OF DEPARTMENT:**

I certify that the expenditure(s) claimed are necessary for the claimant to fulfil his/her Office duties

**Signature:** ..... **Date:** .....

<b>APPROVAL:</b>	<b>Dean (Where Applicable)</b>	<b>Date:</b> .....
	<b>Vice-Chancellor</b>	<b>Date:</b> .....

**FOR DIRECTOR OF FINANCE USE ONLY**

<b>Previous advance(s)</b>	<b>Retired</b>	<b>Not Retired</b>	<b>Not Taken</b>

**Reverence: P. V. No:** ..... **Cheque No:**.....

<b>Rates &amp; Claims Checked and Confirmed by the Budget/Expenditure Accountant:</b>	<b>Expenditure Code</b>		<b>Amount</b>
	<b>Nominal</b>	<b>Sub</b>	<b>(GH¢)</b>
<b>Date:</b>			

**AUTHORIZATION** **Director of Finance:** ..... **Date:** .....