

ACCOUNTING FOR SUBSISTENCE ADVANCED

NAME OF OFFICER

DEPARTMENT

TERRITORY VISITED

DEPARTURE DATE

DATE OF RETURN

PURPOSE OF TRIP

SUBSISTENCE: (A) NIGHTS @

(B) NIGHTS @

(C) NIGHTS @

_____ J\$ _____

OTHER EXPENSES DETAILED AS FOLLOWS:

(To be supported by vouchers)

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TOTAL AMOUNT SPENT

LEASS AMOUNT ADVANCED AS PER CHEQUE

NO..... DATED _____

AMOUNT TO BE REFUNDED / AMOUNT DUE _____

SIGNATURE

DATE

DETAILS VERIFIED BY.....

APPROVED BY

(Head of Department)

CANCELLATION OF TRIP

(To be completed only if trip was not taken)

I DID NOT UNDERTAKE THE VISIT AS RECOMMENDED BY THE HEAD OF MY DEPARTMENT.

.....
Signature of Member of Staff

NB. Please note carefully that you are required to account for subsistence advanced within 28 days of return to Campus, failing which, this advance will be deducted from your salary – F & G.P.C Minute 173, dated 12th April 1967.
