

TO: CAMPUS BURSAR

Date: _____

**REQUEST FOR SUBSISTENCE
ADVANCE FOR FOREIGN TRAVEL**

(to be submitted in duplicate)

(A)

NAME OF OFFICER _____

DEPARTMENT _____

PURPOSE OF TRIP _____

Territory _____ Departure Date _____ Territory _____ Arrival Date _____

Territory _____ Departure Date _____ Territory _____ Arrival Date _____

Territory _____ Departure Date _____ Territory _____ Arrival Date _____

NUMBER OF NIGHTS _____

Signature of Claimant

(B)

(1) VERIFIED THAT NO ADVANCES PAID EARLIER ARE OUTSTANDING FOR MORE THAN 4 WEEKS AND CLAIMS AGAINST SUCH ADVANCES HAVE BEEN SUBMITTED BY THE CLAIMANT AND SENT TO THE BURSAR

(2) VERIFICATION THAT REPORT TO VICE CHANCELLOR/PRINCIPAL/DEAN/DEPT. HEAD FOR VISIT TO PREVIOUS NON-UWI MEETING(S) HAS BEEN SUBMITTED

(3) PRESENT REQUEST VERIFIED AND APPROVED _____

SIGNATURE _____

(Head of Department)

(C)

FOR USE IN THE OFFICE OF FINANCE

Territory _____ No. of Nights _____ Rate _____

Territory _____ No. of Nights _____ Rate _____

Territory _____ No. of Nights _____ Rate _____

AMOUNT _____

FUND _____

ORG _____

ACCT _____

PROG _____

THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS
BURSARY

GRANT FOR BOOKS AND OTHER PROFESSIONAL MATERIALS DISBURSEMENT FROM (WIGUT Category)

TO: STAFF BENEFITS SECTION – BURSARY

FROM:

DATE:

EMP. NO:

<u>CATEGORY</u>	<u>VALUE</u>
(a) Books, Journals etc.
(b) Subscription / Membership Fees
(c) Computer Hardware and Software
(d) Other Professional Materials
TOTAL	\$.....

JUSTIFICATION (For items in category (d) indicate intended usage)

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Kindly pay the sum indicated as per attached receipt(s)/proforma invoice(s) subject to the Amount available in my grant.

With thanks.