

APPLICATION FOR OFFICIAL TRAVEL - OTHER STAFF

To Be Completed in Triplicate (one for applicant, Central Registry personnel file and the other for departmental file) attach all relevant documents including Letters of Invitation/Placement and Sponsorship and budget breakdown)

SECTION ONE (To be filled by applicant- Other staff)

Name: Designation

Department:

Place you intend to travel:

Dates: From to

Reason:

Any funds sought from the University? Yes/No, Amount:

If yes, specify the purpose for the funds sought? (Details e.g. per diem, air ticket etc.):
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If No, source of funding:

Date you last had Official Travel: For how long

Reason(s) for travel then

Funding Agency

Did you get (additional) University Sponsorship? Yes/No..... If Yes, How much?

What expenses were covered?

Signature: Date: Tel..... email.....

SECTION TWO (To be filled by Heads of Department/Unit/Appointee to act)

Remarks by the University Secretary or Head of Department (*For Heads of Departments and other staff respectively, regarding relevance, timing and vote position, etc.*)
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Signature: Date:

For Heads of Departments (Name who is to act in your absence).....

SECTION THREE (To be filled by the Bursar when funds are sought from the University)

Approved /Not approved:.....

Reason(s) for approval/Not approval
.....

Signature: Date:

SECTION FOUR (To be filled by the Deputy Vice Chancellor Finance & Administration or University Secretary (For Heads of Departments and other staff respectively)

Approved/Not Approved:

Signature: Date: