ACCRA TECHNICAL UNIVERSITY

ATUCF18 - CLAIM FORM FOR TRAVEL AND TRANSPORT EXPENSES

Part A - Details of Claimant

Name: _____ Designation: _____

Staff Number (If applicable): _____ Telephone Number: _____

Faculty/Department/Section/Unit: _____ Month/Year: _____

Part B - Details of Vehicle Used

Type of Car (Please tick): Private [ ] Official [ ] Public [ ]

Registration No.: _____ Model: _____ Cubic Capacity: _____

Part C - Details of Journey Made

Please provide below details of the journey made and attach approval to undertake the journey as well as other relevant documents.

Departure		Arrival		Dist. (Km)	No. of Nights	Purpose of Journey
From	Date	At	Date			
Total Fare/Distance/No. of Nights						**Total Amount (GH¢)**
Rate per Km/Night						
Amount (GH¢)						

** Please add extra sheet or form if the need be.*

Please tick to confirm Feeding provided [ ] Accommodation provided [ ]

This Form has been designed in accordance with Section 16.8 of the University Accounting Policies and Procedures Manual. It is to be used only for the claim for which it is meant.

Claimant's Declaration *(Please read carefully before signing)*
I declare that the information provided above are accurate and free from material misstatement. I certify that the journey (ies) stated above were made by me and no other person.

Signature of Claimant **Date (DD/MM/YYYY)**

Part D - Authorising Officer (s)
I am satisfied that the above claim is true and in accord with relevant financial regulations.
The journey(ies) was/were authorised by me.

Head of Dept./Unit **Signature** **Date (DD/MM/YYYY)**

Part E - Certification by the Internal Auditor
We are satisfied that the requested claim is genuine and supported by relevant documentation.

Internal Auditor **Date (DD/MM/YYYY)**

Part F - Approving Officer *(Kindly indicate and sign)*

Approved [ ] Not Approved [ ]

Vice-Chancellor **Signature** **Date(DD/MM/YYYY)**

Part G - Claim Summary *(For Accounts Officer's Use Only)*

Total number of nights	
Rate (GH¢)	
Amount (GH¢)	

Prepared by **Signature** **Date(DD/MM/YYYY)**

Checked by **Signature** **Date(DD/MM/YYYY)**

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