



**UNIVERSITY OF MINES AND TECHNOLOGY (UMaT), TARKWA**  
**APPLICATION FOR OFF-CAMPUS ALLOWANCE (WITH CAR ☐ WITHOUT CAR ☐ )**

**1. TO BE COMPLETED BY APPLICANT**

**a) Particulars of Applicant**

Name:

.....  
.....

Post/Status: ..... Department/Unit:

.....

Date of Assumption of Duty at the University:

.....

Residential Address:

.....  
.....

**b) Driver's License Details**

Car Model/Registration Number:

.....

Driver's License Number: ..... Expiry Date:

.....

**2. ENDORSEMENT BY THE ESTATE OFFICER**

I confirm that

.....

..... stays at

..... which is

..... km/miles away

from campus.

.....  
.....

**Date**

**Name of Estate Officer**

**Signature**

**3. ENDORSEMENT BY INTERNAL AUDITOR**

The place indicated above is out of campus and hence recommend that the applicant be paid the requested allowance.

.....  
.....

**Date**

**Name of Auditor**

**Signature**

**4. APPROVAL BY REGISTRAR**

Based on 2 and 3 above, the payment of off-campus allowance to

.....

is approved to take effect from

.....

.....

.....

**Date**

**Signature of Registrar**