



UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA

CAR KILOMETRAGE AND TRAVELLING ALLOWANCES CLAIMS (DRIVER)

For /Mr./Mrs./Miss/Ms.: Car No.

DATE	DESTINATION		PARTICULARS OF JOURNEY		Reason
20.....	FROM	TO	No. of Km	Nights	Attach Permission to Travel Form

Details of the journey within any Town/City should be provided at the back of the form. Kilometrage

Claim: Km @ GH¢

Travelling Allowance: Nights @ GH¢

1: GH¢

2: GH¢

I hereby certify that I performed the mileage journeys detailed above on university business:

Signed: Date:

Officer Submitting Claims

I certify that the above claim is genuine and that the journey was necessary and authorised by me.

Signed: Date:

Transport Officer

Approved:

Transport Engineer

Date: