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**: ……...**