

GREAT LAKES UNIVERSITY OF KISUMU
P.O.BOX 2224, KISUMU-40100.
REQUEST FOR WORK ADVANCE /IMPREST FORM.

1. Name of staff.....payroll No.....Department/Project.....
2. Country of destination.....City/Town.....
3. Purpose of Expenditure/Travel.....
4. Budget line.....(attach budget).
5. Date of travel.....
6. End of mission/Travel.....
7. Number of days
8. Mode of travel Air.....sea.....rail.....road.....(tick as appropriate).

ACTIVITY	DATES	DESCRIPTION	AMOUNT
Perdiem			
Transport			
Other –list			
TOTAL			

I undertake to submit supporting voucher and necessary receipts for the advance issues by the following

Date

(Attach a copy of this form when filling the imprest surrender form 204.)

In the event of not accounting for this advance within fourteen days after the end of the expenditure /travel you are hereby authorized to deduct the whole amount from any salary in the month following the expiration of the fourteen days.

Applicant's signature.....

Approved(HOD).....sign.....date.....

Checked (Finance).....sign.....date

Approved(DVCF&A).....sign.....date.....

Authorized(VC).....sign.....date.....
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(Duly completed form to be submitted to account 7days to the trip/expenditure)

(white/pink/yellow-accounts, blue-applicant,bookcopy HOD))

(FORM 104)