

THE INSTITUTE OF FINANCE MANAGEMENT

CLAIM FOR EXTRA HOURS TEACHING WORKLOAD

(FULL/PART TIME ACADEMIC STAFF)

(FOR HUMAN RESOURCES OFFICE)

NAME:Denis Lupiana

RANK:lecturer

DEPARTMENT:Computer Science

FACULTY	DEPARTMENT	MODULE(S) CODE	PROGRAMME	LECTURE HOURS	TUTORIAL HOURS	TOTAL
Faculty of Computing and Mathematics	Computer Science	CSU_08105	BCS	0	1	1

SUMMARY	LECTURE	TUTORIAL	TOTAL
TOTAL HOURS TAUGHT	0	1	1
MIN WORKLOAD	32		
CLAIMED EXTRA HOURS	-31		

S/No	TRANSPORT ALLOWANCE	NUMBER OF SESSIONS/DAYS
i	TAUGHT MAIN CAMPUS FROM 7 00PM	0
ii	TAUGHT MAKTABA VENUES	0
iii	TAUGHT DURING WEEKENDS	1

CERTIFICATION

i. I HAVE SUBMITTED THE SUPPORTING DOCUMENTS TO THE HEAD OF
DEPARTMENT

ii. I CERTIFY THAT THE PARTICULARS GIVEN ABOVE ARE CORRECT, AND I WISH TO
CLAIM THE TEACHING ALLOWANCE FOR THE PERIOD OF (MONTH AND YEAR)

SIGNATURE: _____ DATE: _____

FOR OFFICIAL USE ONLY

CLAIM APPROVED/NOT APPROVED FOR PAYMENT BY HEAD OF DEPARTMENT

NAME: _____ SIGNATURE: _____

_____ DATE: _____