

# THE INSTITUTE OF FINANCE MANAGEMENT

CLAIM FOR EXTRA HOURS TEACHING WORKLOAD

(FULL/PART TIME ACADEMIC STAFF)

(FOR HUMAN RESOURCES OFFICE)

**NAME:**Renatus Mushi

**RANK:**lecturer

**DEPARTMENT:**Computer Science

FACULTY	DEPARTMENT	MODULE(S) CODE	PROGRAMME	LECTURE HOURS	TUTORIAL HOURS	TOTAL
Faculty of Computing and Mathematics	Computer Science	CSU_08102	BCS	0	0	0
Faculty of Computing and Mathematics	Computer Science	CSU_08106	BCS	0	0	0

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

TRANSPORT ALLOWANCE	NUMBER OF SESSIONS/DAYS
TAUGHT MAIN CAMPUS FROM 7 00PM	0
TAUGHT MAKTABA VENUES	0
TAUGHT DURING WEEKENDS	0

## **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: \_\_\_\_\_

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## **FOR OFFICIAL USE ONLY**

CLAIM APPROVED/NOT APPROVED FOR PAYMENT BY HEAD OF DEPARTMENT

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_