

**TRAVEL EXPENSES DECLARATION FORM**

(Used for expense declarations for travels allowance is paid.)

<b>EMPLOYEE'S DECLARATION</b>		<b>TYPE OF CURRENCY :</b> .....	
Travelled Location		Total Allowance Amount	
Travel Beginning/Ending Dates		Other Expenses	
Duration of Travel		Total Expenses	
Daily Allowance Amount		Advance Paid ( - )	
Total Allowance Amount		Advance Balance ( + / - )	
<u>Encl : 1) Flight Ticket 2) Hotel Invoice</u>			
<b>UNIVERSITY ACCOUNTING UNIT ALLOWANCE ACCRUAL</b>			
Gross Allowance Amount		Net Allowance Amount	
Total of Exemptions		Other Expenses	
Taxable Amount		Total Expenses	
Income Tax		Advance Paid	
Stamp Duty		Amount to be Paid	
Net Allowance Amount		Amount to be Returned	

<b>EXPENSES MADE BY</b>		<b>INCURRED AND APPROVED BY</b>	
Name, Last Name		Name, Last Name	
Registration No.		Unit Code	
Bank Account No.		Approval Date	
Declaration Date		Signature	
Signature		Note	