



# THE UNIVERSITY OF ZAMBIA

## RETIREMENT OF IMPREST

(to filled in triplicate)

Name: \_\_\_\_\_ Man. Number \_\_\_\_\_

School/Unit/Department \_\_\_\_\_

(1) Amount of Imprest Advanced K \_\_\_\_\_ Cheque No. \_\_\_\_\_ Date \_\_\_\_\_

DETAILS	Departed from	Date	Arrived at	No. of nights	Rate/ Night	Amount
(a) Subsistence allowance Date of return:.....						
(b) Fuel						
(c) Other expenses (specify) (if space not enough attach analysis)						
<b>Total expenses</b>						
(d) Cash balance(attach copy)	Receipt no.		Date:			
<b>(2) Total expenses and cash</b>						
Amount recoverable/(payable) (1-2)						

***I certify that the expenses were incurred by myself in the course of performing the activity for which imprest was obtained.***

SIGNATURE of the retiree:..... Date:.....

ACCOUNTANT ..... Date:.....

INTERNAL AUDIT ..... Date:.....

APPROVED: DEAN/HEAD ..... Date:.....