

AKENTEN APPIAH-MENKA
UNIVERSITY OF SKILLS TRAINING & ENTREPRENEURIAL DEVELOPMENT
(AAMUSTED)

E05 - CLAIM FORM FOR EXTERNAL SUPERVISION/EXAMINATION OF
THESIS/DISSERTATION/LONG ESSAY

Part A - Details of Claimant

Name: _____ Designation: _____

Telephone Number: _____ Month/Year: _____

Faculty/Department: _____

Bank Account: Bank: _____ Branch: _____ A/c No.: _____

Part B - Details of Claim

Type of Claim (Please tick): Supervision [] Examination []

Degree Supervised/Examined: Ph.D. [] M.Phil. [] MA [] M.Ed. [] PGDE [] Bachelor's []

Please list below the name(s) of student(s) and respective title(s) of thesis/dissertation/long essay supervised/examined.

No.	Name/Index No. of Student	Title of Thesis/Dissertation/Long Essay

Travel and Transport Expenses

Inbound: From: _____ To: _____ On (Date): _____

Outbound: From: _____ To: _____ On (Date): _____

Details of Internal Rounds (Refer to Note 2 overleaf): _____

Postage Expenses (Please state currency and amount): _____

Signature of Claimant Date(DD/MM/YYYY)

Part C - Approving Officers

Head of Department Signature Date(DD/MM/YYYY)

Dean, SGS (Where applicable) Signature Date(DD/MM/YYYY)

Deputy Registrar (Academic) Signature Date(DD/MM/YYYY)

This Form has been designed in accordance with Section 15.2.1 of the University's Financial and Stores Regulations. It is to be used only for the claim for which it is meant.

Part D - Claim Summary (For Accounts Officer's Use Only)

Item (Please tick)	No. of Students/ Kilometres	GH¢		US\$	
		Rate	Amount	Rate	Amount
Basic Fee					
Supervision					
Examination					
T&T Expenses					
Postage Expenses					
Other (Specify):					
Total			GH¢		US\$

Prepared by

Signature

Date(DD/MM/YYYY)

Checked by

Signature

Date(DD/MM/YYYY)

NOTES:

1. Please enclose your report on the examination (where applicable) if it has not already been submitted.
2. For journeys by road between two towns for the purpose of catching a plane, the names of the towns, distance, and cost of travel should be stated.
3. Remuneration shall be translated at the prevailing exchange rates to Ghana Cedis where applicable.

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