

**THARAKA**

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**SURRENDER FORM**

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NAME .....CLAIM FORM NO.....

DESIGNATION..... PAYROLL NO.....

DEPARTMENT.....GRADE.....

FACULTY.....

Purpose.....

**1.MILEAGE**

Date of journey.....To.....

Distance Covered.....Vehicle registration no.....

Rate..... Total Amount.....

**2. SUBSISTENCE ACCOMODATION**

Date of the journey.....To.....Destination.....

Rate per..... (if flat rate) .....

**3.DESCRPTION OF CLAIM**

.....Account Chargeable..... Amount.....

.....Account Chargeable.....Amount.....

.....Account Chargeable.....Amount.....

.....Account Chargeable.....Amount.....

Amount I want refunded/deducted from my salary KES.....

I certify that the journey(s) substitutes itemized above were undertaken by me solely in the interest of the University and that all relevant documents where applicable have been attached. The claim takes into consideration the maximum amount of allowance claimable for the grade and capacity of my vehicle.

Signature of the claimant..... Date.....

Head of Department..... Date.....

**APPROVAL**

Approved/Not approved

(Reasons).....

Deputy Vice Chancellor (A, F, P&D)

.....Date.....

**FOR AUDIT USE ONLY**

The regulations governing the claims have been followed and to the best of my knowledge, the charges there on are correct

.....Internal Auditor

**FOR OFFICIAL USE ONLY**

J.V NO.....CHEQUE No.....

P.V.C. No.....Date.....

**ACCOUNTANT** Approved for

payment.....Date.....

Finance Office..... Date.....