




FINANCIAL POLICY & PROCEDURES

For the University of the South Pacific Student Association
(USPSA)

A decorative graphic consisting of several parallel, dark blue diagonal lines that extend from the lower-left quadrant towards the upper-right quadrant of the page, creating a sense of movement and depth.

This Document is to be adopted in the USPSA Federal Office
and all USPSA Branches
2018 Version



USPSA FEDERAL

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1.0 Vision

Achieving the best experience possible for students as they navigate through University.

2.0 Mission

-  To provide purposeful representation of the academic and non-academic needs of our student members in the various spaces in society.
-  To provide a unified and dynamic leadership that is innovative in its aspirations, and responsible in managing our needs and resources.
-  To provide intelligent and meaningful spaces for our students' use and dialogue.
-  To promote the respect, commitment, and cooperation in the integration of the "Pacific-Way" in our sojourn at University.
-  To usher in opportunities and create an environment that would empower and propel students towards success and excellence.
-  To train our student members to become exemplary leaders in the home, community and government of the Pacific.

3.0 Values

-  Integrity and Honesty
-  Professionalism, Sustainability and Reliability
-  Democratic, Equality and Inclusiveness
-  Independence and Openness
-  Pacific Consciousness

4.0 Purpose

The purpose of financial management in the operation of all USPSA Federal activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including clients, partners, funders, employees, and the Council. In order to accomplish this, USPSA Federal commits to providing accurate and complete financial data for internal and external use by the USPSA Officers and the Council members.

5.0 Authority



- 5.1 The Federal Council is ultimately responsible for the financial management of all activities in the USPSA body and its bank account. The Secretary General (SG) is authorized to act on the Federal Council's behalf on financial matters when action is required in advance of a meeting of the Federal Council.
- 5.2 The SG is responsible for the day-to-day financial management of the organization. The Federal Chair authorizes the SG to hire and supervise staff and independent consultants, pay bills, receive funds, and maintain bank accounts.
- 5.3 The SG is fully responsible for the disbursement of funds from the Federal Office bank account on behalf of the Council and such disbursements must comply with the relevant policies and procedures as stated in the financial by-laws and relevant administration policies.
- 5.4 Where the Federal Office bank account has received donor funds for specific activities/project funds, the SG must ensure that relevant internal policies are complied with before funds are disbursed from the Federal Bank account for the project activities.
- 5.5 The SG is authorized to approve all expenses within the office budget as approved by the USPSA Council. In the case where expenses are outside the scope of the approved budget, delegation of authority as prescribed in the table below shall apply:

Tab 1: Delegation of Financial Authority

Financial Limits	Approving Officer
> \$10,000.00	USPSA Council
\$2,001.00 to \$9,999.99	USPSA Chairperson
\$501.00 to \$2,000.00	USPSA Deputy Chairperson
< \$500.00	USPSA Secretary General

- 5.6 All cheques are to be signed by two of the three signatories.
- 5.7 The Federal Office¹ is authorized to enter into contracts for activities that have been approved by the Council as a part of budgets or plans. The Federal Council must authorize any contracts outside of these parameters and all contracts with a financial value greater than \$15,000.

¹ SG can exercise the Federal Chair's authority.









- 5.8 The SG is authorized to manage expenses within the parameters of the overall approved budget, reporting to the Federal Council on variances and the reason for these variances.
- 5.9 The Federal Council members must approve any use of the Council designated cash reserve fund.
- 5.10 The Federal Office, through the Secretary General and with the endorsement of the Council Chair is authorised to enter into donor/external funded agreements/contracts for activities that are to be implemented by the Association. Reports of all such activities must be tabled to the Council at every meeting and the Council's Executive Committee must be kept updated on the progress of all donor funded activities.

6.0 Responsibilities of Federal Office

6.1 The responsibilities of the Federal office will be as prescribed in table two (2) below:

Tab 2: Financial responsibility of Officers and SG

Responsibilities	Responsible Person
<ul style="list-style-type: none">  Account for donor restricted and Federal Council designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.  Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases.  Obtain competitive bids for items or services costing in excess of \$5,000 per unit. Selection will be based on cost, service, other elements of the contract and the approval of the Federal Council. 	USPSA Chairperson & Deputy chairperson via the Councils Executive Committee
<ul style="list-style-type: none">  Report the financial results of USPSA Federal operations according to the schedule established by the Finance Committee²/Federal Council on a monthly basis.  Depreciation of capital assets will not exceed five years for furniture, equipment, computer and other technology equipment.  In the event that a tender took place and there are 3 quotations, the USPSA Federal may award the bid to any provider and is not required to accept the lowest cost proposal. 	Secretary General via the Finance Committee

² The Finance Committee membership will be appointed by Federal Council on the advice of Federal Chairperson and Secretary General.



 Pay all obligations and file required reports in a timely manner.	Finance Officer
 Record fixed assets with purchase prices greater than \$500 as capital assets in accounting records.	

7.0 Responsibilities of USPSA Federal Council



- 7.1 Review financial reports at each Federal Council meeting.
- 7.2 Provide adequate training to members to enable each member to fulfill his or her financial oversight role.

8.0 Financial Transactions with Insiders

- 8.1 No advances of funds to employees and officers are authorized except if in-lieu of a month's salary/allowance.
- 8.2 The advance has to be approved by the SG for all staffs and in the case of SG, the officers shall approve.
- 8.3 Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed.

9.0 Budget

9.1 In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with board-approved priorities, long-range organization goals, and specific five-year objectives, the USPSA Chairperson shall:

-  Submit operating and capital budgets to the Finance Committee/Federal Council in time for reasonable approval by the Federal Council prior to each fiscal year.
-  Use responsible assumptions and projections as background, with the general goal of an unrestricted surplus.

10. Gift Acceptance







- 10.1 Federal will accept stock or other negotiable instruments as a vehicle for donors to transfer assets to the organization.
- 10.2 Transfer and recording the value of the asset shall be done in a consistent manner and in compliance with accounting standards.



- 10.3 The USPSA Chairperson may direct the USPSA Office to dispose of gifts by way of auction as and when they see fit.
- 10.4 Federal shall accept contributions of goods or services other than cash that are related to the programs and operations of Federal.
- 10.5 Any gift received by a USPSA Officer in his/her official capacity shall be declared to the USPSA Office as soon as it is received.

11. Asset Protection

- 11.1 In order to ensure that the assets of Federal are adequately protected and maintained, the SG shall:

-  Maintain a fixed asset register outlining all the assets of the Association
-  Insure against theft and casualty losses to the organization and against liability losses to Council members, staff, or the organization itself to levels indicated in consultation with suitable professional resources.
-  Plan and carry out suitable protection and maintenance of property, building, and equipment.
-  Avoid actions that would expose the organization, its Council, or its staff to claims of liability.
-  Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
-  Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

12. General Service Fees (GSF)³

- 12.1 Student fees is levied to student's student enrolled for studies on face to face mode or through DFL mode at the University of the South Pacific.
- 12.2 Laucala campus full time students, will have to pay FJ\$50 per semester and FJ\$35 per semester for regional students. From the \$50, \$16.50 is deducted for the

³ The amount is stated in Fiji Dollars as Federal office is in Suva, however in each campus, it must be converted to local currency.



















Campus Life and \$27.50 for the Laucala branch, \$5 for the Federal office operations and \$1⁴ for investment to be done by Federal office.

- 12.3 Whereas for the \$33.50 allocation from each students in regional campuses including Lautoka and Labasa, \$32.50 will go to the SA coffers whilst the \$1 channeled to Federal office for the investment fund.

13. Formulating Salaries for Staff and Officers






- 13.1 It has been stipulated and resolved that the total salaries for both staff and officers of the council shall not be more than 50% of the total budget of the Federal Office during a fiscal year.

14. Duties of the Treasurer outlined in the Financial By-Laws includes handling the following

-  Prepare receipts
-  Payments (taking approval, preparation of the PV, preparing checks and Bank runs.)
-  Preparation of wages and salaries fortnightly on a fortnightly basis
-  Keeping records of the time-sheet and overtime records
-  Record staff leave
-  Ensure proper filing to the finance records
-  FNPf
-  Employer Monthly Summary
-  Ensure that there is sufficient Petty Cash is available at all times
-  Updating Cash Book
-  Carry out Capex Reconciliation
-  Compile and vetting of proposals and acquittals for both the Federal office and campus Student Association (SA), before submitting to Finance for release of appropriate funds
-  Bank Reconciliation
-  Update the Chair and DC on financial matters on a weekly basis
-  Data entry to the financial system-MYOB
-  Liaise with Finance on the financial issues of the Federal

⁴ The FJ\$1 for investment is as stipulated in the General By-laws, Part S.







-  Request transaction listing for the Federal office on recon-purpose and extract direct deposit payments from vote code
-  Liaise with campus SA's regarding financial issues
-  Make monthly reconciliation for all campus SA's vote codes
-  Prepare Federal accounts for auditing
-  Preparation of financial report for the Federal Council meeting

15. Procedures

15.1 Payments







- 15.1.1** Approval for all purchases and payments given in accordance with Delegation of Authority.
- 15.1.2** Getting 3 quotations for any payment required more than \$1000.00
- 15.1.3** Payment Vouchers and cheques to be signed by relevant officers/SG

15.2 Petty Cash Policy

- 15.2.1 Purpose:** This policy governs the usage, operation and custodianship of the USPSA's petty cash floats.
- 15.2.2 Objective:** This policy provides the guidelines for the authorization, establishment and maintenance of petty cash including appropriate uses and security standards. The amount of petty cash that will be held by the Federal Office shall be \$500.00. Petty cash may be used by the Federal Office for the following:
 -  To reimburse claims made by staff for expenses incurred relating to official Office business.
 -  To acquire goods or services up to a value not exceeding \$200 for any one transaction.
 -  Only staff with appropriate devolved responsibilities can authorize the use of petty cash to acquire goods and services, reimburse claims and replenish the petty cash float.
 -  This policy document applies across all Branches of USPSA. It applies to all USPSA designated Petty Cash Holders involved in submitting petty cash claims, approving petty cash claims, processing petty cash claims and

managing petty cash floats; and is subordinate to the USPSA Financial By Laws

15.2.3 Policy


-  Alternate methods of payment, for example, cheque payment,
-  Petty cash funds are only available for use where there is no viable alternative, to expedite obtaining of certain supplies and services where minor expenditure is involved; and to improve the efficiency of the payment process.
-  Petty cash claims by staff of the University will not be recognized, unless approved policy and procedures have been followed.
-  Petty cash shall be used for individual purchases or claims up to a maximum of \$200.
-  Petty cash may be used for:
 - i. Meal allowances and mileage claims up to \$50. Meal allowances and mileage claims exceeding \$50 must be paid through a cheque.
 - ii. Expenses such as:
 - o transport costs for official office runs
 - o minor supplies for official office business
-  Petty cash must not be used for:
 - i. Salaries, wages, honorarium, allowances and other payments for services that are subject to reporting and withholding tax
 - ii. Advertising
 - iii. Any personal expenditures, even if these are reimbursed subsequently. This includes borrowing from the petty cash till and cashing of personal cheques.
 - iv. Purchases of goods and services exceeding \$200 per transaction
 - v. Expenditure of a recurring nature.
 - vi. Gifts
 - vii. Any expenses related to farewells, sickness or death (whether for food, drinks or gifts)
 - viii. Purchase of alcohol
 - ix. Any expenditure that does not support USPSA business


15.2.4 Roles and Responsibilities


- i. Role/Office Responsibility Petty Cash Custodian:
 - o Ensuring the fund is secured at all times.
 - o Retaining acceptable supporting documentation.
 - o Maintaining a petty cash register.

- Monitoring and reconciling of the petty cash float.
- Reimbursing the petty cash float when cash on hand is at a minimum level of 50% of the total float or \$100, whichever is lower.
- Reporting the loss of funds as soon as the loss is discovered.
- Fully understand and comply with the petty cash policy and procedures.
- Amount of cash to be approved as petty cash by the Chair/DC/SG is not to exceed \$500.
- Petty cash expenses are recorded as and when incurred using proper petty cash voucher and should be approved by the appropriate officer prior to release of funds. Forms needed to be filled are attached in the Appendices.
- When running low in petty cash balance, all expenses reconciled and a new cheque is prepared of the amount being used and the reconciliation of the expenses is attached to the PV.

15.2.5 Compliance

 The petty cash float is the responsibility of the Petty Cash Custodian. The USPSA Federal Finance Officer (or in the case of USPSA Federal Office, the Secretary General) will conduct spot checks to ensure compliance with the Petty Cash Policy and Procedures.

 The USPSA FIC may at its discretion recommend to close a petty cash fund in the event of mismanagement, misuse of funds or other violation of this policy.

 Vouchers and receipts that are more than 60 days old will not be reimbursed. All exceptions must be approved by the Secretary General (or in the case of the USPSA Federal Office, the FIC).

15.2.6 Related documents

 Petty Cash Declaration

 Petty Cash Handover-Takeover Form

 Petty Cash Reimbursement

15.3 Proposals⁵

15.3.1 Any Branch event incurring expenses shall wait for endorsement from the Federal Office as prescribed in table three (3) below:

⁵ Branches must ensure that they consult USPSA Events Criteria and USPSA Events Checklist as stipulated in the Financial By-laws whilst adhering to the procedures below.

Tab 3: Campus categorization and association amounts

Campus Categorization	Amounts
Category A	\$5,000 above
Category B	\$2,000 above
Category C	\$1,500 above
Category D - E	\$500 above

15.3.2 The budget of the event, whereby 3 quotations has to be attached for individual items whose amounts exceed as per USPSA Financial by-laws.

15.3.3 Proposals are received from Campuses.

15.3.4 Proposals shall include the following:



A cover letter signed by President of Association



Proposal for the event (on USPSA Proposal template) done by relevant executive



Minutes and attendance of meeting where the event was discussed



The budget of the event, whereby 3 quotations has to be attached for individual items whose amounts exceed \$500 or \$800 as per the by law

15.3.5 If there will be selling of alcohol, the permit has to be paid with the relevant authorities. All proceeds from sale of alcohol needs to be accounted for and returned to the respective Association.

15.3.6 Approvals of proposals will be as the “Scheme of Finance Delegations”.

15.3.7 FO, shall not vet the proposal if the relevant campus has not submitted the acquittals from any previous event.

15.3.8 Approval email shall be sent to campus finance sections once approval has been granted by Federal Office.

15.4 Acquittals for Branches

15.4.1 Post event repost shall be submitted to the Federal Office within 3 working days together with the acquittals

15.4.2 The following shall be verified upon receiving acquittals:



Was their spending according to the budget being proposed



Proper receipts shall be provided for all expenses .









Receipts from the market should include a name and contact.



Taxi vouchers should be used for travelling as some taxi drivers do not have receipts to issue



-  Allowance forms are to be used for any allowances paid for the executives or helpers etc
-  Allowance for student volunteers must be paid in accordance with the Events Criteria – Student Volunteer Rates in USPSSA Financial by-laws.
-  The balance cash from the event shall be deposited into account and receipted.
-  In case of selling the alcohol, the total cost of the alcohol purchased to be reimbursed.
-  For USPSA Branch that has a bank account – all acquittals must be submitted to Federal Office Finance Officer who shall vet the acquittals and submit to SG or Officer for approval of reimbursement. Once Federal office approves the acquittals, the Federal Finance Officer shall write an email to USP Finance notifying of the total approved amount and details of each Payment Voucher. USP Finance shall release the approved amount after cross checking the totals of Payment Vouchers against the email from Federal Finance Officer.
-  For USPSA Branch that does not have a bank account, it must follow the USPSA Financial by-laws article 8 for process on activities and expenses

15.5 Acquittals for the Federal office

- 15.5.1** Acquittals shall be prepared and sent to USP Finance for reimbursement once funds in the USPSA Federal Bank Account is below FJ\$10,000.00.
- 15.5.2** Compile all documents including payment vouchers, invoices and quotations.
- 15.5.3** Once all in order, prepare the acquittal listing which shows the amount of the cheque written, amount returned (if any – should be deposited), and amount to acquit/ claim and the total. Also note the ones not going for reimbursement may be for some reason (for ref purpose so that it can be claimed in the next one)
- 15.5.4** Prepare a budget for the claim.
- 15.5.5** Bank reconciliation shall be prepared.



- 15.5.6** Prepared reports to be printed out and a miscellaneous claim form to be filled.
- 15.5.7** The authorizing officer (as per scheme of finance delegations) will approve and sign on the claim form
- 15.5.8** Federal Office Acquittals – all acquittals of the Federal Office must be signed and approved by the SG and the Officer after prepared by the Finance Officer
- 15.5.9** After approval and signing of the acquittals the SG or the Officer shall write to USP Finance informing of the approved total amount and details of each Payment Voucher for reimbursement to Federal bank account. USP Finance shall cross check the Payment Vouchers and total amount to confirm and match with email sent by the SG/Officer of the approved reimbursement.

15.6 Salaries & Wages

- 15.6.1** An annual wage calendar will be developed and approved before commencement of a new financial year and will include PAYE as well as FNPf pay dates.
- 15.6.2** An Office Attendance Register will be developed and maintained at the office with all USPSA Officers required to sign in and sign out on a daily basis.
- 15.6.3** Wages is on fortnightly basis, preparing of wages will strictly be according to the time sheet filled daily.
- 15.6.4** Any overtime taken must be approved by appropriate personnel in accordance with USPSA Overtime Application Form outlined in the USPSA Federal Orders.
- 15.6.5** Staff are eligible for meal and transport allowance as per the USP Staff rates.
- 15.6.6** Once wages is prepared, the SG or the Officer shall approve them
- 15.6.7** Wages sheet to be attached to the payment voucher and processed for payment.

15.7 FNPf

- 15.7.1** FNPf paid out in accordance with the Annual Wage Calendar
- 15.7.2** This shall be paid on a monthly basis.
- 15.7.3** 8% is being deducted from staff salary and the 10% is from the employer.



- 15.7.4** Invoices shall be generated from the FNPF Web Portal by doing all the entries and submitting.

15.8 Employer Monthly Summary

- 15.8.1** Submission shall be online to FRCS on a monthly bases in accordance with wages & salaries

15.9 Cash Book

- 15.9.1** Cash book to be reconciled back to the MYOB and signed-off on by the FO and SG on a monthly basis.
- 15.9.2** This cash book works along with an opening balance from the beginning of the year and enter all receipts and payments on a daily basis, which will give us the closing balance on a daily basis.
- 15.9.3** Reconciliation shall be done with reference to bank statement

15.10 Monthly Expenses and reconciliation against Budget

- 15.10.1** Recording of all expenses incurred on a daily basis and for individual months and relating it to the relevant capex.

15.11 MYOB

- 15.11.1** MYOB should be used for tracking and accounting of financial information.
- 15.11.2** Any manual records maintained must be secondary and all primary information must be stored on MYOB.
- 15.11.3** Data entry of all transactions on a daily basis is entered in MYOB.
- 15.11.4** Reconciliation shall be done with reference to bank statement

15.12 Monthly Reconciliation for all campuses

- 15.12.1** On a monthly basis, AFO to generate Vote-code reports from the USP Finance system for the Federal Office & each branch.
- 15.12.2** the reconciliation shall be done to check if all transactions are entered correctly.
- 15.12.3** The AFO shall work closely with all branch finance officers/treasurers to ensure all of the above is being followed.



Appendices

Appendix 1 - PETTY CASH DECLARATION

This form is to be used for Financial Year End purposes only, and to be declared by the Petty Cash Custodian.



I, _____

(Your Full Name)

OF, _____

(Name of Faculty/Section/Department/School)

certify that as the 31st December 20____ I have custody of Petty Cash to the value of

(A) Cash on Hand \$ _____

(B) Un-acquitted Advances \$ _____

(C) Reimbursement Cheque
awaiting collection \$ _____

(D) Accountable Amount of Float \$ _____

(E) Cash Shortage/Surplus \$ _____

Float is balanced when (A) + (B) + (C) – (D) equals zero. (E) is for difference or any variance in float amount.

Discrepancies must be reported to your Dean/Head of Section and Finance Office immediately.

Signature Petty Cash Float Holder

Signature of Petty Cash Expenditure Approver

Contact Telephone Number

Date

[Appendix 2 - PETTY CASH HANDOVER/TAKEOVER](#)

This form is to be used for any change in Petty Cash Custodianship (temporary or permanent basis)

BRANCH/ OFFICE	
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CURRENT IMPREST HOLDER (Name in full)	
NEW IMPREST HOLDER *(Name in Full)	

COUNT OF CASH ON HAND

Type	\$100	\$50	\$20	\$10	\$5	\$2	\$1	Coins	A
Qty									TOTAL
Value									

PROCESSING FOR REIMBURSEMENTS/
UNACQUITTED ADVANCES B

REIMBURSEMENT CHEQUE AWAITING
COLLECTION C

ACCOUNTABLE AMOUNT of FLOAT D

CASH SHORTAGE/SURPLUS E

Note: For float to be balanced $A + B + C - D$ must equal zero

E is to account for the above not equal to zero (variance), and must be reported to USPSA Federal Office immediately.

I certify that I have taken over custody of the Petty Cash Advance as listed above and that there are no deficiencies/I have reported the deficiencies to my Supervisor (Delete the statement which is not applicable)

Signature of New Imprest Holder

Signature	Name in Capitals	Date

Signature of staff member handing over cash advance (Current Imprest Holder)

--	--	--



Signature	Name in Capitals	Date
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Signature of Authorized Delegate		
Signature	Name in Capitals	Date

*Where the float is being transferred to a new custodian on a long term or permanent basis, a copy of this form must be forwarded to USPSA Federal Office (or in the case of USPSA Federal Office, the USPSA FIC).

Appendix 3 - PETTY CASH REIMBURESMENT

Location/Office: _____ **Date:** _____

DATE	DESCRIPTION	AMOUNT	
	Total Reimbursement		
	Cash in hand		
Reimbursement in Transit			
Petty Cash Float			

Description	Name	Signature	Date
*Petty Cash Holder			
*Petty Cash Expense Approver			

Appendix 4 - Taxi Receipt



	University Of the South Pacific Students Association	
	Postal Address: USPSA Federal Office c/o USP Private Mail bag, Suva. Tel: 3232728/3232752 Email: uspsa@usp.ac.fj	
Date: _____	Taxi Voucher	
From: _____	To: _____	
Taxi Registration: _____	Amount: _____	
Signature: _____		
Note: _____		

Appendix 5 – Petty Cash Voucher

	University Of the South Pacific Students Association	
	Postal Address: USPSA Federal Office c/o USP Private Mail bag, Suva. Tel: 3232728/3232752 Email: uspsa@usp.ac.fj	
<u>PETTY CASH VOUCHER</u>		
<u>Date</u>	<u>Particulars</u>	<u>Amount</u>
Prepared By: _____		Approved By: _____
Date: _____		Date: _____

Appendix 6 - PER DEIM REQUISITION FORM

Date: _____
ID: _____



Event:
Position Upheld:

I do hereby acknowledge the receipt of the under mentioned sum of money as stated.

<u>DETAIL</u>	<u>DAYS</u>	<u>RATE</u>	<u>TOTAL</u>
SITTING/COUNCIL ALLOWANCE			
TRANSPORT ALLOWANCE			
ACCOMODATION ALLOWANCE			
MEAL ALLOWANCE			
INCIDENTALS			
<u>EXTRA -TRANSIT PER DIEM</u>			
<u>TOTAL</u>			

Signature:

.....



The University of the South Pacific Students' Association (USPSA) Private Mail Bag Suva , Fiji Islands. Tel : (679) 323 2728 Fax : (679) 323 1001		0891			
		PAYMENT VOUCHER			
BENEFICIARY: _____		DATE: / /			
		BANK ACCOUNT:			
CHEQUE NO.	REQUISITION NO.	PAYMENT PURPOSES	VAT	AMOUNT	
TOTAL AMOUNT					
PAYEE					
THE SUM OF _____					
	PREPARED BY	APPROVED BY	APPROVED BY	CASH RECEIVED BY	
SIGNATURE				SIGNATURE	
NAME				NAME	
DATE				DATE	

Appendix 8 - MEAL & TRANSPORT ALLOWANCE FORM

Date: _____

Event: _____

I, _____, would like to claim the following as an allowance.

Transport Cost:.....

Meal Allowance:.....

Other Cost:.....

Total Claim: _____

Claimants Signature:

.....

Appendix 9 - ALLOWANCE RECEIPT FORM

Date: _____

I, _____ ID: _____ acknowledge the receipt of my



allowance.

Calculation:

Total Receipt: \$

Signature:

.....