

**Declaration of attendance abroad for which an advance
per diem has been paid**

1. I, hereby declare that I visited
.....
for the period..... to
on University business as stated in Form FP16g dated
for which I received a per diem allowance in advance.

OR:-

2. The following alterations to my planned schedule occurred for which I
claim extra per diem expenses, or I return the due part of the advance I
received
(Please give details).....
.....

3. (If applicable) I wish to claim for other **business** expenses incurred
which are not included in the per diem allowance, and for which I
attach a completed form FP16a and receipts Yes/No

4. I confirm that, on the nights I am claiming a per diem, I was staying
in the type of accommodation as stated on my advance claim form.

Signature of claimant.....

Date

To be returned to Payroll Office immediately upon return from overseas
trip