

**APPLICATION FOR AN ADVANCE PAYMENT / REIMBURSEMENT OF AIR
FARE ON SABBATICAL LEAVE / STUDY LEAVE**

01. Name :
-
02. Designation :
03. Department :
04. Duration of Leave :
05. Whether entitled to Full Passage,
if not, % eligible :
06. Amount payable :
- (Self / Spouse / Both)
07. The amount payable :
- (If reimbursement, please attach counterfoils)
I herewith attach a letter (Photocopy) from the Awarding Agency for your reference.
08. I hereby declare that neither I nor my wife / husband received a travel grant from any other source and that the information supplied above is true and correct. I also hereby undertake to produce the tickets before I leave the Island.
09. I / We hereby agree to surrender the counterfoil of the said air ticket / tickets as soon as I / We return to the Island

.....
Date

.....
Signature of Applicant

Vice-Chancellor

Payment recommended and forwarded please

.....
Date

.....
Head of the Department

.....
Date

.....
Dean of the Faculty

Contd.....p/2

FOR OFFICE USE ONLY

ACADEMIC ESTABLISHMENTS:

10. The above named Professor / Senior Lecturer / Lecturer had been granted Full pay / No pay leave.
11. The above named Professor / Senior Lecturer / Lecturer and his / her wife / husband is / are entitled to Full / Half / Passage.
12. The amount given at (6) above is therefore recommended as he / she is not getting a travel grant. He / She has used / not used any railway warrants.

Date:

.....
Deputy Registrar / Senior Assistant Registrar /
Assistant Registrar
Academic Establishments

ACCOUNTS BRANCH

13. The air fare from Colombo to / from
..... to Colombo is Rs.
14. Therefore, the amount payable per person is Rs
15. Total amount payable is Rs.

Prepared by:

Checked by:

Vice-Chancellor / Registrar / Bursar / Assistant Bursar

For approval to pay the amount given in (15) above please.

.....
Signature

16. Recommendation of the Registrar / Bursar / Assistant Bursar.

.....
Signature

17. Approval of the Vice-Chancellor to pay the amount given in (15) above.

Date:

.....
Signature