

Application for an Allowance

Department / Division:	
Date:	
Completed by:	

Background / Context

Motivation:

Allowance application

Allowances are approved for a calendar year. Allowances will be reviewed annually, at the end of December.

*Type of Allowance

SU Number	Name	Pensionable / Non-pensionable	Period from	Period to	Amount

Supervisor: Name

UT Number

Telephone number

Costing or Project Allocation

Costing:

[illegible]

Costing or Project Allocation

Project Allocation:

Project Number	Task Number	Expenditure Type	Project Organisation	Contract Number	Project Fund Source	Percentage Allocation



Recommendation:
CHAIRPERSON / DIVISION HEAD **Date**

Approval:
DEAN / DIRECTOR / **Date**
DEPUTY VICE CHANCELLOR

Additional approval:
Signature **Date**
.....
Designation **Title**

For office use:

Does the request affect employee's Leave Package?

☐

Comments:

Approval:

.....
HR PRACTITIONER **Date**

.....
HR MANAGER **Date**

.....
CHIEF DIRECTOR: HUMAN RESOURCES **Date**