

University of Vavuniya, Sri Lanka
Advance Request Application Form for Research Grant

URC-Form 2

Bursar,

University of Vavuniya.

1. Request for (Advance Category: Travelling/Supplies/ Sundry)
2. Name of advance requester:
3. Research title:
4. Date of proposed activity:
5. Expected date of advance required *:
6. Breakdown of the expenditure /budget **

Description of items	Activity number according to the approved budget	Cost per unit	Cost driver	Total amount
Total				

7. Advance requestor's email address:

8. Requester's mobile number:

Whether requester obtained advance previously (Yes/No)

If yes,

- a. Amount:
- b. Date:
- c. Purpose:
- d. Whether settled / not settled:

I undertake to settle the above advance ***within seven days***. If failed to settle, University will take action to recover from my next salary.

.....
Signature of the requester

Date:/...../.....

Recommended

Approved

.....

URC Chairperson

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Registrar/Vice Chancellor

* The request must be submitted at least three working days before.

** A maximum of Rs. 100,000 can be given as an advance.