

**Rr \Haramaya University Finance Administration Directorate Weekly,
Monthly work programmed /plans of _____**

From _____ To _____

No	Date	No of days/trip duration	Staff involved/Name of Travel	Purpose of trip	Location	Mode of transport		By Air	Remark
						By HU Vehicle P/L No	By Public transport		
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									

Prepaid By: _____

Sign: _____

Date: _____

Approved By: _____

Sign: _____

Date: _____

Note That; This from will be prepared in to 4 copies, one for **president/ Academic V/P / Administration V/P /Research & Ext V/P /Community Service & Enterprise Dev't V/P** for approval and one copy for each of them for their information & facilitation to Finance Administration Directorate for Request for per-dime, purchasing and property Administration Directorate for purchase of Air ticket, Estate and Facility Directorate for request of Transportation & Fuel Service.