



**OFFICE OF THE DEPUTY VICE-CHANCELLOR, ACADEMIC & STUDENT  
AFFAIRS**

**INTERNAL MEMO**

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From: Deputy Vice-Chancellor, ASA

Date:.....

To: Head of Finance

Ref:.....

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**SUBJECT: PAYMENT OF EXTERNAL EXAMINERS OUT OF POCKET  
ALLOWANCE**

**NAME OF EXTERNAL EXAMINER** \_\_\_\_\_

**SCHOOL/DEPARTMENT** \_\_\_\_\_

**PLEASE PAY**.....

**(NAME OF HEAD OF DEPARTMENT OR A REPRESENTATIVE AUTHORIZED TO  
COLLECT THE FOLLOWING AMOUNT OF MONEY CLAIMED BY THE  
EXTERNAL EXAMINER)**

Payment of External Examiner's out of Pocket Allowance is worked out at the Rate of  
Kshs.1750 per day.

Total Number of Days.....@Kshs.1750

**TOTAL AMOUNT PAYABLE** **Kshs**.....

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**DEPUTY VICE-CHANCELLOR, ASA**

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**SIGNATURE & DATE**

**CC. HEAD OF SCHOOL/DEPARTMENT**