

Staff category

**TERTIARY EDUCATION TRUST FUND
INTERNAL MEMO**

Conference Attendance (C.A) Vetting form & Detailed Analysis:

Section A: Name of Beneficiary Institution:										Ref. no. of Submission (if any):		DATE:		7/3/20
Particulars of C.A Submission										Total # of Foreign nominees:		Total # of AS nominees:		
Intervention being Processed: Year(s) of intervention:										Total # of Local nominees:		Total # of NAS nominees:		
Section B: Detailed Analysis - C.A Nominees Data (see Table 1 below)														

Table 1:															Cost		Remarks	
S/N	Name of Nominee	Gendre	Conference Title & Venue	Conference Organizers	Conference Theme	Title of Accepted Paper	Department of Conference Attendee	Conference Date	Conference Reg. fees	Daily Tour Allowance (DTA)/Esta code	Local Runs/ Visa Processing fees	Local Transport	Passages (International)	Paper production	Staff category	AS		NAS
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
TOTAL																-		
GRAND TOTAL																		

Summary of Transactions:														
Allocation Balance														
Amount recommended for release														
70% for Academic Staff (AS)														
30% for Non Academic Staff (NAS)														
Balance left for Academic Staff (AS)														
Balance left for Non Academic Staff (NAS)														
Total balance left														

Name of Vetting Officer:										Particulars of Checking Officer with date:					DASTD:
Signature of Vetting Officer & Date:										Designation, Sign:					
										Signature of Rec. Officer:					