



## **MALAWI COLLEGE OF ACCOUNTANCY**

### **MEMORANDUM**

**TO** : Campus Director

**FROM** : ICT Technician

**THROUGH** : Assistant Registrar

**DATE** : 11/01/2023

**SUBJECT** : **CLAIM FOR ALLOWANCES FOR PROCESSING AND SENDING 2023 APRIL-SEPTEMBER END OF SEMESTER EXAMS**

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I would like to claim for the above allowance for me as well as my workmate Chimwemwe Kaunda, On these dates we knocked off late because we were asked to resend some of the examinations that had errors.

CHIMWEMWE KAUNDA		
DATE	CLAIMS-TYPE	AMOUNT
Monday 30.10.2023		
	Supper Allowance	5000
	Taxi Allowance	10500
Tuesday 31.10.2023	Lunch Allowance	5000
	Supper Allowance	5000
	Tax Allowance	10500
TOTALS: K36,000		

<b>OWEN BANDA</b>		
<b>DATE</b>	<b>CLAIMS-TYPE</b>	<b>AMOUNT</b>
<b>Monday 30.10.2023</b>		
	Supper Allowance	5000
	Tax Allowance	10500
<b>Tuesday 31.10.2023</b>	Lunch Allowance	5000
	Supper Allowance	5000
	Tax Allowance	10500
<b>TOTAL</b>		<b>K36,000</b>

Regards

**OWEN BANDA**