

PART-TIME LECTURING PAYMENT

(This form should be filled only after Scripts & Marksheets have been handed in to the Head of Department)

(INTERNAL / EXTERNAL)

SECTION A

Claimant's Details

NAME _____ PF/ID/PP No. _____
(Surname) (Other names) (As applicable)

DEPARTMENT _____ SCHOOL _____
(Department offering the courses)

PERIOD _____ SEMESTER _____ ACADEMIC YEAR _____
(e.g. January - April) (I / II) (Year taught)

ADDRESS _____
(Current employer/ Physical address – For External Part-timers only)

SECTION B

Teaching Honorarium

Undergraduate @ Kshs 1,000; Masters @ Kshs 2,500; Ph.d @ Kshs 3,500 per hour. Claim should be made for weeks taught. Maximum of 2 taught (not supervision) courses for Internal PT and 3 courses for External PT per semester.

Course Code & Title	Rate per Hour	Hours per Week	Amount per Course per Semester (Kshs)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Gross Honorarium payable		Kshs	_____
Less 30% Tax		Kshs	_____
Net Honorarium payable		Kshs	=====

SECTION C

Setting & Marking

(1) Setting:

Setting rate is @ Kshs 1,000 per paper irrespective of the level.

Course Code	Amount (Kshs)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total amount payable for Setting **Kshs** =====

(2) Marking

Marking rates for Undergraduate @ **Kshs 20**; Masters @ **Kshs 500**; Ph.d @ **Kshs 500** per Script.

Course Code	Rate per Script	No. of Students	Amount per Course (Kshs)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total amount payable for Marking			Kshs _____

SECTION D

Accommodation, Meals & Transport

Monthly non-accountable reimbursables:- **Kshs 15,000** (External PT operating from outside Eldoret area or Internal PT teaching for College outside Eldoret area) and **Kshs 4,000** (External PT operating from Eldoret area or Internal PT teaching at a satellite campus of College within Eldoret area). To be prorated depending on the duration of the claim period.

Total amount for Accommodation, Meals & Transport	Kshs _____
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SECTION E

Totals (Summary)

Amount (Kshs).

(i) Teaching Honorarium (Net)	_____
(ii) Setting	_____
(iii) Marking	_____
(iv) Transport, Meals & Accommodation reimbursables	_____
(v) Others (please specify)	_____
	=====
	=====
GRAND TOTAL AMOUNT	KSHS _____

SECTION F

Signatures & Approvals

The information given herein is correct. All the scripts and marksheets have been handed in to the HoD.

(a) Signed _____ DATE _____
LECTURER

This is to confirm that the lecturer has cleared with me and can be paid his/ her dues as claimed herein.

(b) Signed _____ DATE _____
HEAD OF DEPARTMENT

(c) Signed _____ DATE _____
DEAN OF SCHOOL

(d) Signed _____ DATE _____
DVC (ASA)

(e) Signed _____ DATE _____
DVC (APF)

NB: Claimant to attach the following documents endorsed by the respective Head of Department:-

- The original appointment letter
- Copy of students class attendance form for each course claimed
- Copy of the official departmental teaching matrix (from and signed by HoD)