

## **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)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Gross Honorarium payable</b>		Kshs	_____
<b>Less 30% Tax</b>		Kshs	_____
<b>Net Honorarium payable</b>		<b>Kshs</b>	=====

### **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)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total amount payable for Marking</b>			<b>Kshs</b> _____

**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.

<b>Total amount for Accommodation, Meals &amp; Transport</b>	<b>Kshs</b> _____
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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)	_____
	=====
	=====
<b>GRAND TOTAL AMOUNT</b>	<b>KSHS</b> _____

**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)