

SOUTH EASTERN UNIVERSITY OF SRI LANKA

**APPLICATION FOR LODGING FACILITIES AT THE UNIVERSITY
GUEST HOUSES**

1. Name of Applicant :
2. Designation and Department :
3. Number of Rooms required : A/C: Non A/C:
4. Details of Person/s to whom the accommodation is sought to:

Name/s of Guest	Designation	Address of Institution / Company	Telephone / Mobile No.

5. Purpose of Visit : Private : Official :
Please provide the reason of the visit :
6. Accommodation required place :
Guest House - Oluvil Guest House - Sammanthurai
7. Period of Stay No. of days : From : To :
8. Vehicle No :

.....
Date Signature of the Applicant

Vice Chancellor / Registrar

Room/s available / not available.
Room charges paid / not paid: Amount: Receipt No. : Date:
Reason for non-payment :

The above request is recommended / not recommended

.....
Date SAR / General Administration

Senior Assistant Registrar / General Administration

The above request is approved / not approved

.....
Date Vice Chancellor / Registrar

Note : Application should be submitted at least before 5 working days of the visit with the relevant supportive documents.