

**INFORMATION, COMMUNICATION & TECHNOLOGY
DIRECTORATE**

MEMORANDUM

To: Vice Chancellor

Through: Ag. Registrar

From: Director of ICT Services

Date: 1st June 2026

**Subject: Request for Per diem, Accommodation,
Transportation, etc. to attend GARNET network
training workshop and AGM**

I respectfully seek your approval for the payment of per diem, accommodation, and transportation allowance for two staff members, Mr. Michael Tuffour and Mr. Michael Mensah, who have been nominated to represent the University for Media, Arts and Communication (UniMAC) at the GARNET Network Training Workshop and Annual General Meeting (AGM) scheduled to take place in Kumasi from 13th to 17th July 2026.

The workshop and AGM are expected to provide participants with valuable knowledge and updates on developments within the Ghana Research and Education Network (GARNET), strengthen institutional collaboration, and enhance the University's capacity in ICT and network management.

To ensure timely participation and full attendance at all scheduled activities, the representatives will travel to Kumasi on 12th July 2026 and return on 18th July 2026. Consequently, accommodation will be required for seven (7) nights, covering the period from 12th to 18th July 2026.

In view of the above, approval is requested for the following:

1. Per diem for two (2) staff members for 7 days.
2. Accommodation for seven (7) nights in Kumasi.
3. Transportation to and from Kumasi.
4. Kumasi Internal movement fare

A copy of the invitation letter for the GARNET Network Training Workshop and AGM is attached for your reference and consideration.

Your favourable approval of this request will be highly appreciated.

Sincerely,

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Saviour Lamadeku (for: director of ICT Services)