



TRINCOMALEE CAMPUS OF THE EASTERN UNIVERSITY SRI LANKA
APPLICATION FOR ACCOMMODATION AT THE OFFICIAL GUEST HOUSE

No	Full Name	Designation	N.I.C No	Relationship of the Main Occupant

1. No. of Rooms required :.....

2. Reservation Required

From: Date :.....

To

Date :.....

Time :

Time :.....

3. Nature: Duty/ Personal (Please submit the Document if Official)

Date :.....

.....

Signature of Applicant

Recommendation

Date:.....

.....

Signature of Head

Date:

.....

Signature of Dean

For Official Use

Telephone : 026-2222300

To: Caretaker/ Guest House

Trincomalee

Please provide accommodation to the above person/s

.....

DR/SAR/AR

No of Rooms Allocated :.....

.....

Subject Clerk :.

.....

Date

Note: Accommodation will be provided only to University Staff

Rental :

- Official Rs. 150/- per bed per day.
- Private purpose Rs. 250/- per bed per day (only for University Staff).
- Private purpose (If Accommodated with family members) Rs. 350/- per bed per day.
- Outsider accommodated under special circumstance Rs. 550/- per bed per day.
- All visitors are requested to make ensure the payment is made accordingly.