

INTEROFFICE MEMORANDUM

To: Dennis Kibiye,
DG



18/08/2025 09:48 PM

Through: Dennis Kibiye,
DDG



18/08/2025 09:45 PM

Date: 21/03/2025 11:38 AM

Through: Dennis Kibiye,
Chief of Staff



18/08/2025 09:46 PM

Tel Ext: N/A

From: Dennis Kibiye,
Head of Digital Health and Information
Systems



18/08/2025 09:40 PM

File No: AU/CDC/DHIS/IM/Q3/2025/1831

Subject: Request for approval for BMS Training for Africa CDC staff:

BMS

Request for return tickets, travel on 30 Jun and return on 5th July, DSA for 4 staff for 5 days, Advance team to travel 2 days earlier on 29 June, VISA for 4 staff, tickets for 23 MS personnel, half DSA for 23 MS staff

Submitted for your consideration and approval.

I thank you

Location	RWANDA-Kigali
Activity Date From	01/07/2025
Activity Date To	04/07/2025
Internal Participants	Zebaman Asefa, Frehiwot Mulugeta, Wondwossen Amanuel, Dennis Kibiye, Agaba Andrew






Budget Breakdown

Cost	Unit Cost	No. of units/people	No. of Days/frequency	Total Cost
Tickets	1200	4	1	4,800.00
DSA	230	6	4	5,520.00
DSA	230	1	7	1,610.00
Visa	100	6	2	1,200.00
Tickets	1500	23	1	34,500.00
DSA	123	23	4	11,316.00

Support Staff

Division	No. of staff	Job Title(s)	Staff Name(s)
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Payee/Staff (Vendors)	Africa CDC
Purpose of Payment	BMS Training for Africa CDC staff
Department (Cost Center)	Digital Health and Information Systems
Project/Program (Fund Center)	CDC0501003MB
Fund (Member State or Name of Donor/Partner)	Intramural
Strategic Axis	
Budget Balance (Certified by SFO)	
Estimated Cost	USD 58,946.00

Signed (Prepared By)	Dennis Kibiye		21/03/2025 11:38 AM
Budget Balance Certified By	Dennis Kibiye Finance Officer		18/08/2025 09:42 PM
Budget Balance Approved By	Dennis Kibiye Director of Finance		18/08/2025 09:44 PM
Endorsed By	Dennis Kibiye Head of Digital Health and Information Systems		18/08/2025 09:40 PM
Approved By	Dennis Kibiye DG		18/08/2025 09:48 PM