



Kenya Tea Development Agency Ltd

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VEHICLE REQUISITION & MOVEMENT WORKSHEET - Form No: (14406)

A.) Requisitioning Officer:

| | | | |
|---------|-------------|--------------|-------------------------|
| NAME: | PAYROLL NO: | DESIGNATION: | DEPARTMENT |
| ngitahi | hgd04738 | Developer | INFORMATION COMM & TECH |

Requisition Type: **Official**

| | | |
|--|---------------------------|---------------------|
| JOURNEY PURPOSE: | JOURNEY START DATE N TIME | RETURN DATE N TIME |
| Travel to michimikuru to: 1. Upgrade e-farm system 2. Setup database backup and recovery procedures. | 17/01/2022 10:00:00 | 21/01/2022 16:00:00 |

| | | |
|------------------------------|--------------------|------------------------|
| OFFICER IN CHARGE OF VEHICLE | ngitahi - hgd04738 | Form Date - 11.01.2022 |
|------------------------------|--------------------|------------------------|

HEAD OF DEPARTMENT : knyariibo - HGD03676 - BUSINESS SYSTEMS MANAGER

B.) Administration Department: - Trip Opening By: - [myuaya---HGD01383]

Vehicle registration No: **KCY 278A** Make: **Toyota Rush**

Drivers Name (where applicable): **JOLUOCH--SAP02147**

Authorising Officers Name: **myuaya--HGD01383**

Opening Kms :**53402** Estimated Fuel Balance: **50**

C.) To be Completed by Officer in Charge :

- | | | | |
|---|---|--------------------|--------------|
| 1) Date Vehicle returned: | 21/01/2022 14:59:00 | Closing KMS: | 54269 |
| 2) Total KMS Covered: | 867 | Fuel Used (Ltrs): | 73 |
| 3) Details of Places Visited: | Travel to michimikuru to: 1. Upgrade e-farm system 2. Setup database backup and recovery procedures. | | |
| 4) Did you visit stations that were not in the programme? | | | |
| If yes, Give reasons for deviating from the authorised programme: | | | |
| 5) Specify other Costs Incurred in the journey: | | | |

D.) To Be Completed by Finance Department

| | |
|--------------|------------|
| Rate Per KM: | Total Cost |
|--------------|------------|

Was the usage Justified? (Yes/No)

If No, Highlight areas of
misuse

Recommendation:

Checked By: Name/Payrollno:

Passed By: Name /Payrollno

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