

Patrick Mwaura,
Data Science and Analytic Section,
Kenya Institute of Primate Research.

Date: 08-Dec-2025

To: Director General (DG), Kenya Institute of Primate Research.

Thru': Director Research and Product Development.

Thru': Head of Procurement and Supply.

Dear DG,

**RE: CLAIM FOR PAYMENT OF 6 ADDITIONAL DAYS OF DAILY SUBSISTENCE ALLOWANCE (DSA)
FOR E-GP TRAINING, KITUI**

This is in reference to the e-GP training that Kenya Institute of Primate Research (KIPRE) staff with procurement roles undertook in Kitui between November 25th to December 6th, 2025 (a total of 12 days).

I was initially facilitated with the Daily Subsistence Allowance (DSA) for the first 6 days of training, which covered the modules for Divisional Users (DUs) and Heads of Divisions (HODs). However, in my capacity as the Lead for the Data Science and Analytics Section, it was necessary for me to remain for the full 12 days to cover advanced modules for Divisional Officers (DOs) and Heads of Directorates (HODRs). This extended attendance was vital for properly capacity building my section on comprehensive procurement procedures.

Having attended the full 12-day training but only receiving facilitation for the initial 6 days, I am hereby formally requesting the settlement of the outstanding DSA equivalent for the extra 6 days attended, amounting to KES 67,200.00.

Thank you, DG, for your continued support for the section's development. The comprehensive knowledge gained from this training ensures the Data Science and Analytics section is well positioned to independently handle its budget processes and initiate its own procurement requests efficiently, thereby supporting the institute's research mandate.

Best regards,

Patrick Mwaura,

Lead, Data Science and Analytics.