

STAFF ALLOWANCE FORM

Client	
Location	Bayelsa
Travel Date	11-4-2019
Return Date	13-4-2019

Description	No. of days	Amount/day	Amount/meal	Total amount due
Personal allowance	2	3,000	—	6,000
Accommodation allowance	2	10,000	—	20,000
Feeding allowance	2	300	500	6,000
				<u>#32,000</u>

Lucky Nwusu & Sunny

Employee Name



Signature

9-4-2019

Date

APPROVED BY:

Nkoli Ndubuisi

Line Manager (Name)



Signature

9/4/19

Date

Nkoli

HR/Admin (Name)



Signature

9/4/19

Date

Internal Audit (Name)

Signature

Date

MD/CEO

Signature

Date