**TO :** Mr. Penda Ithindi

EXECUTIVE DIRECTOR

**THROUGH :**

**FROM :**

**DATE**  :

**SUBJECT : REQUEST FOR APPROVAL FOR STAFF MEMBERS TO TRAVEL TO**

**KARIBIB AND PARTICIPATE/EXHIBIT AT THE AMALGAMATED**

**ROTATIONAL ANNUAL FESTIVAL, 23 – 30 SEPTEMBER 2024**

1. **BACKGROUND AND MOTIVATION**

This motivation seeks to seeks to obtain authorisation from the Executive Director for staff members to travel to ….

* 1. **Below is the list of MoHSS staff members who will exhibit at ARAF:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **Job title** | **Rate per day** | **S&T Rate** |
|  |  |  | N$ 550 | N$3850 |
|  |  |  | N$ 550 | N$3850 |
|  |  |  | N$ 550 | N$3850 |
|  |  |  | N$ 550 | N$3850 |
| **Total** | | |  | **N$ 15,400** |

The Public Relations Office furthermore requests for authorisation for an official government vehicle to be allocated to Ms. ……..who will will drive the team to Karibib.

1. **FINANCIAL IMPLICATIONS**

The estimated cost for S$T for the four staff members is N$ 15,400.00.

1. **RECOMMENDATION**

It is recommended that the Executive Director grants approval for the abovementioned exercise.

**FUNDS AVAILABLE / NOT AVAILABLE / AS AMENDED**

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**Mr. Almecro Boois**

**FINANCIAL ADVISOR**

**APPROVED / NOT APPROVED / AS AMENDED**

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**Penda Ithindi**

**EXECUTIVE DIRECTOR**