

**ADVANCE REQUEST and TRAVEL APPROVAL FORM**

**JSI R&T  
Tanzania**

Date of request : 11-Dec-19

Date check needed: \_\_\_\_\_

All advances request must be submitted at least 7 work days before the advance is needed.

Name: Yona Mahundi  
Address: John Snow R&T, Inc  
P.O Box 9263, Dar-es-Salaam, Tanzania

Total Advance (100% of total per diem  
+ Other costs)

**TZS 1,290,000.00**

Purpose: WMIS Showcase and UAT  
\_\_\_\_\_  
\_\_\_\_\_  
Period of Travel 18-Dec-19 to 22-Dec-19

This section must be filled in by employee:

Project: GAVI TZ WMIS Phase 1

Bank Account:

| M&IE         |             |                     |                                |                      |
|--------------|-------------|---------------------|--------------------------------|----------------------|
| Destination  | No. of days | M&IE Daily Rate-TZS | Percentage of Total Daily Rate | Advance Amount - TZS |
| Dar – Dodoma | 1           | 60,000.00           | 75%                            | 45,000.00            |
| Dodoma       | 3           | 60,000.00           | 100%                           | 180,000.00           |
| Dodoma – Dar | 1           | 60,000.00           | 75%                            | 45,000.00            |
| Dodoma Lunch | 3           | (10,000.00)         | 100%                           | (30,000.00)          |
|              |             |                     |                                | -                    |
|              |             |                     |                                | -                    |
|              |             |                     |                                | -                    |
|              |             |                     |                                | -                    |
|              |             |                     |                                | -                    |
|              |             |                     |                                | -                    |
| Total M&IE   |             |                     |                                | <b>240,000.00</b>    |

| Lodging       |               |                        |                                |                      |
|---------------|---------------|------------------------|--------------------------------|----------------------|
| Destination   | No. of nights | Lodging Daily Rate-TZS | Percentage of Total Daily Rate | Advance Amount - TZS |
| Dodoma        | 4             | 150,000.00             | 100%                           | 600,000.00           |
|               |               |                        |                                | -                    |
|               |               |                        |                                | -                    |
|               |               |                        |                                | -                    |
|               |               |                        |                                | -                    |
|               |               |                        |                                | -                    |
|               |               |                        |                                | -                    |
|               |               |                        |                                | -                    |
| Total Lodging |               |                        |                                | <b>600,000.00</b>    |

| Other Costs:      |                   |
|-------------------|-------------------|
| Purpose           | Amount TZS        |
| Taxi Dar & Dodoma | 150,000.00        |
| Internet Router   | 300,000.00        |
|                   |                   |
|                   |                   |
|                   |                   |
| Total Other Costs | <b>450,000.00</b> |

Grand Total (M&IE, Lodging & Other costs) **TZS 1,290,000.00**

In accepting this advance I agree to reconcile actual expenses to the advance within 7 days of travel completion. Otherwise, I understand that the entire amount of the advance will be withheld from my pay or consulting fee, pending my submission of reconciliation to JSI.

Signature: \_\_\_\_\_  
Person Receiving Advance

Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Supervisor

Date \_\_\_\_\_