

KENYA RED CROSS SOCIETY

WORKING/TRAVEL EXPENSES ANALYSIS

Request No: ADV000114

Officer's Name: Robert Gitonga Kanake

Project: ADM102

Donor: DN0001

Date of return from mission: 23-July-21

	Purpose	Activity Codes	Advanced (Kshs)	Expended (Kshs)	Variance (Kshs)
Airtime	Sample	1.1.1	200.78		200.78
Balanced to be returned by staff					200.78

Bank: Branch: Account No:

I acknowledge that the above information is true and accurate.

Date Requesting: 22-July-21

Clearance by Finance department

This staff has an outstanding balance of Ksh 0.00

Finance reviewed by:

Date:

Approval of activity by immediate supervisor / Budget Holder / Secretary General

Name :

Date:

Reviewed & Approved by Director, Finance & Admin /County Manager/ Secretary General

I confirm that this amount of Kshs ... 200.78 .. should be charged to the above programme

Name :

Date: