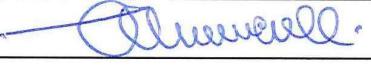
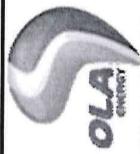


## KENNETH KIMATHI OPERATIONS

**DATE** 31-Dec-25  
**NO.** 1

PAYEE NAME	KENNETH KIMATHI							
ADDRESS	MOMBASA							
VENDOR NO.	1223							
AMOUNT IN FIGURES	KSHS 168,000.00							
AMOUNT IN WORDS	One hundred sixty eight thousand shilling only							
REASON FOR	1 Payment for Rusam Villaas Per attached approved travel request							
REASON FOR	2 One month per Diem as per attached approval travel request							
	3 Airport transfers as per approval							
NO	MAIN ACCOUNT	ANAYSIS CODES						
		T1	T2	T3	T4	T5	AMOUNT IN USD	
	MAIN ACCOUNT	PRODUCT GROUP	PRODUC BRAND	DEPT OR COST CTR	ITEM CODE	PLT/ S.NO. AFI NO.	DEBIT	CREDIT
1	IOU							138,000.00
2								
3								
4								
5								
6								
7								
8								
9								
							-	138,000.00
REQUEST PREPARED BY:	KENNETH KIMATHI 						31-Dec-25	
CHECKED FOR ACCURACY OF DATA BY								
DATA ON THIS REQUEST BY:								
CERTIFY THAT EMPLOYEE HAS NO OUTSTANDING BALANCE IN ACCOUNT 1801: 1806 & 1811 CERTIFIED BY:								
PAYMENT APPROVED BY:								
CASH PAYMENT								
RECEIVED BY:								

**TRAVEL REQUISITION FORM**

Employee Name	Kenneth Kimathi Miriti	Travel Purpose	Hand over duties as per Organization changes		
Title	Stock Accountant	Destination	Nairobi Terminal		
Department	OPERATIONS	From	Mombasa.	To Nairobi	days 30

Travel Justification/Additional travel details e.g Attach Itinerary  
Organization Changes

ESTIMATED BUDGET			
TYPE OF EXPENSE	DESCRIPTION	Estimate cost	TOTAL
Airticket	MOMBASA-NAIROBI-MOMBASA	38,000	38,000
Hotel	RUSAM VILLA	2,500	75,000
Per Diem	Lunch / Dinner for one month	2,000	60,000
Entertainment	N/A	0	0
Any other	TRANSFERS MSA/NRB	1,000	3,000
Total Cost			176,000

Name

Kenneth Kimathi

Signature

Amosell

Date

31/12/2025Employee Signature \_\_\_\_\_  
Supervisor Review \_\_\_\_\_



## Travel Schedule 311225 KENNETH KIMATHI TRAVEL REQUISITION implement.

From OEKLWorkflows <oekl.workflows@olaenergy.com>

Date Wed 31 Dec 2025 15:19

To David Kabiru <david.kabiru@olaenergy.com>; Beryl A Miswa <Beryl.Miswa@olaenergy.com>; Daniel Mueni Nzomo <daniel.nzomo@olaenergy.com>

Kindly implement the Travel Schedule

311225 KENNETH KIMATHI TRAVEL REQUISITION

<https://oilibya.sharepoint.com/:b/g/affiliates/kenya/s&m/IQDBgukHYpXGRJKas6md4aP3AbDNu0V1ubLjPKh7A74HYEU?e=beE3Ro>

Reviewed by ; Tabitha.Hehu@olaenergy.com

Endorsed 1 by; Franklin.Nubi@olaenergy.com

Endorsed 2 by ,franklin.nubi@olaenergy.com

Approved by ; mohamed.elhoderi@olaenergy.com