


31-Dec-25

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Chenell.



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	TOTAL
Airticket	MOMBASA-NAIROBI-MOMBASA	38,000
Hotel	RUSAM VILLA	2,500
Per Diem	Lunch / Dinner for one month	60,000
Entertainment	N/A	0
Any other	TRANSFERS MSA/NRB	1,000
Total Cost		176,000

Name Kenneth Kimathi

Employee Signature *Kenneth Kimathi*

Supervisor Review _____

Signature *[Signature]*

Date 31/12/2025

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>

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