



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

Name Kenneth Kimathi Signature [Signature] Date 31/12/2025
Employee Signature
Supervisor Review _____